

Buffalo and Pepin Counties
Alma and Durand, Wisconsin
Notice of Public Meeting

Committee: Buffalo/Pepin Criminal Justice Collaborating Council

Date: Tuesday, November 16, 2021

Time: 12:00 p.m.

Location: Zoom Meeting

Remote Access: This meeting will be held remotely. The public is welcome to join remotely by following the Zoom directions, by clicking

<https://wicourts.zoom.us/j/94660737355>

To Join by telephone call, 1-312-626-6799 Meeting ID **946 6073 7355**

If problems in connecting remotely, contact the County Clerk's Office at 608-685-6209

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

- 1) Call to Order
- 2) Public comment regarding any matters that will be taken up by the Committee at this meeting.
- 3) Review/Discussion/Action ~ Minutes of Previous Meeting
- 4) Review/Discussion/Action ~ Financial Update ~ Ms. Rieck
- 5) Review/Discussion/Action ~ Community Work Service Report ~ Ms. Rieck
- 6) Review/Discussion/Action Inmate Status Report/Jail updates ~
 - i) Buffalo ~ Ms. Mikelson
 - ii) Pepin ~ Mr. McMahan
- 7) Review/Discussion/Action ~ Moving Forward Reentry Program Report ~ Manager Report ~ Ms. Wood
- 8) Review/Discussion/Action ~ Veterans Special Project update ~ Ms. Wood
 - i) Scheduling Veteran Training for CJCC
- 9) Review/Discussion/Action ~ Recognize and thank Ms. Sonya Hansen ~ Ms. Wood
- 10) Review/Discussion/Action – CJCC Vision and Mission Statements ~ Ms. Wood
- 11) Review/Discussion/Action ~ CJS Department Manager/Case Manager Report
 - i) October 2021 Financial Statement ~ Ms. Berning

- ii) TAD 2022 Funding & Application Update ~ Ms. Berning
- iii) TAD 2021 Quarter 3 Update – Ms. Berning
- iv) CJS Coordinator and CJS Case Manager – Revised Job Descriptions
- v) CJS Data Update ~ Ms. Bautch
- 12) Review/Discussion/Action – CJCC 2022 Meeting Dates
- 13) Review/Discussion/Action ~ Next Meeting Date and Time – Tuesday, December 15, 2021 from 12:00 p.m. – 1:00 p.m. via Zoom
- 14) Public Comment Not Related to Agenda Items
- 15) Adjournment

Date: November 8, 2021

Chair Name

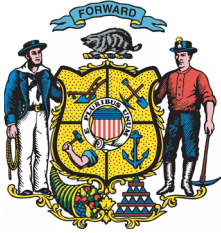
By: Brenda M. Berning
Department Manager or
Designee & Title

Board Members: If unable to attend or wish to attend remotely, please contact the Chair. If the Chair is unavailable, please contact the County Clerk’s Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk’s Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.



Buffalo-Pepin Counties Criminal Justice Collaborating Council

Effective Accountable Alternatives

CJCC Meeting Minutes

Community/Board: Criminal Justice Collaborating Council (CJCC) – Buffalo and Pepin Counties

Date of Meeting: Wednesday, October 20, 2021

Electronic and Hard Copy Filing Date:

Location: Zoom Meeting

<https://wicourts.zoom.us/j/94660737355>

Join by telephone call 1-312-626-6799

Meeting ID: 946 6073 7355

Meeting called to order at 12:03 p.m.

Present: Melissa Barclay, Brenda Berning, Craig Brooks, Aaron Cernohous, Judge Clark, Felicia Decker, Jamie Gibson, Stacey Hartung, Mark Lemke, Mike Osmond, Gina Rieck, Dave Rynders, Danielle Schalinske, Nicholis Schroeder, Mary Campbell Wood

Public Comments regarding Agenda items: Ms. Campbell Wood recommended a letter of recognition for all of Ms. Sonya Hansen's support of CJCC throughout the years. Ms. Campbell Wood will compose the letter.

Review/Discussion/Action – Minutes of the September 2, 2021: Ms. Campbell Wood accepted motion to approve minutes once corrections applied, seconded by Mr. Brooks. Motion carried.

CJCC Financial Report: The CJCC financial report was presented with a balance of \$34,440.35. See CJCC Financial Report below. Mr. Osmond accepted motion to approve the financial report, seconded by Mr. Brooks. Motion carried.

Community Work Service (CWS) Report: Ms. Rieck sent out report (see below). Ms. Rieck stated not much has changed in number of participants. Ms. Berning inquired why the number of participants is low. Judge Clark stated CWS is not included in plea deals and defendants are not interested in doing CWS hours. Mr. Rynders accepted motion to approve CWS report, seconded by Mr. Brooks.

Inmate Status Report: See reports below.

Moving Forward (Jail Reentry) Program Report: Five teleconference classes are being offered in the Pepin County Jail: *Love and Logic Parenting* for Men, *Relationships for Men*, *Communication for Women*, and *Stop the Chaos* for both men and women. The Literacy Link 'Making Reading Memories' program has resumed, with training interactive reading and then recording the step-parent reading his step-child. Recording and book provided to the parent and child. A recent request for educational programs has come from the jail for a Spanish-speaking individual who has very limited English proficiency. Ms. Campbell-Wood is working on UW translation/interpretation resources and will also reach out to Stacey and BPLA.

