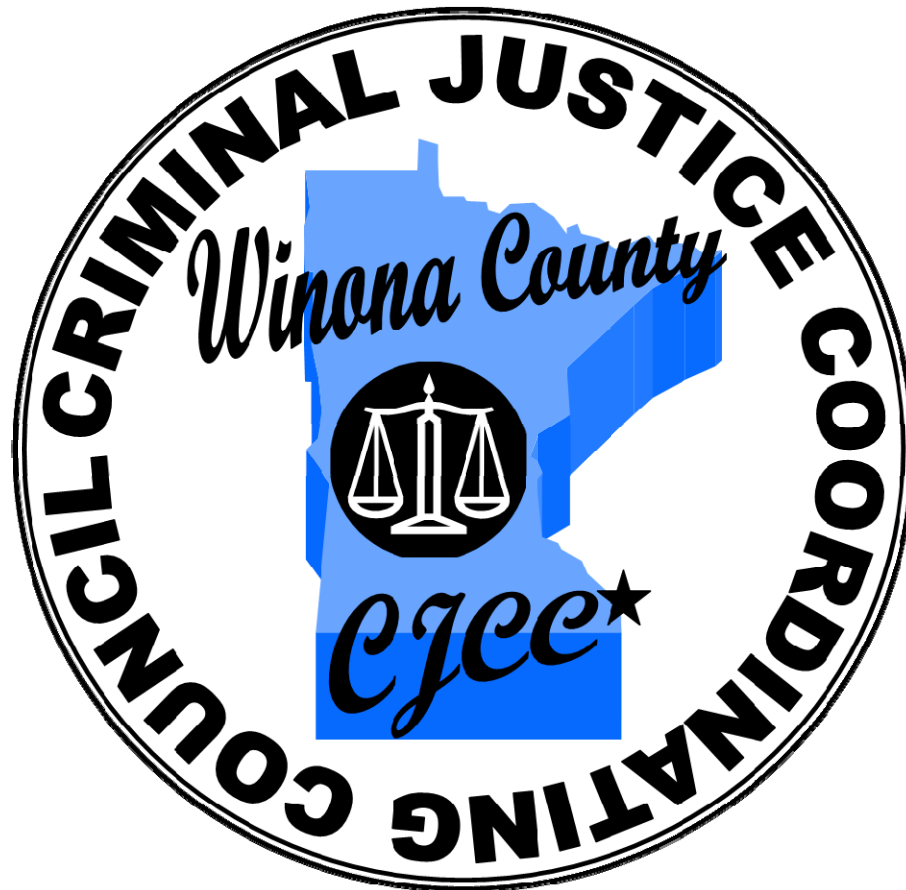


**CRIMINAL JUSTICE COORDINATING COUNCIL
STRATEGIC PLANNING SESSION**



WEDNESDAY, OCTOBER 6, 2010

12:00 NOON – 2:00 P.M.

KENSINGTON LOWER LEVEL

BANQUET ROOM

CJCC STRATEGIC PLANNING SESSION
TABLE OF CONTENTS:

No.	Description	Page Number
1.	Council Membership	3
2.	Organizational Flowchart	4
3.	Workgroup Descriptions	5
4.	Strategic Planning Session Overview	8
5.	Council Mission and Vision Statements	10
6.	Committee Charges	11
7.	Goals Identified in 2007 & 2008	12
8.	Goals Identified in 2009	13
9.	Evaluation of 2009-2010 Goals by Committee	14
9a.	Crime Prevention Committee	14
9b.	Courts Committee	16
9c.	Community Outreach & Diversity Committee	19
9d.	Jail and Jail Alternatives Committee	22
9e.	Juvenile Justice Committee	25
10.	Direction for 2010-2011	28
11.	Review of CJCC Operational Procedures	29
12.	CJCC Bylaws	30

1.

MEMBERSHIP

The CJCC consists of fifteen voting members necessary due to the positions they hold in the justice system, as follows:

State of Minnesota: District Court Judge, District Court Administration, Minnesota Department of Corrections and District Public Defender's Office;

County of Winona: Winona County Board of Commissioners, Winona County Administrator, Winona County Sheriff, Winona County Jail Administrator, Winona County Human Services and Winona County Attorney;

City of Winona: Winona City Attorney's Office, Winona City Police Department and Winona City Council;

City of Goodview: Goodview Police Department; and

Private Bar: Winona County Bar Association.

In addition, there are three voting public at-large members.

CJCC MEMBERS

Name	Title	E-mail Address
Sally Cumiskey, Chairperson	Winona County Court Administrator	sally.cumiskey@courts.state.mn.us
Karin Sonneman, Vice-Chairperson	Asst. Public Defender Winona County	Karin17@hbc.com
The Honorable Nancy Bostrack	Judge of District Court	nancy.bostrack@courts.state.mn.us
Paul Bostrack	City of Winona Police Chief	pbostrack@co.winona.mn.us
David Brand	Winona County Sheriff	dbrand@co.winona.mn.us
Steve Buswell	Winona County Sheriff's Dept – Jail Administrator	sbuswell@co.winona.mn.us
Tom Frost	Winona County Attorney	tfrost@co.winona.mn.us
Judy Gilow	Public Member	jgilow@ridge-runner.com
Justin Green	Public Member	jgreen@dow.org
Duane Hebert	Winona County Administrator	dhebert@co.winona.mn.us
Mena Kaehler	Winona County Commissioner	homedale@ix.netcom.com
Bruce Nelson	Assistant Winona City Attorney	brnelson@blahniklaw.com
Rena' Patterson	Dt. Supervisor, MN Dept. of Corrections, Winona	rpatterson@co.winona.mn.us
John Paul Plachecki	Winona County Bar Association President	jbenedict@the-trial-lawyers.com
Kent Russell Travis Volkman-proxy	City of Goodview Police Chief Goodview Police Officer	krussell@goodviewmn.com travisv@goodviewmn.com
Fatima Said	Public Member	fatimas@projectfine.org
Deb Salyards	Winona City Council Member	wguide@charter.net
Julie Thompson	Winona County Dept. of Human Services – Supervisor	jthompson@co.winona.mn.us



WORKGROUP DESCRIPTIONS

CRIME PREVENTION COMMITTEE

- **Best Practices:** a program that provides incentives to liquor licensees to engage in behavior that reduces underage and binge drinking.
- **Tavern League:** an organization composed of liquor license holders/establishments that have the mission of creating a cleaner and safer downtown environment.
- **Social Host Ordinance:** a law that holds property owner/host criminally responsible when underage drinking is allowed to occur on the premises.
- **Community Groups:** groups that create/strengthen neighborhood relations in order to deter crime and create safer neighborhoods.
- **Underage Drinking:** secured funding, via a ZAP Grant and EUDL (Enforcing Underage Drinking Laws) Grant to increase law enforcement of underage drinking offenses.
- **Crime Mapping:** an online resource that creates crime awareness by providing geographic locations of crime statistics.
- **After School Activities:** work on identifying/promoting and possibly creating after school programs to serve as a safe outlet for children after school.
- **Restorative Justice on Campus:** provides WSU with alternative sanctions which encourage community participation and restoration.
- **Sex Offender Release:** takes a proactive approach to preparing the community for the release of high level sex offenders in Minnesota.

