


**2020 Community Outreach & Diversity
Committee Minutes**

January - December

**The Community Outreach & Diversity Committee
did not meet in January 2020**



**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
February 19, 2020 at noon
County Attorney's Office**

Present: Stephanie Nuttall, Fatima Said, Claire Exley, Maurella Cunningham, Carin Hyter, Karin Sonneman


Minutes by: Kalene Engel, from Karin Sonneman's notes.

Welcome & Call to Order: 12:05 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

Members discussed upcoming events as follows:

- Law Day preparations were discussed.
- Strategic Plan was discussed. Committee members decided to continue the annual events including the Elected Official Forum, Law Day, and the October Community Collaboration Summit. We also talked about participating (sharing a table/booth) at the County Fair with other groups such as ASAP.



Future Meeting: March 18, 2020 at noon at County Attorney's Office.

Adjourn: 9:00 a.m.



**The Community Outreach & Diversity Committee
did not meet in March or April of 2020 due to COVID**

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
May 20, 2020 at noon
Via ZOOM**

Present: Stephanie Nuttall, Fatima Said, Claire Exley, Carin Hyter, Karin Sonneman, Lynn Theurer, Deb McClellan, Kalene Engel

Minutes by: Kalene Engel

Welcome & Call to Order: 12:03 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

CJCC Website/Facebook Page: Karin reminded members of the committee charge:

To educate the public about initiatives, programs and services supported by the CJCC; to build an atmosphere of respect and inclusion toward the criminal justice system regardless of culture or background; 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.

Committee members discussed the addition of a Facebook page to the communications' plan and agreed that it should be created. Clair will have her intern (Carly) will have her intern assist with its creation. Kalene, Claire and Carly will have posting ability, with Kalene directing the posts. Discussion was held on what should be posted on the Facebook page and how to manage negative contacts. The page will be used to promote CJCC and member activities and events as well as highlighting area resources. A disclaimer will be added to allow management of negative comments. The Winona Police Department and Winona Sheriff's Office pages were cited as good resources to review for Facebook activity.

Members also discussed the CJCC website. Kalene noted that she had to recreate the website quickly last year in WordPress (which she was not familiar with). The website has been utilized more as a resource for members than for promoting the work of the CJCC. Members agreed that more content about the work of the CJCC should be added, including the Powerpoints of the many presentations that CJCC has done over the years. Discussion was also held on the calendar function of the website, which is difficult to use. Since Kalene already compiles a list of the monthly meetings (and includes it on the monthly CJCC agenda), she will create a space for that document on the website.

Future Meeting: June 17, 2020 via Zoom.

Adjourn: 12:40 p.m.

**The Community Outreach & Diversity Committee
did not meet in June or July of 2020**

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
August 19, 2020 at noon
Via ZOOM**

Present: Stephanie Nuttall, Fatima Said, Claire Exley, Carin Hyter, Karin Sonneman, Lynn Theurer, Crystal Hegge, Kalene Engel, Rebecca Church

Minutes by: Kalene Engel

Welcome & Call to Order: 12:00 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

Consideration of Virtual Outreach Event: Karin explained that this committee would typically be preparing for a Community Collaboration Summit to be held in October. However, with the COVID pandemic, an in-person event cannot occur. However, as a result of discussions that were held in another meeting, an idea was generated to hold a virtual event highlighting the efforts of the CJCC and the work of its criminal justice partners. Committee members discussed the logistics surrounding such an event and came up with the following suggestions:

- Have each member of CJCC do a short video clip to describe their role in the justice system;
- Include videos/data from different CJCC-related programs, such as treatment courts, WRAP, ASAP, diversion, etc.
- Schedule a Zoom event which would incorporate the video clips, slides and data.
- Use the video clips on the CJCC as-yet-to-be created Facebook page

Kalene offered to put together an outline and timeline for the presentation for the September COD Meeting.

CJCC Website/Facebook Page: Due to other commitments, Kalene hasn't had a chance to refresh the website or create a Facebook page. Crystal noted that creating a separate profile from which to launch the Facebook page would be preferable, as it would allow for easier continuity in the event of personnel changes. Kalene, Claire and Crystal will collaborate on launching a Facebook page. Stephanie will review the Winona County website to see if there is a better way to organize the various justice system programs. Kalene will also work on refreshing and updating the CJCC website.