Ms. Campbell-Wood has been trying to work with Buffalo County Jail to offer educational programs.

Ms. Bremer, Certified Reentry/Recovery Peer Specialist, has been meeting weekly with two participants. We are hoping for more participants!

The Moving Forward Program Committee will meet again, after a long time, on Friday, November 12th, 1-2:30 PM via Zoom.

Veterans and Justice Systems Update: The team is ready to offer the first training of "The Veteran Experience" to law enforcement professionals from the Pepin County Sheriff Department, Pepin Police and Durand Police on October 28th. The second step is to offer to all Dunn County law enforcement professionals in November and early December, with a plan to offer in Buffalo and Jackson counties beginning in January. The first level of training is for law enforcement, second for justice and community partners and third is for Veterans and Military Families. Approval has been received to extend the grant period through July 1, 2022. Once the four county pilots have been completed and evaluated, the training will then be offered statewide. Intended outcomes of the law enforcement training are to raise awareness and increase tools when interacting with Veterans and, secondly, increase resources and connections with county Veteran Service Offices.

CJS Coordinator Report: Ms. Berning presented the September 2021 financial statement. She is working on the 3rd quarter narrative and financial report for TAD. Ms. Berning will be working with Ms. Hansen to discuss options of the TAD Financial Officer. Ms. Berning fielded questions regarding the 2022-2026 TAD Grant Application.

CJS Case Manager Report: Ms. Berning went over the CJS Data as of 10/12/2021.

Next Meeting Date is Tuesday, November 16, 2021, from 12:00 p.m. – 1:00 p.m. via Zoom.

Public Comment not Related to Agenda Items: Discussion ensued regarding the impact the article, *The top 11 "drunkest counties" in the U.S. are in Wisconsin, survey found*, has on our criminal justice system. Below is the link to said article:

<https://www.nbc15.com/2021/10/18/top-11-drunkest-counties-us-are-all-wisconsin-survey-finds/>

Adjournment: Mr. Brooks accepted motion to adjourn, seconded by Ms. Hartung. Meeting Adjourned at 12:31 p.m.

Respectfully submitted,

**Brenda Berning,
CJS Coordinator**

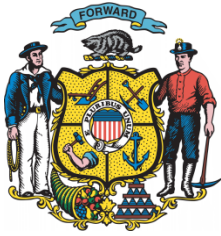
DRAFT

CJCC Financial Report

The current balance of the CJCC Financial Report as of October 1, 2021, is \$34,440.35.

Submitted by Gina Rieck.

DRAFT



Buffalo-Pepin Counties
Criminal Justice Coordinating Council
Effective Accountable Alternatives

COMMUNITY SERVICE PROGRAM
10/12/21

	Sept/Oct 2021	2021 Total	2020 Total	Total from 2011
Participants	0	13	82	695
Successful	0	8	53	481
Unsuccessful	0	5	20	205
Pending	9			9
Buffalo Cty Referrals	0	11	42	483
Pepin Cty Referrals	0	3	38	212
Total	0			695

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Total Community Service Hours: 317 hrs. (2021)
 904 ³/₄ hrs. (2020)
 849 ³/₄ hrs. (2019)
 543 hrs. (2018)
 1,038 ³/₄ hrs. (2017)
 2,294 ³/₄ hrs. (2016)
 2,997 ¹/₄ hrs. (2015)
 2,360 hrs. (2014)
 2,695 ³/₄ hrs. (2013)
1,971 ³/₄ hrs. (2012 and prior)
 15,972 ¹/₂ hrs. TOTAL

Buffalo County Jail Current Inmate Listing 10-19-21 (10) Inmates

Inmate Name	Date Admitted	Reason Detained	Arresting Agency	Next Court Date	Release Date	Huber Privileges	Edu. Level	<u>DNA ON FILE?</u>
Randall Merrick	6-23-20	Bond-First Degree Intentional Homicide & Hiding A Corpse	BUSO	11-8@1500 Trial Dec. 6-10 th Anoka Co Case tbd	?	Not Eligible	GED	Y
Charles Victor Wayne Zaruba	3-2-21	Bond-Repeated Sexual Assault of Same Child	BUSO	Buffalo Co case 11-22 @1000 Chippewa Co case 12-1 @ 1000	?	Not Eligible	HS	Y
Kari Blank	8-2-21	Bond-Poss. w/intent Meth/Maintain Drug Traffic Place/Poss. Drug Para & Probation Hold	BUSO	12-22 @1400 Prob Rev in Jail 11-11 @1300	?	Not Eligible	GED	Y
Angel Rosales Ginez	8-27-21	Bond-OWI 2 nd Causing Injury/OAR/Eau Claire Co Warrant & ICE Hold	BUSO	Eau Claire Case 10-28 @ 0930 Buffalo Case TBD	?	Not Eligible	HS	N
Amilcar Crispin DelCid	8-28-21	Bond – Battery/DC/Crim Trespass & ICE Hold	BUSO	11-4 @ 1000	?	Not Eligible	None	N
Laura Meyers	9-14-21	JOC – Probation Case 19CF112	Probation	Eau Claire Case 12-8 @ 0930	11-20-21	Not Eligible	GED	Y
Gina Moyer	10-7-21	Child Support 11PA14	BUSO	Sentenced or Bond	1-14-22	Not Eligible	Some College	Y
Huaxi Yang	10-15-21	Poss. Meth & Drug Para	BUSO	10-25 @ 1530	?	Not Eligible	Unknown	N
Tucker Hanson	10-18-21	JOC – Non-Payment of Costs & Restitution	BUSO	Sentenced	10-22-21	Not Eligible	None	Y
Brittany Kalish	10-18-21	JOC – Non-Payment of Costs & Restitution	BUSO	Sentenced	10-22-21	Not Eligible	None	Y