COURTS COMMITTEE

- **PD Misdemeanor Representation:** earlier and more efficient resolution of lower level cases by providing a public defender at arraignment court who offered free case consultations to defendants, regardless of whether the defendant qualified for a public defender.
- **PD Screening Process:** screening of defenders takes place in jail, saving sheriff time in having to wait at the courthouse for screening and allowing for earlier appointment of public defender.
- **Rule 15 Petition in Spanish:** translated document which increases understanding of rights and quicker plea hearings by Spanish-speaking defendants.
- **Settlement Conferences:** case status calls intended to promote settlement; later replaced by default omnibus hearings.
- **Discovery:** identify ways to implement earlier exchange of discovery which promotes earlier resolution of cases; also working on electronic discovery
- **Sentencing:** standardized sentencing order to promote accuracy and ensures that all participants understand terms of sentence at time of sentencing; replaced by state mandated sentencing orders
- **Pro Bono Private Bar Representation:** recruit members of private bar to handle lower level criminal cases.
- **Certification of Misdemeanor as Petty Misdemeanors:** allow prosecutors to certify misdemeanor level offenses as petty misdemeanors in an attempt to resolve cases earlier and reduce court time (petty's do not qualify for a jury trial).
- **Conciliation Court Referees:** use of private attorney referees to hear conciliation cases eliminates need for judge time and reduces court administration time spent on hearings.
- **Case Clearance Rates:** group established to find ways to encourage earlier resolution of cases with fewer court hearings and overall less time spent on each case pre-trial.
- **E-Charging/citations and E-filing:** citations and complaints would be electronically filed with Court Administration with the goal to speed case processing and increase accuracy.
- **Co-Parent Courts:** to promote increased payment of child support and parent involvement, by finding and removing barriers to employment and encouraging family relationships.

COMMUNITY OUTREACH AND DIVERSITY COMMITTEE

- **Community Resource Outreach:** establishing a CJCC presence in the community by promoting awareness of the Council and offering other community resources the opportunity to work together with CJCC on projects.
- **Information Brochures/Law Library:** court brochures were updated and the free brochures in the library were updated and organized to make them more accessible to the public.
- **Legislative Outreach:** two Capitol visits have occurred and legislators have attended CJCC meetings/events.
- **Model Legislature:** participated in two model legislature events and lobbied for passage of the Dime-A-Drink bill (alcohol tax to provide funding to the judiciary).
- **Student Interns:** allows students to have an educational opportunity and earn school credit while working for CJCC-related agencies/organizations.
- **News Columns/Press Releases:** provides information to the public about CJCC-related concerns and events.
- **Human Rights Commission:** offer local human rights services to entire county, rather than just the City of Winona.
- **Foreign Language Training:** promoted foreign language classes being offered by Community Education to better serve non-English speaking individuals.
- **County Fair:** staff a Sheriff/CJCC booth at the Winona County Fair to solicit input from and provide education to the public
- **Speaker's Bureau:** a list of speakers available to present on issues involving the criminal justice system.
- **No MN Driver's License:** to address issues that lead to driver's license-related offenses.
- **Courthouse Open House:** to showcase the history and function of the courthouse as a place of justice.
- **Town Hall Forum:** to raise awareness and support for judicial funding issues
- **Census 2010:** to serve as a source of information for the public and provided support for the Census.
- **Government/Law Day:** an educational program for school-aged kids to learn about the justice system.
- **Criminal Justice Institute:** presentation on the CJCC at a statewide Criminal Justice Institute

JAIL AND JAIL ALTERNATIVES COMMITTEE

- **Mental Health:** identifies mental health concerns for incarcerated individuals.
- **CARE Re-entry Program:** jail re-entry program designed to reduced recidivism and ensure public safety through the provision/facilitation/coordination of needed transition services
 - **Assessment Tool:** LSI-R was selected as tool to measure needs and risks of participants.
 - **Release of Information:** release of information was developed to allow for free exchange of information between agencies to coordinate needed services for participants.
 - **CARE Community Partners:** developed a list of existing resources in the community which CARE clients could utilize.
 - **Target Population:** developed admission criteria for participants to be admitted into the program.
 - **Recidivism Definition:** developed a definition of recidivism.
 - **Policy & Procedure:** developed a written policy and procedure manual as well as multiple forms for the CARE Program.
- **Process Flow:** developed a flowchart to depict the flow of a criminal case.
- **In Jail Programs:** identified existing in-jail programming for incarcerated individuals.
- **Pre-Trial Supervision Program:** allows inmates to be released pending trial while maintaining accountability and public safety.

JUVENILE JUSTICE COMMITTEE

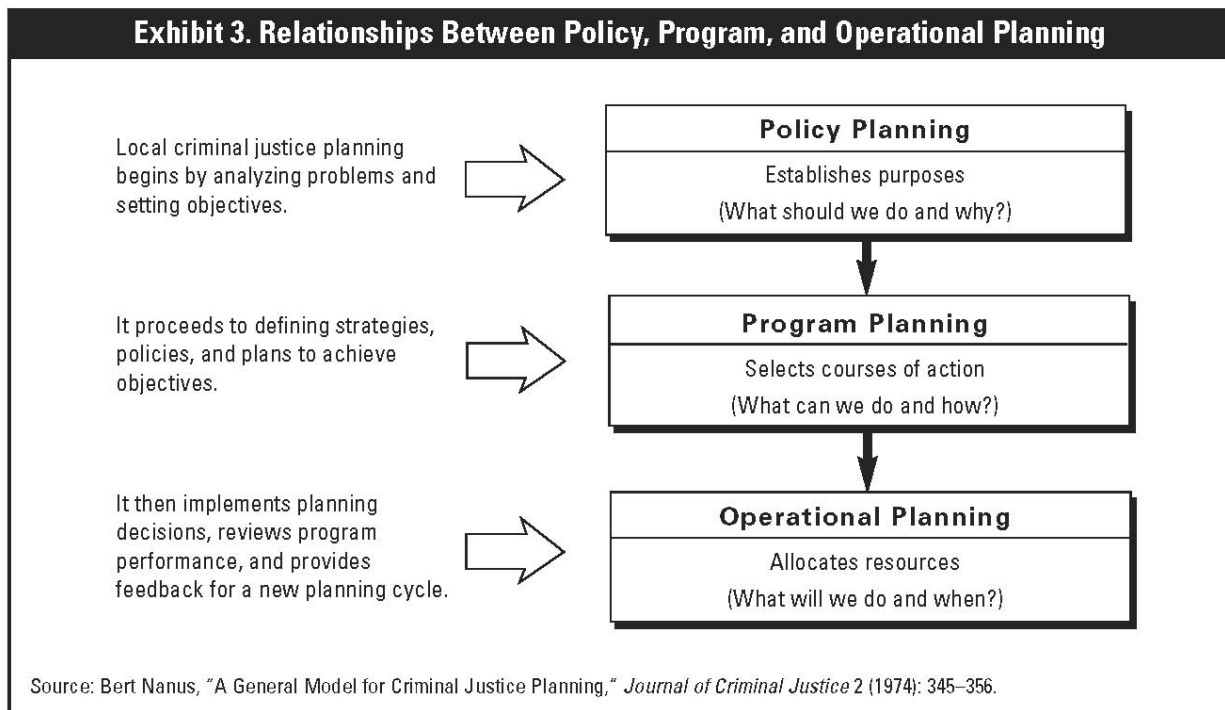
- **Juvenile Diversion:** encourage and improve/increase the use of programs that offer alternatives to traditional court processes (such as Restorative Justice)
- **Truancy Procedures:** increase school attendance by having more effective procedures.
- **Detention Alternatives:** reducing secure detention costs by offering juveniles alternatives to outside home placement.
 - **Therapeutic Foster Care:** out of home placement for juveniles that offers a therapeutic, supportive environment.
 - **Youth Support Program:** an afterschool program that teaches life skills and offers homework help.
- **Youth Substance Abuse Treatment:** an educational class designed for 1st time underage drinker offenders.
- **Youth Sex Offender Treatment:** provides evaluation and treatment options for youth sex offenders.
- **JDAI Program:** a program designed to objectively identify risks and needs and which reserve secure detention only for those youth who absolutely need such confinement.
- **Juvenile Services Handbook:** a list of programs in Winona County available to Juveniles.