Other

- **Inclusivity/Welcoming:** Fatima Said noted that Project FINE is again hosting a Welcoming Week, the purpose of which is to recognize refugee and immigrants. Project FINE will also be hosting a Citizenship Day and is working on assisting with the census and voting. Fatima noted that, in light of the recent events including the George Floyd incident, it is very important to offer opportunities for people to support inclusivity.

- **Elections:** The League of Women Voters is hosting forums on September 28, 29th and 30th. Yesterday was the Women's Right to Vote celebration. A suffragette rally for the community will be held on September 2nd at 4pm at the bandshell

Future Meeting: September 16, 2020 at noon via Zoom.

Adjourn: 1:00 p.m.

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
September 17, 2020 at noon
Via ZOOM**

Present: Karin Sonneman, Kalene Engel, Claire Exley, Fatima Said, Stephanie Nuttall, Carin Hytern, Autumn Kusske-Anderson

Minutes by: Kalene Engel

Welcome & Call to Order: 12:03 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

CJCC Website/Facebook Page: Kalene created the Facebook page and will continue to add content and photos. She is waiting to modify the website until after the grant awards are announced for the JMHC grants, as there are several pages on the existing website for the WRAP Program (which is the program created by the existing JMHC grant and which would be expanded if we received a 2020 JMHC Grant). Stephanie discussed the Winona County website Justice Services pages. Committee members provided several suggestions for improving and updating the website, including incorporating a simple overview of the justice system and programs along with links to existing websites and video clips that are produced for the Virtual Outreach Event (discussed below)

Virtual Outreach Event: Kalene and Karin provided visuals and a proposed outline for the virtual outreach event, the purpose of which is to provide education/information about the justice system and the roles that different entities/agencies have in that system. After much discussion, members agreed to include a visual (flowchart) and overview of a “traditional justice system” as well as additional information about the Winona County version of the justice system (incorporating the justice and community program that coordinate with and complement the traditional justice system model). As discussed during the August meeting, representatives of the different agencies/entities involved in the criminal justice continuum would be asked to produce a short (30 second to 2 minute) video with an “elevator speech” description about what role their agency/department serves in the system. They would also be asked to provide additional written information that could be incorporated into a written handout or website page, to more fully explain their role. Karin volunteered to produce an example click and send that out with the requests for video clips. Stephanie offered to edit and format the clips for the approximately hour long virtual event. The video clips would also be used for the Facebook page and websites. The target date for completion of the virtual event is January of 2021.

Future Meeting: October 21, 2020 at noon via Zoom.

Adjourn: 12:56 p.m.

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
October 21, 2020 at noon
Via ZOOM**

Present: Karin Sonneman, Kalene Engel, Claire Exley, Fatima Said, Stephanie Nuttall, Carin Hytern, Autumn Kusske-Anderson, Crystal Hegge, Lynn Theurer

Minutes by: Kalene Engel

Welcome & Call to Order: 12:03 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

CJCC Website/Facebook Page: Kalene added Claire as an administration on the Facebook page and added additional content. Discussion was held on the cover photo, as it from Law Day and contains children. Carin noted that she had some professional photographs from the Courthouse Open House some of which might be appropriate for the cover photo. Committee members were encouraged to like and share the pages. Kalene will attempt to make regular posts to the page. She has also updated the website and CJCC brochure with the current CJCC members. Now that we know that we were awarded the 2020 JMHC Grant, she can continue to modify the website to add content.

Virtual Outreach Event: Kalene created a demo video clip using the record function of Powerpoint, which she shared with the group. This format would allow people to use slides when recording their video clips and provides versatility with respect to using a photograph or a talking head. Members agreed that putting a face and voice to a name/position would be a beneficial outreach strategy. After viewing the clips, the committee discussed other ideas for the presentation, including adding a section which included a flowchart of the criminal justice system (which Stephanie agreed to do). The program format will include the following components:

1. Overview of CJCC – Kalene;
2. Overview of Criminal Justice System – Karin;
3. Roles/Responsibilities of Justice System Partners – recorded clips from justice system partners;and
4. Description of Justice System Programs – recorded clips of justice system program administrators.

Several members of the group agreed to be the “beta” testers to record video clips. Kalene will prepare a template and instructions for the clip and distribute to the guinea pigs.