Electronic Monitoring
10-19-21 (3)

Michael Kronebusch	9-23-19	Sign Bond-Burg/Bldg.-Dwelling	BUSO	To Be Determined	?	Not Eligible
John Kujak	1-26-21	JOC-Mfg./Del THC	BUSO	Sentenced	1-25-22	Eligible
Jonathan Gore	10-13-21	JOC – Disorderly Conduct	BUSO	Sentenced	11-3-21	Eligible

DRAFT

Pepin County Jail Current Inmate Listing
10-20-21 (8)

Inmate Name	Date Admitted	Reason Detained	Arresting Agency	Next Court Date	Release Date	Huber Privileges	Edu. Level
Carmona, Miguel Angel	7-30-21	Failure to Pay Bond JOC-2020CF22	PESO	-	03-22-21	Not Eligible	HS
Frederickson, AJ Gerald Gene	7-08-21	Failure to Appear – Warrant PO Hold JOC-2021CM03	PESO	-	11-20-21	Not Eligible	HS
Nelson, Anthony Bryan	4-20-21	JOC-2018CF30	-	-	11-16-21	Eligible	No HS
Quinn Jr., Patrick Michael	6-5-21	JOC-2019CF28	-	-	11-26-21	Eligible	GED
Senne, Larry Mark	9-11-21	Take and Drive Vehicle w/o Consent (2) PO Hold	DPD	11-16-21	?	Not Eligible	College
Smull, Jennifer Lynn	9-17-21	Failure to Appear – Warrant	PESO	10-4-21	?	Not Eligible	HS
Sorenson, Eric Wayne	4-13-21	Poss. of Meth w/intent Delivery of Meth Maintain Drug Trafficking Place PO Hold	DPD	10-1-21	?	Not Eligible	HS
Goudreau, Jeffery Joseph	10-18-21	JOC-2021CM11	-	-	10-21-21	Eligible	HS
McClay, Austin Lee	10-19-21	JOC-2020CT28	-	-	-01-22-22	Eligible	No HS

BUFFALO COUNTY DEPARTMENT OF COMMUNITY JUSTICE SERVICES

2021 ADOPTED BUDGET

REPORT THROUGH September 2021

ACCOUNT TITLE	2021 WORKING BUDGET		Y-T-D		Y-T-D REMAINING BUDGET		PERCENT OF BUDGET USED	
	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE
STATE/FEDERAL GRANT REVENUE	125,286.00		60,032.68		65,253.32		48%	
CJS DRUG TESTING REVENUE	16,125.00		9,126.50		6,998.50		57%	
ALCOHOL TESTING REVENUE	16,943.00		3,685.00		13,258.00		22%	
REVOLVING LOAN REVENUE	2,000.00		250.00		1,750.00		13%	
SWEAT DRUG PATCH REVENUE	3,780.00		3,919.00		(139.00)		104%	
LOCAL REVENUE/REFUNDS (CJCC) - FUND 10	10,000.00		10,000.00		0.00		100%	
IDIP - ALCOHOL TESTING - FUND 10	6,982.00		0.00		6,982.00		0%	
PRE-CHARGE/PRE-ARREST REV	0.00		0.00		0.00		0%	
DONATION	0.00		1,000.00		(1,000.00)		0%	
SALARIES		102,250.00		71,062.96		31,187.04		69%
SOCIAL SECURITY		7,822.00		5,138.21		2,683.79		66%
RETIREMENT-EMPLOYER'S SHARE		6,902.00		4,793.86		2,108.14		69%
HELATH INSURANCE		15,458.00		12,452.40				
LIFE INSURANCE		30.00		25.16		4.84		84%
WORKER'S COMPENSATION (not billed until EOY)		4,091.00		2,837.44		1,253.56		69%
TELEPHONE		879.00		614.69		264.31		70%
INTERPRETOR FEES		100.00		0.00		100.00		0%
AODA AND MENTAL HEALTH ASSESSMENTS AND TREATMENT (Contractual Services)		3,000.00		850.00		2,150.00		28%
OFFICE SUPPLIES (PENS,PAPER,POSTAGE, ETC.)		975.00		325.13		649.87		33%
OFFICE EQUIPMENT (CHAIR)		0.00		0.00		0.00		0%
PHOTO COPIES (COPIER/PRINTER X 2-BC/PC		2,010.00		1,377.68		632.32		69%
EMPLOYEE EDUCATION & TRAINING		0.00		0.00		0.00		0%
PROGRAM INCENTIVE/REWARDS		4,085.00		934.43		3,150.57		23%
MILEAGE		1,920.00		666.37		1,253.63		
MEALS		100.00		0.00		100.00		0%
PROGRAM SUPPLIES FOR CLIENTS (N/A BOOKS, FOLDERS, NOTEBOOKS)		653.00		862.10		(209.10)		132%
VEHICLE LEASE/GAS		10,680.00		5,282.69		5,397.31		49%
OTHER SUPPLIES & EXPENSES (VPN/ENCRPTION/BENEFIT PLAN ADMIN/GENERAL LIABILITY INS.=\$600/YR)		640.00		70.21		569.79		11%
ALCOHOL MONITOR		4,745.00		(10.00)		4,755.00		0%
ALCOHOL MONITOR - FUND 10		1,278.00		0.00		1,278.00		0%
DRUG TESTING		7,178.00		4,719.57		2,458.43		66%
SWEAT DRUG PATCH		4,320.00		3,000.00		1,320.00		69%
REVOLVING LOAN		2,000.00		0.00		2,000.00		0%
TOTALS	181,116.00	181,116.00	88,013.18	112,165.46	93,102.82	63,107.50		
ACCRUED EXPENSES	BUDGET TOTAL	INCLUDED YTD EXP	2016 & 2017	DHS Rollover	\$49,872.77		CASH BALANCE	\$55,780.62
WORKERS COMP	3,783.25	2,837.44	2018 Excess	Revenue	\$1,874.10			
Above amounts are prorated and entered as accrued expenses. Actual transaction will not occur until end of year.								
			2019 Excess	Revenue	\$13,362.93			
			2020 Excess	Revenue	\$14,823.10			
					\$79,932.90		In Bufalo County Non-Lapsing Fund 10.25.	