STRATEGIC PLANNING OVERVIEW

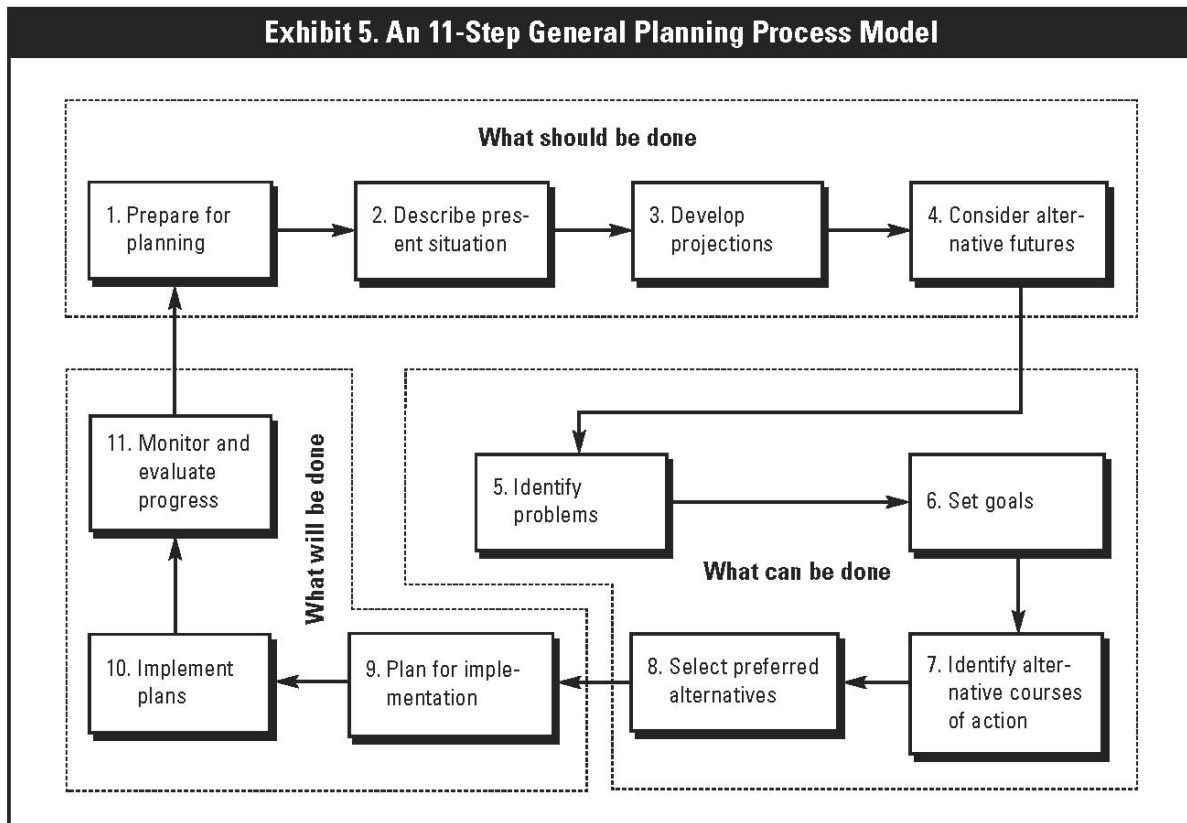
Strategic Planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. Strategic planning is the formal consideration of an organization's future course.

Justice Planning is concerned with improving decision making in three broad areas:

- (1) **Policy Planning:** the identification of long-term goals and objectives;
 - Policy planning produces policy guidelines expressing important values, philosophies and judgments on which to based long-term plans. Goals/objectives should be challenging, yet realistic and should phrased in terms of outcomes rather than actions
- (2) **Program Planning:** the selection of specific courses of action or strategies which will be used to achieve the goals/objectives;
 - Program planning is concerned with assessing the feasibility of alternative courses of action, developing appropriate program and contingency plans and constructing guidelines for action.
- (3) **Operational Planning:** the allocation of resources to accomplish defined purposes.
 - Operational planning is concerned with developing specific plans for allocating resources to implement plans.



The Planning Process involves a determination of (1) where the organization is; (2) where the organization wants to be and (3) how the organization will get there.



CJCC MISSION AND VISION STATEMENTS

CJCC's Vision: The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

CJCC's Mission: To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

Vision Statement: The vision statement is not about what the organization currently is but what the organization hopes to become. It defines the desired or intended future state of a specific organization or enterprise in terms of its fundamental objective and/or strategic direction. It concentrates on the future. It is a source of inspiration.

Mission Statement: A mission statement is more concerned with the overall aim of the organization, a simple statement of the company's reason for being. It is not an objective with a timeline, but rather the overall goal that is accomplished over the years as objectives are achieved that are aligned with the organization's mission. It concentrates on the present. It informs you of the desired level of performance.

COMMITTEE CHARGES

CRIME PREVENTION

To encourage the prevention of crime through coordinated and concentrated efforts, and through programs and functions that encourage citizen involvement and participation, to preserve safe environments and communities for the citizens of Winona County.

COURTS COMMITTEE

The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.

COMMUNITY OUTREACH AND DIVERSITY

To educate the public about initiatives, programs, and services supported by the CJCC; build an atmosphere of respect and inclusion toward the Criminal Justice System regardless of culture or background; and identify community concerns that are related to the responsibilities of the CJCC and prepare a detailed, proactive public relations plan to address those concerns.

JAIL AND JAIL ALTERNATIVES

The Jail and Jail Alternatives Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

JUVENILE JUSTICE

To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.

