

## **CJS STEERING COMMITTEE ACTION ITEMS**

**Date of Meeting:** March 2, 2018

**Location:** CJS office, Buffalo County Courthouse

**MEMBERS PRESENT:** Members present were Judge Duvall, Dave Rynders, Steve Hughes, Tanisha Bautch, Mike Osmond, Craig Brooks, Tom Clark, Shawn Squires

Minutes from the prior meeting were approved.

Financial Report; The January 2018 financial statement was approved as submitted. The final TAD report was filed and we are ready to receive the final installment of the full TAD funding for 2017. The cash balance is carried forward to 2018 but will not be reflected on the TAD reports.

Coordinator's Report:

- CJS has screened 102 individuals, 48 have been referred into the CJS program, 7 have been terminated since the start in August. CJS currently has 23 active clients.
- Client information continues to be entered into CORE, but no reporting capability yet.
- Discussion of Xcel chart of client information, discussion on format. Craig Brooks suggested adding fields for gender, age, county of residence and county of offense.
- CJS is trying sweat patches for appropriate clients.
- Approval for Brenda to be the IDP assessor is still pending. Dave discussed the transition plan.
- Brenda is taking over the financial reporting. She sees no problem in still meeting our in kind match, and that staff will have time. She will explore whether assistance is needed from other departments.
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There was vigorous discussion of sanction procedures. Work will continue.

Diversion program: The draft of the Policies and Procedure Manual and the Flow Chart for the Supervised Diversion Program were reviewed and approved to move forward to the full CJCC.

Next meeting: April 6, 2018, 9:00 am, Alma CJS office.