NEW CJS Data as of 10/12/2021:

Served 234 individuals since 8/1/2017.

Active = 37

Soberlink = 3

Drug Testing = 33

IDIP = 0

Deferred Prosecution Agreement = 19 (BC – 19 and PC – 0)

TOTAL DPA SERVED: 54 (25 successful; 9 terminated; 1 voluntary withdrawal)

Pre-Charge Diversion = 3 (PC – 2 and BC – 1)

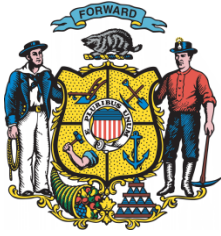
Random Drug Screening = 1

	2017 (Commence 7/31)	2018	2019	2020	2021	TOTALS
Total Screened	79	121	95	40	59	394
Graduated (successfully completed)	8	24	18	11	16	77
Administrative Discharge (not able to complete all requirements)	2	16	9	5	7	39
Terminated (failed to follow all conditions)	4	19	19	7	7	56
Voluntary Withdrawal (per client request)	0	2	3	6	5	16
Declined Participation	0	5	18	13	19	55
Ineligible (BW, charge, probation)	33	50	21	4	6	114
DPA	1 (new) BC-1 PC-0	17 (new) BC-13 PC-4	17 (new) BC-14 PC-3	12 (new) BC-12 PC-0	7 (new) BC-7 PC-0	54 BC – 47 PC – 7

CJCC Financial Report

The current balance of the CJCC Financial Report as of November 1, 2021, is \$34,440.35.

Submitted by Gina Rieck.



Buffalo-Pepin Counties
Criminal Justice Coordinating Council
Effective Accountable Alternatives

COMMUNITY SERVICE PROGRAM
11/09/21

	July/Aug/Sept 2021	2021 Total	2020 Total	Total from 2011
Participants	1	14	82	696
Successful	2	10	53	483
Unsuccessful	2	7	20	207
Pending	6			6
Buffalo Cty Referrals	1	12	42	484
Pepin Cty Referrals	0	3	38	212
Total	1			696

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Total Community Service Hours: 386 hrs. (2021)
904 ³/₄ hrs. (2020)
849 ³/₄ hrs. (2019)
543 hrs. (2018)
1,038 ³/₄ hrs. (2017)
2,294 ³/₄ hrs. (2016)
2,997 ¹/₄ hrs. (2015)
2,360 hrs. (2014)
2,695 ³/₄ hrs. (2013)
1,971 ³/₄ hrs. (2012 and prior)
16,041 ¹/₂ hrs. TOTAL

CJCC Mission Statement:

Improve the criminal justice system to enhance public safety, reduce recidivism, and enrich lives through collaboration, community involvement and resource utilization.

CJCC Vision Statement:

A cooperative, coordinated effort to effectively change behavior by accurately assessing and addressing risks and needs that leads to reoffending.

**BUFFALO COUNTY DEPARTMENT OF COMMUNITY JUSTICE SERVICES
2021 ADOPTED BUDGET
REPORT THROUGH October 2021**

ACCOUNT TITLE	2021 WORKING BUDGET		Y-T-D		Y-T-D REMAINING BUDGET		PERCENT OF BUDGET USED	
	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE	REVENUE	EXPENSE
STATE/FEDERAL GRANT REVENUE	125,286.00		60,032.68		65,253.32		48%	
CJS DRUG TESTING REVENUE	16,125.00		9,536.50		6,588.50		59%	
ALCOHOL TESTING REVENUE	16,943.00		3,935.00		13,008.00		23%	
REVOLVING LOAN REVENUE	2,000.00		250.00		1,750.00		13%	
SWEAT DRUG PATCH REVENUE	3,780.00		4,399.00		(619.00)		116%	
LOCAL REVENUE/REFUNDS (CJCC) - FUND 10	10,000.00		10,000.00		0.00		100%	
IDIP - ALCOHOL TESTING - FUND 10	6,982.00		0.00		6,982.00		0%	
PRE-CHARGE/PRE-ARREST REV	0.00		0.00		0.00		0%	
DONATION	0.00		1,000.00		(1,000.00)		0%	
SALARIES		102,250.00		82,815.76		19,434.24		81%
SOCIAL SECURITY		7,822.00		6,002.40		1,819.60		77%
RETIREMENT-EMPLOYER'S SHARE		6,902.00		5,586.83		1,315.17		81%
HELATH INSURANCE		15,458.00		13,697.64				
LIFE INSURANCE		30.00		27.76		2.24		93%
WORKER'S COMPENSATION (not billed until EOY)		4,091.00		3,152.71		938.29		77%
TELEPHONE		879.00		663.96		215.04		76%
INTERPRETOR FEES		100.00		0.00		100.00		0%