GOALS IDENTIFIED **IN 2007 AND 2008 PLANNING SESSIONS**

GOALS IDENTIFIED IN 2007	GOALS IDENTIFIED IN 2008
Better managed jail population	Address jail bed needs
Reduce tax burden due to inmate costs	Budget
Cross training within the system	CJCC and justice system staff training
More prevention programs for adult and juveniles	Alternative community programs
Pre-trial supervision program	Court diversion programs
-Public education -becoming a voice	Cultural competency and community outreach
Accelerated justice	Improve court case flow
Addressing reentry issues for probationers and parolees	In house jail programs
Protect victims and reduce victimization	
Improved/new services to offenders and victims (i.e. drug court)	
Accountability for offenders, bringing respect back to the system	
-Improved communication in the CJ system -coordination among entities -improved communication to other agencies (county board, community organizations, each other, etc.) -conflict resolution	
Reduced recidivism	
Improve quality of life in the community	
	Develop people resources
	Juvenile justice

GOALS IDENTIFIED IN 2009

Committee and Goal	Strategy
<u>Community Outreach and Diversity:</u>	
Expand CJCC engagement and participation in the community	Maintain Speaker's Bureau as an efficient & speedy way to react to requests from our Community on select topics
	Coordinate at least one public outreach event each quarter
	Release/contribute to a bi-monthly statement to the media regarding CJCC programs/initiatives
Increase community cultural competence of the criminal justice system	Recruit member to participate & establish a presence in the Equal Access to Justice Committee
	Promote increased accuracy of the underreported population in the 2010 census
<u>Courts Committee:</u>	
Streamline case flow	Reduce number of hearings through improved communication among departments
	Explore the increased use of technology in charging and filing documents
Soundproof the confidential areas of the courthouse	
<u>Crime Prevention</u>	
Reduce the incidence of underage drinking and adult providers of alcohol to underage drinkers.	To encourage the Tavern League to expand and become more proactive in addressing issues related to the irresponsible consumption of alcohol.
	Expand coordination with existing neighborhood associations, groups and task forces to encourage crime prevention activities.
<u>Jail and Jail Alternatives</u>	
Reduce recidivism in Winona County	Serve as an advisory group to the CARE Program

**Crime Prevention Committee Action
Updated September 2010**

Committee Charge: To encourage the prevention of crime through coordinated and concentrated efforts, and through programs and functions that encourage citizen involvement and participation, to preserve safe environments and communities for the citizens of Winona County.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining/priority
To decrease underage and binge drinking	Underage Drinking - ZAP Grant (\$5,000)	Was applied for and administered for the period of July 2009-June 2010; resulted in increase in # of adult providers charged	Provided monetary resources to increase law enforcement of underage drinking; deterrent effect	None. Grant has ended.
	Underage Drinking- EUDL Grant (\$5,000)	Applied for and being administered for the period of Aug 2010- Dec 2010	Provides monetary resources to increase law enforcement of underage drinking; deterrent effect	Ongoing.
	Tavern League	Established with several participants but participation drops during summer months. Eliminated AUCD (all you can drink) specials, posted signs, ↑ use of sober bus, downtown cleanups.	A cleaner and safer downtown environment; decreased crime	Increase awareness and membership; ID scanners; lighting; security cameras; funding
	Best Practices	Program was adopted by City Council in Spring 2010; Enrollment forms were sent out to establishments and the response was positive.	Provides free training to program participants; encourages a safe environment; deters underage drinking and sale of alcohol to minors.	Coordinate training sessions; increase awareness and membership
	Social Host Ordinance	Passed in the City of Winona and City of Goodview in Spring of 2010. County of Winona did not pass it.	Holds knowledgeable hosts of parties, where underage drinking is occurring, accountable. Deterrent effect.	Evaluate why County declined to pass ordinance and possibly have County re-visit decision
To encourage community participating and investment of	Neighborhood Associations	Community groups already exist but attendance/participation depends on whether there is a current	Additional deterrence to crime in neighborhoods; improving neighborhood relations; safer	Increase attendance and support; better utilize existing groups for crime

safety in their own neighborhood		issue/crisis. CJCC participating in National Night Out through COD Committee	neighborhoods	prevention efforts
	Crime Mapping	Researching and evaluating Crime Reports and Crime Mapping which provides geographic location of crime stats.	Create awareness of crime issues; generate interest in neighborhood groups	Secure a funding source, implement a service; determine what data to provide
	Sex Offender Release	Workgroup was recently formed and has yet to meet.	To ensure public safety and safe and cohesive neighborhoods	Procedure needs to be established
	Restorative Justice On Campus	Have met with WSU officials about bringing the program to campus- still in planning stage. Arranged for training in the fall.	Provides WSU with alternative sanctions which encourage community participation and restoration.	Finish planning to determine what WSU is seeking; carry out training; implement program

**Courts Committee Action
Updated September 2010**

Committee Charge: The Courts Committee will search for strategies and procedures that will enable the courts to function more effectively and at reasonable cost to the taxpayer while upholding due process and the rule of law.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining/priority
To increase or promote earlier resolution of cases	Public Defender Misdemeanor Representation (Mega Settlement Days)	PD representation at arraignments but resulted in ↑ early resolution rates but was discontinued due to PD staffing issues and replaced by mega-settlement days, which are going well. The wait list has been eliminated.	Earlier and efficient resolution of lower level cases reduces staff time (prosecutor, PD, court, corrections) which would have to be spent later on these cases if they weren't resolved. The wait list is gone	High priority. Continue with mega days and other strategies to promote earlier resolution of cases.
	Settlement Conferences (Default Omnibus Procedure)	Settlement conferences were discontinued because they were not an efficient way to resolve cases in the felony area due to lack of offers in advance. Default omnibus procedure was instituted instead and pre-trials have now substituted for settlement conferences	Fewer court hearings are now scheduled due to the default omnibus procedure.	Low priority. Continue to maintain default omnibus while Case Clearance Rates workgroup explores other pinch-points.
	Discovery Workgroup	Two issues: earlier exchange of discovery (both paper and electronic discovery) and possible establishment of e-discovery. The workgroup brought awareness to the issues and, locally, discovery exchange has improved overall. There are still some issues with exchange of electronic discovery. The County Atty's Office and IT Department are working on setting up e-discovery, but it will be a long process.	Earlier exchange of discovery promotes earlier resolution of cases because defense attorney is able to evaluate case earlier and recommend and discuss offers with client.	Medium priority. Still need to iron out issues with electronic discovery (exchange of audio, video, etc) and continue to work on e-discovery
	Adult Diversion Program	Workgroup was convened and met in September of 2010 to establish program entrance criteria and procedures	Earlier resolution of cases without the need for trial, resulting in reduced staff time of public defenders, prosecutors and court	High priority. Program needs to be developed.