Other: Crystal noted that October is Domestic Violence Awareness Month and that Winona Advocacy Center was distributing free facemasks (with purple ribbons) at Blooming Grounds and Mugby Junction.

Future Meeting: November 18, 2020 at noon via Zoom.

Adjourn: 12:53 p.m.

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
November 18, 2020 at noon
Via ZOOM**

Present: Karin Sonneman, Kalene Engel, Claire Exley, Fatima Said, Stephanie Nuttall, Carin Hyter, Lynn Theurer, Marie Kovecsi, Emma Severson, Rebecca Church

Minutes by: Kalene Engel

Welcome & Call to Order: 12:03 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

Virtual Outreach Event:

1. Video Clips: After the last meeting, Kalene revised the video clip tutorial to eliminate the option for a video narration. This was due to the fact that the file size gets too large if the powerpoint contains video. She distributed the powerpoint template, video clip and Fatima's completed video clip to the participants who were identified on the initial program outline. Carin Hyter completed her video and it was played for the committee. Committee members were encouraged to complete their video clips. Discussion was held on additional uses for the video clips, including on Facebook and the website. After more clips are gathered, Kalene will start posting them on Facebook, possibly as part of a "Member Monday" feature.
2. Structure of Virtual Outreach Event: Once completed, the video clips need to be incorporated into some type of a structured presentation. Prezi is a software option that could allow for the insertion of video clips and narrative descriptions within the framework of the criminal justice continuum. Claire offered to look into setting up a Prezi format for the Virtual Tour. Stephanie will provide a simplified criminal justice continuum for that purpose.

CJCC Facebook Page: Kalene is posting content to the website once or twice a week. Members were encouraged to like and share. A suggestion was made to like and share posts from other related agencies, such as Project FINE, Winona County Attorney's Office, etc.

CJCC/County Website: Once the COVID WRAP funds have been depleted, Kalene will update the website with the WRAP+ information. She will also add video clips once more are completed. Stephanie is waiting to get updated descriptions of programs before updating the Winona County Justice Services website.

Other: Fatima noted that Project FINE has a successful Welcoming Table event in Lewiston last night and is hosting another event in St. Charles tonight. They will also soon be hosting an event where people can hear from local law enforcement officers.

Future Meeting: December 16, 2020 at noon via Zoom.

Adjourn: 12:50 p.m.

**Criminal Justice Coordinating Council
Community Outreach & Diversity Committee
December 16, 2020 at noon
Via ZOOM**

Present: Karin Sonneman, Kalene Engel, Claire Exley, Carin Hyter, Lynn Theurer, Marie Kovecsi, Deb McLellan, Rebecca Church, Crystal Hegge

Minutes by: Kalene Engel

Welcome & Call to Order: 12:05 p.m.

Approval of Minutes: Minutes of previous meeting were approved without changes

Virtual Outreach Event:

1. Video Clips: Kalene received two additional clips since the last meeting. She updated the CJCC website and included a page for the Virtual Tour which includes an intro slide, SIM Map (showing the justice system flow), and the completed video clips. Kalene will work with individual members to help them complete their video clips.
2. Structure of Virtual Outreach Event: Discussion was held on the best way to present the virtual tour information. After much discussion, the consensus reached was to have both a video tour with links to a modified justice system flowchart as well as a Prezi component which provides a more detailed written narrative description of the system. Karin will share her “info bank” with Claire. Carin’s intern will also be assigned to the task.

CJCC Website: Kalene has extensively revised the CJCC website page and reviewed those changes with the group. She offered to create a page for Treatment Court, which currently doesn’t have a web presence. Carin will email Stephanie to find out the status of the County Justice Services web pages.

CJCC Facebook Page: The Facebook page is performing well. A recent post on the Warming Center was shared 135 times. Kalene continues to post a few times per week on issues relevant to the CJCC.

Jail Forum: Members of this committee were involved in the planning and delivery of a public forum on the jail which was held on December 14th. Over 97 people participated in this Zoom event. The presentation will be posted on the County website and questions that were submitted via chat that could not be answered due to time limits will also be posted.

Other: Committee members agreed to skip a legislative forum event for next year. The League of Women Voters is considering a “meet and greet” with elected officials in February or March.

Future Meeting: January 20, 2021 at noon

Adjourn: 12:58 p.m.