AODA AND MENTAL HEALTH ASSESSMENTS AND TREATMENT (Contractual Services)		3,000.00		850.00		2,150.00		28%
OFFICE SUPPLIES (PENS,PAPER,POSTAGE, ETC.)		975.00		370.02		604.98		38%
OFFICE EQUIPMENT (CHAIR)		0.00		0.00		0.00		0%
PHOTO COPIES (COPIER/PRINTER X 2 - BC/PC)		2,010.00		1,508.05		501.95		75%
EMPLOYEE EDUCATION & TRAINING		0.00		0.00		0.00		0%
PROGRAM INCENTIVE/REWARDS		4,085.00		3,076.88		1,008.12		75%
MILEAGE		1,920.00		666.37		1,253.63		
MEALS		100.00		0.00		100.00		0%
PROGRAM SUPPLIES FOR CLIENTS (N/A BOOKS, FOLDERS, NOTEBOOKS)		653.00		961.85		(308.85)		147%
VEHICLE LEASE/GAS		10,680.00		6,474.31		4,205.69		61%
OTHER SUPPLIES & EXPENSES (VPN/ENCRPTION/BENEFIT PLAN ADMIN/GENERAL LIABILITY INS.= \$600/YR)		640.00		83.81		556.19		13%
ALCOHOL MONITOR		4,745.00		(10.00)		4,755.00		0%
ALCOHOL MONITOR - FUND 10		1,278.00		0.00		1,278.00		0%
DRUG TESTING		7,178.00		6,060.57		1,117.43		84%
SWEAT DRUG PATCH		4,320.00		3,000.00		1,320.00		69%
REVOLVING LOAN		2,000.00		0.00		2,000.00		0%
TOTALS	181,116.00	181,116.00	89,153.18	131,836.21	91,962.82	44,366.72		
ACCRUED EXPENSES	BUDGET TOTAL	INCLUDED YTD EXP	2016 & 2017	DHS Rollover	\$49,872.77	CASH BALANCE (net YTD + reserve)		\$37,249.87

WORKERS COMP

3,783.25 3,152.71

Above amounts are prorated and entered as accrued expenses. Actual transaction will not occur until end of year.

2018	Revenue	\$1,874.10
Excess		
2019	Revenue	\$13,362.93
Excess		
2020	Revenue	\$14,823.10
Excess		
		<hr/>
		\$79,932.90

In Buffalo County Non-Lapsing Fund
10.25.54540.0000.295

Q3 – submitted Friday November 5, 2021 – switch financial advisor to Lisa Schuh

FINANCIAL REPORT/FUND REQUEST (G-2)

Statute 16.964

WISCONSIN DEPARTMENT OF
JUSTICE
TRAINING & STANDARDS
BUREAU
17 W. MAIN ST.
PO BOX 7070
MADISON, WI 53707-7070

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

GRANTEE NAME (AS SHOWN ON GRANT AWARD) BUFFALO COUNTY	REPORT PERIOD 7/1/21-9/30/21	GRANT NUMBER 2021-TD-03-16193
PROJECT TITLE COMMUNITY JUSTICE SERVICES	GRANT PERIOD 1/1/21 - 12/31/21	
IS THIS THE FINAL REPORT FOR THIS GRANT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

PART I: EXPENSES - REPORT ACTUAL EXPENSES

BUDGET CATEGORIES	1 FED/OR STATE CURRENT EXPENSES	2 FED/OR STATE EXPENSES TO DATE	3 MATCH EXPENSES TO DATE (IF REQUIRED)	4 (2 + 3) EXPENSES TO DATE INCLUDING MATCH	5 APPROVED BUDGET INCLUDING MATCH	6 BALANCE
PERSONNEL	23,505.60	71,062.96	21,602.00	92,664.96	119,667.00	27,002.04
EMPLOYEE BENEFITS	3,580.96	11,781.00	7,605.00	19,386.00	19,386.00	0.00
TRAVEL/TRAINING	140.25	140.25	0.00	140.25	2,963.00	2,822.75
EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES/OPERATING	1,696.84	5,972.12	12,555.00	18,527.12	25,032.00	6,504.88

CONSULTANTS/CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00
OTHER	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	28,923.65	88,956.33	41,762.00	130,718.33	167,048.00	36,329.67

PART II: FUNDS REPORT AND REQUEST

	RECEIVED TO DATE	NOW REQUESTED
FED/OR STATE FUNDS	88,956.33	28,923.65

PART III: PROGRAM INCOME

	CURRENT PERIOD	TO DATE
EARNED	9,072.50	17,980.50
EXPENDED	9,301.05	22,935.09

PERSON/TELEPHONE NUMBER RESPONSIBLE

FOR G-2 COMPLETION:

NAME:	TELEPHONE
SHAWN SQUIRES	608-685-6316

FOR DOJ OFFICE USE ONLY:

AMOUNT VOUCHERED _____
 CODE _____

DATE VOUCHERED _____ VO# _____

YES NO

CONDITIONS: _____

PART IV: GRANTEE CERTIFICATION

I CERTIFY THAT THE ABOVE REPORT IS COMPLETE AND THAT ALL INFORMATION IS CONTAINED IN THE PERMANENT FISCAL RECORDS OF MY ORGANIZATION.
 ORIGINAL SIGNATURES OF BOTH THE PROJECT DIRECTOR AND FINANCIAL OFFICER MUST BE PROVIDED.