			staff	
	Case Clearance Rates	Workgroup was set up to evaluate the issue and continues to meet. Resolution rates are improving, but we are still “red” in all criminal areas. Committee has suggested omnibus waiver forms and policies which will be discussed by the Courts Committee. Continuance issue still needs to be addressed. The Pre-Trial Justice Institute will be providing technical assistance to evaluate pinchpoints.	Procedures have yet to be implemented, but if successful would lead to earlier resolution of cases; fewer court hearings and overall less time spent on each case pre-trial.	High priority. Possible need to have this workgroup identify the pinchpoints (such as continuances) and delegate to other workgroups to explore discrete issues. Awaiting Pre-Trial Justice Institute recommendations.
To reduce court time spent on civil matters	Conciliation Court Referees	Referees started hearing cases in June of 2010 and procedure is going well. Winona is only 1 of a handful of counties who are doing this.	Use of private attorney referees eliminates need for judge time and reduces court administration time spent on hearings.	No tasks remaining other than to monitor.
	Co-Parent Courts	New goal/idea which is still being researched.	If successful, would promote increased payment of child support and parental involvement; reduced court time spent on child support and custody issues	Medium priority. Need to establish workgroup to conduct additional research.
To reduce time and expense expended on lower level misdemeanors	PD Misdemeanor Representation	See Public Defender Misdemeanor (above)	See above	See above
	Certification of Misdemeanors as Pettys	Workgroup researched issue and passed information onto Judicial Council through Judge Thompson. Some prosecutors do this and others do not—it is case specific; more things are going on the payables list.	Certification promotes earlier resolution of cases and reduces court time since petty’s do not qualify for a jury trial.	Low priority. May need to be revisited depending upon what is on payables list.
To provide for earlier appointment of public defenders/attorneys for those who qualify	Public Defender Screening Process	Two issues: (1) screening defendants in jail v. at courthouse (2) ensuring that screening is accurate and only qualified individuals receive PD appointments	Since 9/08, screening of defenders has taken place in jail, saving sheriff time in having to wait at courthouse for screening and also allowing for earlier appt of PD.	Medium priority. Still need to ensure that the right people are being appointed PDs.

	PD Misdemeanor Representation (see above)	See Public Defender Misdemeanor (above)	See above	See above
	Pro Bono Private Bar Representation	Recruit members of private bar to handle lower level criminal cases. Private bar members were not interested.	None. Not implemented.	Low priority. May need to be revisited if interest is shown by private bar.
To promote equal access to justice and ensure due process	Rule 15 Petition in Spanish	Rule 15 Petition was developed and implemented.	Increased understanding of rights by Defendants; more efficient plea hearings	None. Task completed.
	Representation on State Equal Access to Justice Committee	Judge Thompson and Judge Bostrack serve on this committee, which is looking at different strategies to promote equal access to justice.	State/County coordination on access to justice issues.	Medium Priority. Courts Committee will receive updates regarding EAJ Committee's work
	Courthouse Soundproofing	County representatives continue to meet with architect and contractor. Some issues have been resolved; others are in progress.	Ensure due process by protecting privileged or confidential communications	High priority. Continue to work on resolving issues
To provide for the earlier and more efficient exchange of discovery	Discovery Workgroup	See Discovery Workgroup (above)	See above	See above
To increase speed, consistency and accuracy in sentencing orders	Sentencing Checklist	Workgroup created sentencing checklist which was used but later replaced by the state sentencing order	Order promotes accuracy and ensures that all participants are aware of terms of sentence at time of sentencing	Low priority. Court admin is setting up macros to speed up processing of orders.
To increase speed with which new files are processed/ opened on MNCIS	E-charging/citations and E-filing	Winona County has been placed on a list to implement e-charging by December; however, because of training and other issues, this may not occur by that time. County Atty's Office is receptive to e-charging.	Would speed case processing and increase accuracy in charging	High priority. Program still needs to be implemented.

**Community Outreach and Diversity Committee Action
Updated September 2010**

Committee Charge:

- (1) To educate the public about initiatives, programs and services supported by the CJCC
- (2) To build an atmosphere of respect and inclusion toward the criminal justice system regardless of culture or background
- (3) To identify community concerns that are related to the responsibilities of the CJCC and to prepare a detailed, proactive public relations plan to address those concerns

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining/priority
To increase the general public's knowledge of the justice system	<p>Community Resource Outreach: contact existing groups/agencies to inform them re: CJCC and find ways to collaborate</p> <ul style="list-style-type: none"> -Crime/Race/Justice Forum -Korean Court Delegation -Dakota Gathering -National Night Out -Project FINE (also see below) -County Fair (see below) -Courthouse Open House (see below) -German Police Visit -Minn CLE Criminal Justice Institute -State Fair Exhibit on Courthouse Open House 	Doing a good job establishing connections, some of which will result in yearly projects. Collaboration has worked well and benefitted the participants.	Establish a county presence in the community; promote awareness of the system and who works in the system; give public better access to government and allow feedback in a non-threatening situation; possible deterrent effect. Better educated public who can use the system.	High Priority. Continue to identify those in the community we can assist in hosting events. Build relationships with leaders in the community to gain access to their groups in a manner which is comfortable for them.
	<p>Info Brochures/Law Library: create/update law and justice information that is made available to the public</p>	Existing court brochures were updated and clarified; brochures/publications in law library were updated and organized to make them more accessible to the public	Reduction in counter time at Court Administration and County Attorney; better educated public who can use the system	Medium Priority. Improve public access by adding videos and other resources (possibly a part-time law librarian) in coordination with the Law Library Committee
	<p>News Columns: submit regular newspaper columns to inform public of justice system related issues</p>	Not currently happening.	Would provide education and accessibility (transparency) to the public	Medium Priority. Determine what public is interested in by contacting local newspapers.

	County Fair: have a CJCC presence at Fair with educational component	Successful. Have participated for two years with Sheriff's booth. Approximately 1400 children visited booth in 2010	Interaction with children; education and opportunity to solicit feedback; "put a face on government"	Low Priority. Plan is to continue with County Fair efforts, and as the fair time approaches, this will gain higher priority
	Speaker's Bureau: develop and maintain speaker's bureau on CJCC-related issues	The speaker's bureau is in place but has not been utilized (few requests)	See Community Resource Benefits	Medium Priority: need to increase referrals so the service is better utilized
	Courthouse Open House: invite public to courthouse and educate them on purpose/function of various departments	Received grant funds; held event on 10/4/09. Huge success.	See Community Resource Benefits. Also shows public what tax \$\$ have funded; puts face on government	Low Priority: need to determine when (not if) the event will be repeated and possible advertise even more
	Government Day/Law: create an educational program for a specific grade level including a tour /talk	In process; contacting schools to determine needs/wants; received \$500 donation from 3 rd Judicial District Bar Ass'n	See Community Resource Benefits.	High Priority: need to follow-up with schools; determine if grant funding available.
	Model Legislature: participate in the annual Model Legislature	Participated in two events. Presented Dime-A-Drink at Model Legislature	Raise awareness; create support for programs	Low Priority at this time until date of event approaches
	Student Interns: Create a student intern program to provide opportunities for students to earn credit and increase education about the justice system	This has been successful. Statistics have been compiled as to how many hours/\$ value saved. Winona Co. looking at doing its own student intern program.	Provides students with an educational opportunity. Saves county resources by having student interns complete the work.	High Priority: Work with county to integrate our existing program with the new program it is starting.
	Coordinated Training Opportunities: coordinate justice-related training among agencies/departments	Inactive - new strategy	Maximize resources by reducing costs. Ability to cross-train.	Medium Priority: Determine training requirements of various depts. & locate training opportunities to fulfill those needs.
To make the justice system more	Human Rights Commission: promote the existing city human rights commission and expand it to a county wide	Paperwork has been drafted by the City, but the County Atty felt that many changes were	Offer local human rights services to entire county— not just City of Winona	High Priority: Need to determine whether new Co Atty still feels

accessible to all	commission	needed. Progress has stalled		changes are necessary
	Foreign Language Training: encourage justice system workers to obtain training in foreign languages to better assist participants	Promoted the existing foreign language classes being offered by Community Education	Provide better service to non-English speaking individuals.	Low priority: continue to encourage people to obtain training
	Census 2010: To assist with the census effort to promote a complete count	Provided support when needed.	Served as a source of information for the public.	Low Priority: completed
	Project FINE Events: -Criminal Justice Institute 2008 -Diversity Youth Quest events including courthouse & jail tour -Voices in Harmony events	Very successful. CJCC has provided representatives for multiple events hosted by Project FINE	Promote increased understanding of and compliance with laws	High Priority: continue to participate in events
	No MN Driver's License: create an educational program on DL requirements/ track # of citations; develop legislative proposal (and see below)	Gathered information and documents in other languages, but did not develop programming; participated in Voices in Harmony event on DLs	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Low priority: current laws make changes to existing system difficult; monitor legislation
To make others aware of CJCC related budget concerns	Legislative Outreach: coordinate trips to state legislature (and visits by legislators) to inform them of justice-related issues created by lack of funding	Two Capitol visits have occurred and legislators have been involved in CJCC meetings/events	Gained support for increased funding and increased awareness of problems associated with lack of funding	Low priority: May become higher priority as the legislative session approaches.
	Town Hall Forum: To provide an opportunity for the public to understand budget-related justice issues	Inactive. The St. Charles fire occurred while this event was being organized	Raise awareness and support surrounding issues affecting Winona.	Low priority: May become higher priority as the legislative session approaches
To influence legislation benefitting the CJCC	No MN Driver's License: to encourage legislation that reduces the number of drivers license related crimes	Gathered information and documents in other languages.	Reduce court time/costs consumed by those charged with lower level driver license issues; increase public safety	Low priority.
	Payables List: Removal of underage drinking from payables list	Referred to Crime Prevention Committee which sent letter to Judicial Council on 8/17/10	Higher consequence for underage drinking; decrease underage drinking; increased public safety	Low priority – completed.

**Jail and Jail Alternatives Committee Action
Updated September 2010**

The Jail and Jail Alternatives Committee will recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.

Goal	Strategy	Current Status/Evaluation	Benefit to County	Tasks remaining/priority
To reduce recidivism of ex-offenders and promote public safety by developing a jail release program which meets the needs of individuals as they re-enter the community	Re-entry Workgroup: to develop an evidenced-based re-entry program and submit grant applications	CARE Program was developed; grant funding applied for and received; program started 10/1/09	Reduced recidivism of program participants; coordinated service delivery; increased public safety; reduced court costs	Done Maintaining
	Release of Information: to develop a release of information that would facilitate the free exchange of information needed between agencies to coordinate needed services	Release was developed and approved shortly after grant award was received	See above for Re-entry Workgroup	Done
	Assessment Tool: to determine a validated assessment tool for measuring needs and risks of re-entry program participants	LSI-R (Level of Service Inventory – Revised) was selected as assessment tool and seven individuals underwent training on administering LSI-Rs	See above for Re-entry Workgroup	Done
	Target Population: to develop admission criteria for the re-entry program	Admission criteria was developed and implemented; possible need to modify due to high number of participants (max capacity)	See above for Re-entry Workgroup	Done
	Community Partners: to identify existing community resources which could be utilized as referral/support sources for re-entry program	A list of community resources was developed and is being maintained by the CARE Program	See above for Re-entry Workgroup	Done
	Recidivism Definition: to develop a definition of recidivism for use in measuring	Definition was developed and later modified to refer to jail bed days	See above for Re-entry Workgroup	Done

	goal of reducing recidivism	consumed		
	Policy & Procedure: to develop a written policy & procedure manual to govern the re-entry program	After numerous meetings, a written manual (including multiple forms) was developed	See above for Re-entry Workgroup	Done
	Sustainability: Develop plans for CARE sustainability beyond end of grant in Fall 2011	Budget review and re-allocation being done ongoing. State grant manager communication ongoing concerning any carry over of funds.	See above for Re-entry Workgroup	Continue work Coordinate with County Administration and Finance by May 2011.
	Housing: To locate and secure adequate, affordable transitional housing options	Fresh Start is licensed and set up as Group Residential Housing (GRH). Other landlords have been contacted or have contacted CARE. Will explore possibility of Family Foster Care model and specialized recruitment	See above for Re-entry Workgroup	Follow up with landlords and Foster Care concept. Seek funds for rent subsidies.
	Mentoring: Recruit, train, assign and supervise mentors with clients	Training received. Recruitment done, e.g. churches. Nature of clients caused volunteers to back out. Reviewing model and approach for the next year.	Community member involvement and expansion of direct service at low cost.	Review feasibility
	Employment: Coordinate services and provide 1:1 assistance to link clients to job training and Work Force Center (WFC) assessment and, ultimately, to a permanent job	Several clients helped 1:1 with job application process and connection with Work Force Center. Specialist at WFC will be primary contact and link clients to the various WFC services. MFIP model will continue to be reviewed as a related process.	See above for Re-entry Workgroup	Continue work with WFC and CARE Coordinator work on employment barriers.
To identify gaps in services or programming for	Mental Health: To identify mental health concerns for incarcerated individuals.	Mental health concerns re: screening and assessment, crisis services in jail and medication management	The work done by this workgroup provided information to support the need for a re-entry program. Data collected as	Much Done Work in Progress

<p>incarcerated individuals</p>		<p>were identified</p> <p>Crisis Service in place and utilized. Dual Diagnosis Mental Illness/Chemical Dependency (MI/CD) Outpatient Treatment Program established in the jail</p>	<p>a result of this groups efforts was used in the grant application</p>	
	<p>Process Flow: To chart the flow of a criminal case involving mental health/CD issues in the Winona County Justice System to identify issues/gaps in the system and other areas where efficiencies/procedures could be improved</p>	<p>The group met several times and developed both a flowchart and report which identified gaps in the system.</p>	<p>The work done by this workgroup provided information to support the need for a re-entry program.</p>	<p>Done</p>
	<p>Chemical Dependency: To coordinate with the Navigator CD pilot program when appropriate (a regional program which provides intensive case management for chronic high end users of county resources due to CD issues)</p>	<p>Navigator has received county board approval and the state has issued the contract.</p>	<p>Avoid overlapping services; access to additional resources (otherwise not provided); reduction in county expenditures on this type of population</p>	<p>Awaiting hiring/training of Navigators (case managers)</p>
	<p>In-Jail Programs: To determine the need for additional programs to assist inmates while incarcerated.</p>	<p>Information about existing programs was provided to group members. A MI/CD dual diagnosis program was started.</p>	<p>Earlier and more comprehensive intervention for those individuals who need programming/services</p>	<p>See Mental Health (in bold print above)</p> <p>See MI/CD Program (in bold print above).</p> <p>See Crisis Service</p>
<p>To provide alternatives to incarceration</p>	<p>Pre-Trial Supervision: to explore development of a program which ensures accountability and public safety, but allows inmates to be released pending trial</p>	<p>Technical assistance from the Pre-Trial Justice Institute was applied for in August 2010.</p>	<p>Reduced incarceration costs; earlier intervention for those individuals who need programming/services; greater accountability</p>	<p>Service of Pre-Trial Justice Institute (PJI) arranged</p> <p>In Process</p>

**Juvenile Justice Committee Action
Updated September 2010**

Committee Charge: To encourage an effective juvenile justice system that promotes the well-being of youth while holding youth accountable for their actions and promoting public safety.