SIGNATURE OF PROJECT DIRECTOR DATE SIGNATURE OF FINANCIAL OFFICER DATE

BUFFALO COUNTY

POSITION DESCRIPTION

Department: Community Justice Services

Position Title: Community Justice Services ~~Coordinator~~ Director/Manager

Pay Rate: Salary – (EP) Exempt Professional

Direct Supervisor: ~~Criminal Justice Coordinating Council~~ Buffalo County Administrator

Date: November ~~2016~~ 2021

Purpose of Position:

This position plans, develops, coordinates, and evaluates programs that service adult offenders to promote a range of productive and rehabilitative options for use by the criminal justice system. This position is responsible for collecting and analyzing data from criminal justice agencies for the purpose of identifying and researching policy and programmatic changes to enhance the efficiency and effectiveness of the criminal justice system. Provides logistical and staff support to the County Criminal Justice Collaborating Council (CJCC). Maintains communication and proactive working relationships with stakeholders' community and CJCC partners. Manages all staff in the Criminal Justice Services (CJS) Department and oversees CJS Post charge and Pre charge programs in addition to the Intoxicated Driver Intervention Program (IDIP). Developing and implementing program policies and procedures for Community Justice Services (CJS) projects in Buffalo and Pepin Counties, including pretrial release services, diversion, and programs providing alternatives to incarceration for adult criminal justice offenders. The Community Justice Services Coordinator provides supervision and direction to staff assigned to the department, works in conjunction with County Board Supervisors, County Home Committees and Criminal Justice Collaborating Coordinating Council (CJCC) members, to meet the responsibilities of their positions.

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Essential Duties:

This position has significant contact with program participants and stakeholders in a wide variety of services systems and agencies. This position requires excellent ability to communicate and build capacity for systems change. The duties below represent the typical duties and responsibilities assigned to this position but may not be inclusive of all tasks performed.

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- Works collaboratively with the CJS Department, CJCC and partners to coordinate development of a strategic work plan, policies, and procedures that are updated periodically, consistent with the CJS Department mission and goals.

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- Implements goals, priorities, work plans, programs, and organizational structures of the CJS Department by working collaboratively with CJS Department, CJCC, and multiple county departments at varying levels.
- Develops and coordinates the planning and implementation of Criminal Justice Collaborating Council (CJCC) initiatives and activities.
- Recommends changes and improvements to the criminal justice practices and procedures in Buffalo and Pepin County to the CJCC, incorporating concepts of continuous quality improvement and implementation of evidence-based best practices, within the CJS Department.
- Obtains and analyzes data and information on existing Buffalo/Pepin County CJS program and recommends programmatic, policy and procedural changes based on the analysis.
- Researches and analyzes critical issues identified by the CJS Department and recommends and develops documentation, policies, procedures, and materials in conjunction with the CJS Department, CJCC and its committees and subcommittees.
- Promotes, evaluates, and coordinates consumer and stakeholder involvement.
- Communicates with community partners, committees, and subcommittees the activities and projects of the CJS Department.
- Develops and post agendas, meeting minutes and other correspondence for the CJCC meetings. Attends all relevant meetings.
- Represents the CJS Department at local and state committee meetings and seminars.
- Collaborates with governmental, judicial, and private agencies to coordinate services and assist in the resolution of programs, questions, or requests related to services provided.
- Develops and recommends annual CJS Department budget, analysis of program revenue, and expenditure data and projections. Ensures accurate and timely fiscal reporting.
- Coordinates the preparation of requests for federal, state, and private grants.
- Research funding options and prepares and submits grants in a timely fashion.
- Ensures all grants reporting requirements are adhered to.
- When requested, meets with elected officials and other stakeholders to provide updates and other information necessary to conduct the function of the CJS Department.
- Negotiates and coordinates development of contracts, agreements, and performance-based outcomes.
- Ensures compliance with state contracts.
- Monitors budget, contracts, services, performance-based outcomes, costs, and other factors among CJS Department programs to identify problem areas and areas of duplication and recommends refinements.
- Speaks to the community and other organizations to provide education and information on the CJS Programs.

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- Direct, supervise, coordinate, monitor and evaluate department staff tasks and procedures.
- Assigns work, trains, manages disciplinary issues; evaluates performance; manages department hiring, promoting, suspending, and terminating of staff assigned to department.

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~~This list of duties is not to be construed as all inclusive and may be modified as need requires. Special duty assignments will occur.~~

- ~~• Draft CJS policy and procedures, for CJCC review and approval.~~
- ~~• Draft resolutions; for presentation and approval of CJCC and the Board of Supervisors, including the scheduling of public hearings and requirements of publication.~~
- Interview participant using motivational interviewing approaches to obtain background information including criminal history and explain program objectives, procedures, rules, consequences, and purpose to the participant. Verify information.
- ~~• Meets and communicates with participants to ensure compliance with agreement terms and conditions~~
- ~~• Determines appropriateness for program participation according to established criteria; review reports in files for determination.~~
- ~~• Performs offender interviews to obtain background information including criminal history and explain program objectives, procedures, rules, consequences and purpose to the defendantparticipant. Provide recommendations to criminal justice stakeholders.~~
- ~~• Based on recommendations, develop and prepare individualized assessments determined by an evidence based instrument.~~
- ~~• Perform and monitor participant's compliance with AODA, GPS, and Drug/Alcohol Screening.~~
- ~~• Develops, implements, and maintains confidential filing system to facilitate data collection to monitor participant compliance, identify trends, and provide a basis of ongoing evaluation of both the individual participants and the program.~~
- ~~• Provides feedback to the criminal justice stakeholders regarding offender's background and results of evidence based assessment to obtain best outcome for each offender. Provides recommendations to the court regarding participation, revocation, extensions or rejections of offenders from the program.~~
- Develops and prepares individualized case plans from the results of the LS/CMI assessment and the DA/ADA's request for specific conditions for each participant.
- Attends court hearings; responds to questions asked by judge and testifies when necessary.
- On call services: This position may be on call as agency needs requiring performing all agency related work after hours, on weekend and on holidays. On call duties include alcohol or drug testing, monitoring violation notices and responses.

- ~~Researches community justice programs and applies theories and evidence-based practices to improve and/or modify current programs as needed.~~
- ~~Locates and updates community resources to provide services to the offenders of the CJS Program promoting use of evidence-based practices and programming, maximizing coordination of services to program participants.~~
- ~~Helps seek grant opportunities for funding to increase services, prepares grant applications and budgets, maintains records and completes and submits required reports.~~
- ~~Assigns work, trains, handles disciplinary issues; evaluates performance; handles department hiring, promoting, suspending and terminating of staff assigned to department.~~
- ~~Report to CJCC and County Committees on activities and issues affecting the Community Justice Services Office on a regular basis. Responsible for the development of the annual budget and to monitor revenues and expenditures, progress reports, and preparation and presentation of annual report to Board of Supervisors.~~
- ~~Attend professional schools, seminars and or conferences to stay up to date on community justice system changes.~~
- Keep Community Justice Web Page current.
- Performs other related duties as assigned.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- Minimum requirement of a ~~bachelor~~bachelor's degree from an accredited college or university with a major in Criminal Justice, Public Administration, Corrections, Psychology, Social Work, Sociology or ~~other~~ another related field.
- Minimum of three (3) years experience of progressively responsible administrative and supervisory duties within a criminal justice or social work environment.
- Experience in researching, writing and administration of grant requests.
- Supervisory, team leader and/or lead worker experience.
- ~~Equivalent combination of education, skills, knowledge and abilities may be substituted for above listed requirements.~~
- Thorough knowledge of organization and functions of state and local county government/criminal justice systems.
- Obtain Motivational Interviewing, Moral Reconation Therapy, LS/CMI and HIPAA training within one year of employment.
- Thorough knowledge of preparing and monitoring budgets.
- ~~Eligible for access to the TIME system~~
- ~~Valid drivers license and access to insured reliable vehicle.~~
- Excellent organizational, coordination, and interpersonal skills.

- ~~Maintains thorough knowledge of current social and economic problems and the way in which these problems affect families and individuals.~~
- ~~Superior skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner.~~
- ~~Valid driver's license and access to insured reliable vehicle.~~
- Equivalent combination of education/experience, skills, knowledge, and abilities may be substituted for above listed requirement

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Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, ~~fax machine~~, calculator, ~~photocopier, and photocopier, and TV.~~
- Ability to use monitoring equipment such as Soberlink alcohol monitor and drug monitoring equipment.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, ~~crouching~~crouching, and crawling, lifting, carrying, ~~pushing~~pushing, and pulling up to ~~20~~ten pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, colors, sounds, and objects associated with job related objects, materials, and tasks.
- The duties of this job may include completing home interview or meeting in a secure jail setting.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration, think quickly, maintain self-control, and adapt to stressful situations and high stressed individuals.
- Ability to communicate orally and in writing with others.
- Ability to respond to complaints and grievances posed by the public.

Environmental Adaptability:

- Ability to work under ~~generally safe~~safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause ~~discomfort, but~~discomfort but pose ~~little risk~~minor risk of ~~injury, and injury and~~ are present only in unusual situations.
- May require travel in all types of weather conditions and changing temperatures.
- Works in an office setting as well as collaborating with participants in their homes or a controlled jail setting.