Goal	Strategy	Current Status/ Evaluation	Benefit to County	Tasks remaining/priority
To increase alternatives to secure detention facilities	Youth Night Campus: -after school/night supports	FCC (Family & Children’s Center) has established a Winona program which has been running for several months. Year-round, from 3-9pm; life skills programming plus homework time. Works well but needs more referrals	Reduced recidivism; reduced secure detention costs	Increase referrals, evaluate program.
	Therapeutic Foster Homes: -youth “cooling off” bed -family groups -overnight respite care for younger children	FCC has developed proposal and it is in the process of evaluation by Human Services and County Board	Reduced secure detention costs; transition services; reduced recidivism; better outcomes for families	Encourage County Board to adopt the proposal, encourage referrals and monitor
	Modified Tracking Program: -increased hours/capacity -more random hours	FCCs existing tracking program has been modified to add more and random hours; program is maxed out	There has been a noticeable decrease in detention hearings and increase in tracking; reduced secure detention costs	Monitor the program and tweak as necessary
	Outpatient Sex Offender Treatment:	Providers have been identified (Dr. Hollenhorst, FCC Rochester) and Dr. Timothy Wright has given 2 presentations + consults	Reduced cost for treatment because it is provided on an out-patient, not inpatient basis	Continue to seek out other providers
	Expansion of EHM (Electronic Home Monitoring):	EHM has been expanded by DOC	Reduced secure detention costs (family pays for monitoring)	Continue to use EHM where appropriate
To develop or increase transition services for children returning home	Restorative Justice(RJ): Transition Circles (and combine with Family Group Decision Making-FGDM)	RJ provides transition circles but still needs to coordinate with FGDM	Reduced recidivism and future detention costs due to coordinated transitions	Coordinate with FGDM

	Therapeutic Foster Care: (see above)	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care	See above under Therapeutic Foster Care
To increase or promote diversion programs	Restorative Justice:	RJ offers community group conferencing and work service opportunities and has impressive outcomes but lacks referrals; assessment tool was developed	Decreased court time because case is diverted; community restoration; better long term outcomes re: recidivism	Need more referrals; need timely referrals
	Substance Abuse Diversion Program:	HVMHC (Hiawatha Valley Mental Health Center) developed a program but needs more referrals	Decreased court time because case is diverted	Program is in danger of being discontinued due to lack of referrals
To ensure that secure detention is used appropriately	Juvenile Detention Alternatives Program: -objective assessment tool -policy that secure detention is reserved for only those who need it	Research on JDAI has been done; state coordinator and others have given presentations	Grant Funding may be available for a 3 year period; effort could result in reduced secure detention costs	Need to compile data from various agencies/departments to determine whether County could benefit from JDAI
To identify, assess and treat youth MH/CD issues appropriately	Child Mental Health Case Managers:	DHS assigns a mental health case manager to work with Dept of Corrections-involved kids	Coordination between agencies; non-duplication of services; earlier treatment	Working well; possible need to evaluate information sharing between agencies
	Community Based NA and AA for Youth:	Todd Hoffe provides youth AA; Restorative Justice has Recovery Circle	Reduced recidivism with successful treatment; age appropriate programming	Need status update
	Substance Abuse Diversion Program:	HVMHC developed a program for 1 st (or 2 nd) underage drinker offenders	↑ diversions resulting in lower court associated costs; Reduced recidivism with successful treatment; age appropriate programming	Program needs more referrals or may be discontinued
	24 Hour Mental Health Crisis Services for Kids:	HVMHC is working on establishing a crisis line	Early intervention/treatment of youth MH issues; preventing escalation	Application has been submitted to state; HVMHC is awaiting response

	Expansion of Mental Health Services in school:	There are currently mental health liaison workers funded by HVMHC and Hiawatha Ed District	Earlier identification and treatment of mental health issues in children	Need status update
To create a centralized location for information about services offered	Juvenile Justice Resource Handbook or Website:	Handbook was created by a Restorative Justice intern in February of 2010	Awareness of services available promotes use of appropriate, cost-effective services	Handbook was updated 9/2010 to reflect recent programming updates
To develop or promote more effective procedures for truants	Truancy Procedures Workgroup:	Met with schools to discuss procedures; schools had internal procedures. Due to H1N1 there were few truancy referrals	Increased school attendance; decreased delinquency	Need to follow-up with school districts re: current policies

DIRECTION FOR 2010-2011

REVIEW OF CJCC OPERATIONAL PROCEDURES

- ❖ CJCC Leadership
 - Chair
 - Vice-Chair
 - Others
- ❖ Executive Committee
- ❖ CJCC Membership/Representation
- ❖ Voting
- ❖ Meeting Format/Rules
- ❖ Minutes/Agenda
- ❖ Committee Formation/Charges
- ❖ Staff Support
- ❖ Bylaws revision

BYLAWS

COUNTY OF WINONA CRIMINAL JUSTICE COORDINATING COUNCIL

June 2007; rev. October/November 2009; rev. July 2010

Article I: Name

The name of this organization is the Winona County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

Article II: Authority

The Winona County Board of Commissioners established the CJCC on June 5, 2007. The CJCC shall be under the direct supervisory authority of the Winona County Administrator.

Article III: Purpose, Vision, Mission and Power

Section A: Vision

The Criminal Justice Coordinating Council brings together the participating agencies in the criminal justice system with representatives of local governments and the public. The Council seeks to assure for Winona County a criminal justice system that is fair and just, that provides for the public's safety, offers real opportunities for individuals to change the direction of their lives through rehabilitation and makes the best use of the public's funds.

Section B: Mission

To accomplish its vision, the Council will work systematically and cooperatively to review the elements of the criminal justice system and take an innovative approach to developing and evaluating proposals for change.

Section C: Power of the CJCC:

The CJCC has no power to make or to order changes in the criminal justice system. It brings decision makers together in an environment of collaboration where all can see the benefits of change.

Article IV: Members

Section A: Ex-officio members

There are fifteen ex-officio members of the CJCC.

State of Minnesota

- District Court Judge, selected by the local District Court Judges
- District Court Administrator

- Minnesota Department of Corrections –District Supervisor
- District Public Defender’s Office – Public Defender, selected by Chief Public Defender

County of Winona

- Board of Commissioners, one member chosen by the Board
- County Administrator
- Sheriff
- Jail Administrator
- Director, Winona County Department of Human Services
- Winona County Attorney

City of Winona

- Winona City Attorney
- Chief, Winona Police Department
- Winona City Council, one member chosen by the Council

Private Defense Bar & Private Bar Generally

- Winona County Bar Association, one member chosen by the Association

Other City/Municipality Representation

- Chief, Goodview Police Department

Section B: Public Members and Input

1. **Voting members:** There are three voting public members of the CJCC. The members must live, work or attend school in Winona County. The term of service for public members will be two years renewable. There are no term limits on public members and they will not be paid for their service. The Hiring and Bylaws Committee will seek applications for public members, screen and interview applicants and make recommendations to the full CJCC which will make the final decision.
2. **Public input:** CJCC meetings are open to members of the public. Members of the public wishing to bring concerns or ideas to the attention of the CJCC may do so by contacting any CJCC member (public or otherwise) and having that member relay those concerns or ideas to the CJCC. At the discretion of the Chairperson, members of the public may speak at a CJCC meeting.

Section C: Removal/Resignation of Members

1. **Removal:** As hereinafter noted, CJCC members may designate proxies to represent them at Council meetings. When the director of a department is an ex-officio member, the director may name a “permanent” proxy. Ex-officio members cannot be removed except through amendments of the Bylaws. The Executive Director will notify an ex-officio member if a designated proxy is routinely unable to attend Council or committee meetings and request the appointment of a new proxy. Public members who no longer meet the qualifications for membership or who cannot attend Council and/or committee meetings may be removed by the Executive Committee. The Hiring and Bylaws Committee will fill vacancies among the public members through the process described in Article IV, Section B.

2. **Resignation:** Public members may resign by means of a letter to the Chair of the CJCC. The CJCC shall direct the Hiring and Bylaws Committee to fill the vacancy according to Article IV, Section B.

Article V: Meetings

Section A: Regular Meetings

The CJCC meets on the first Wednesday of the month at 12:00 P.M. The membership may, by consensus, change the meeting date for a single month or permanently. A quorum shall consist of a majority of Council members, including proxies.

Section B: Proxies

CJCC members may designate a person to represent them at CJCC meetings.

Section C: Conduct of Meetings

Council meetings will be run informally by the Chair pursuant to an established agenda. A member may place an item on the agenda by notifying the Executive Director at least 10 days prior to the next scheduled meeting. Additional agenda items not submitted by the deadline may be added to the agenda at the time of the meeting subject to consensus of the full Council.

Section D: Voting

The CJCC acts by consensus, votes are not taken.

Section E: Convening Special Meetings

The Executive Committee of the CJCC may convene a special meeting by sending written notice to all members at least 48 hours in advance. The notice must include an agenda which cannot then be amended to include additional items.

Article VI: Officers

Section A: Officers

The Officers of the Council shall consist of a Chair and Vice-Chair, who shall be chosen by the CJCC annually at the October meeting. The Chair and Vice-Chair must be CJCC members, and may be renewed in office without limit.

Section B: Duties

The Chair shall preside at all CJCC meetings. The Vice Chair shall preside in the absence of the chair.

Article VII: Executive Director

An Executive Director shall be responsible for the Council's daily management and operation. The Executive Director provides the continuity of leadership necessary for the CJCC to accomplish its vision and goals.

Article VIII: Committees & Workgroups

Section A: Purpose

To expedite and facilitate the business of the CJCC and the orderly and efficient consideration of matters coming before it, the Council may create Committees as it deems necessary. Committees may, in turn, create Workgroups to perform the work of Committees.

Section B: Membership of Committees and Workgroups

All Committees of the Council shall be chaired by a Council member. Membership of Administrative Committees shall be as designated in Section C. Membership of Working Committees and Workgroups shall be as determined by the Chair of the Committee and may include both CJCC and non-CJCC members.

Section C: Administrative Committees

The following administrative committees are established with the following duties and membership:

1. Executive Committee:

- a. **Duties:** The Executive Committee shall provide leadership in the planning and implementation of the Council goals. Specific duties include, but are not limited to the following:
 - i. Planning the agenda of CJCC meetings;
 - ii. Review, revise and recommend to the Council an annual budget for the Council's operations
 - iii. Reviewing requests made for Council resources, developing alternatives when appropriate and making recommendations to the CJCC for responding to such requests;
 - iv. Considering and approving requests for letters of support by the CJCC for grant applications;
 - v. Organizing strategic planning sessions for the CJCC;
 - vi. Reviewing and making recommendations regarding other matters delegated to it by the CJCC.
 - vii. Removal of public members pursuant to Article IV.C.
- b. **Membership:** CJCC Chairperson, CJCC Vice-Chairperson; County Administrator; CJCC Executive Director

2. Hiring and Bylaws Committee:

- a. **Duties:** The Hiring and Bylaws Committee shall be responsible for the recruiting of public members as described in Article IV, Section B, the employment of staff and the revision of bylaws. Specific duties include, but are not limited to the following:
 - i. Developing and maintaining a job description for staff support positions, reviewing applications and interviewing candidates and recommending candidates to the full CJCC.
 - ii. Interviewing and recommending public members to the full CJCC.
 - iii. Reviewing and recommending updates to the bylaws.
- b. **Membership:** County Administrator; Court Administrator, Minnesota Department of Corrections, District Supervisor.

Section C: Working Committees

The following working committees are established with the following committee charges:

1. Community Outreach and Diversity: Educate the public about initiatives, programs, and services supported by the CJCC, build an atmosphere of respect and inclusion in the community toward the Criminal Justice System regardless of culture or background, identify community concerns that are related to the responsibilities of the CJCC, and prepare a detailed, proactive public relations plan to inform the public, address specific community concerns and mobilize support for efforts to strengthen the criminal justice system.
2. Courts Committee: Make court case scheduling and case management more effective, efficient, and convenient.
3. Crime Prevention: Encourage crime prevention efforts through coordinated and concentrated programs and activities that encourage citizen involvement and participation and preserve safe environments and communities for the residents of Winona County.
4. Jail and Jail Alternatives: Recommend alternatives to incarceration for the criminal justice system to consider. The Committee will research, evaluate and recommend programming designed to facilitate change in the individual and thus prevent future involvement in the criminal justice process.
5. Data Information: Collect and disseminate justice system data that drive the decision-making processes and produce measureable outcomes.

Section D: Committee Reporting

The Chair of each Working Committee shall designate a reporter to take minutes at each Committee meeting and to promptly furnish completed minutes to CJCC staff for circulation to the Council. The Chair or designee shall also provide a brief summary of the work of the Committee and its workgroups at the monthly CJCC meeting.

Section E: Ad Hoc Committees:

The CJCC shall have the authority to establish ad hoc committees when a consensus believes that to do so will advance the mission and vision of the Council. Each ad hoc committee will be charged with specific goals and purposes and a prescribed period of time for completion of the project.

Article IX: Amendment of Bylaws

The Bylaws may be amended by a consensus of the Council at any Council meeting. Proposed amendments to the Bylaws are to be included on the agenda of a regularly scheduled meeting of the CJCC.