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- ~~• Routine activity will result in exposure to extreme heat and cold and other weather conditions in an outdoor environment varying with the seasons.~~

Buffalo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date

BUFFALO COUNTY

3-21-17 11-1-21 draft

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POSITION DESCRIPTION

Department: Community Justice Services (CJS)
Position Title: Community Justice Services ~~Case Manager~~ Diversion Specialist
Pay Rate: Salary –
Direct Supervisor: Community Justice Services ~~Coordinator~~ Diversion Coordinator
Date: ~~March 2017~~ November 2021

Purpose of Position:

The CJS ~~Case Manager~~ Diversion Specialist will implement the Criminal Justice Services (CJS) program under the direction of the CJS ~~Coordinator~~ Diversion Director including:

- Implementing program policies and procedures for CJS projects including pre-charge and post-charge diversion services, risk/needs assessments, case planning, use evidence-based practices, crisis intervention, provide services and community resources to participants, provide advocacy for participants, provide responsive and efficient services to participants, the court and District Attorney's office, including pretrial release services, diversion, and programs providing alternative to incarceration for adult criminal justice offenders
- Assist the operation of the CJS office including keeping data updated for evaluation statistical purposes, keeping office supplies including drug tests stocked, keeping office space neat and organized and interact with various stakeholders involved within the criminal justice system.
- Assist securing grant funding when available.

Essential Duties:

This list of duties is not to be construed as all-inclusive and may be modified as need requires. Special duty assignments will occur.

- Assist development and implementation of CJS policies and procedures under the direction of the CJS ~~Coordinator~~ Diversion Director and the Criminal Justice ~~Coordinating~~ Collaborating Council (CJCC).
- Perform ~~offender participant~~ interviews using motivational interviewing approaches to obtain background information including criminal history and explain program objectives, procedures, rules, ~~consequences~~ consequences, and purpose to the participant defendant. Verify information.
- Work with participants to assess and develop goal-oriented, time limited-service plans to address identified needs.
- Develop recommendations for program participation and evaluate immediate situation and determine proper response -based on individualized assessments determined by an ~~evidence based~~ evidence-based instrument -according to established criteria; Provide those recommendations to the current participants and provide services for treatment and intervene as necessary in crisis situations. Refer to other community resources as needed.
- ~~Provide recommendations to the criminal justice stakeholders.~~

- Arranging, authorizing, and monitoring services with the most appropriate provider including tracking the client's progress and the need to increase or decrease services and obtain involvement from participant's family and support system.-
- Set up and monitor participants' compliance with services, including assessment, treatment, alcohol and drug testing, GPS, and other services. Report violations according to established protocol.
- Work to achieve active involvement and participation of courts, health care providers, human services, and other appropriate community resources in resolving problems.
- Advise participants when services are either not available or not appropriate.
- Inform the court, District Attorney's office and defense counsel of participant's non-compliance and report violations according to established protocol.
- Determine phase levels, sanctions, and incentives.
- Coordinate access to services, monitor cases to ensure that services are provided in an appropriate and timely manner, review and report progress to the District Attorney's office and defense counsel on a regular basis, and terminate services when goals are attained.
- Teach participants about what community resources are available and how to obtain those services.
- Work to achieve services and treatment objectives with effective use of staff time and available resources.
- Maintain a complete record for all assigned cases; complete required written assignments, reports, and other related paperwork as necessary, including use of the computer.
- On call services: The worker in this position may be on call as agency needs require performing all agency related work after hours, on weekends, and on holidays. On call duties include alcohol or drug testing, and monitoring violation notices and responses.
- Work closely with Law Enforcement, District Attorney Office, Corporation Counsel, Circuit Court Judge, and attorneys in collaboration for assessment and service needs of clients. Attend court hearings; respond to questions asked by judge and testify when necessary.
- Attend all staff meetings and other scheduled meetings.
- Assist research of community justice programs and applies theories and evidence-based practices to improve and/or modify current programs as needed and provide public education.-
- Gather and input data, monitor data management system and assist Community Justice Services Diversion Director with evaluation of data.
- Assist location and update of community resources to provide services to the offenders of the CJS Program promoting use of ~~evidence-based~~ evidence-based practices and programming, maximizing coordination of services to program participants.
- ~~Helps seek grant opportunities for funding to increase services, prepares grant applications, and budgets, maintains records and completes and submits required reports.~~
- Report to CJCC and County Committees as requested on activities and issues affecting the Community Justice Services Office on a regular basis.
- Attend professional schools, training events, workshops, seminars and/or conferences to stay up to date on community justice system changes.
- Develop and maintain the ability to problem-solve and to perform duties in an independent manner while exercising good judgment and use discretion with participants; observe rules of confidentiality and maintain non-judgmental attitude.
- ~~Keep Community Justice Web Page current.~~

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Functions:

- Education and/or experience in Criminal Justice, Corrections, Psychology, Social Work, Sociology or other related field.
- Experience of progressively responsible administrative duties within a criminal justice or social work environment preferred.
- Team worker experience, maintain professional demeanor and ability to work and communicate effectively with participants, coworkers, and the public.-
- Ability to take control of situations, dictating subordinate activities in a responsible manner.
- Ability to use discretion with participants, maintain rules of confidentiality and maintain non-judgmental attitude.
- ~~Equivalent combination of education, skills, knowledge and abilities may be substituted for above listed requirements.~~
- Thorough knowledge of organization and functions of state and local county government/criminal justice systems and knowledge of laws and regulations for the State of Wisconsin.-
- Obtain Motivational Interviewing, Moral Reconciliation Therapy, LS/CMI and HIPAA training within one year of employment.
- ~~Thorough knowledge of preparing and monitoring budgets.~~
- ~~Eligible for access to the TIME system~~
- Valid driver's license and access to insured reliable vehicle.
- Excellent organizational, coordination, interpersonal skills, ability to establish relationships and prioritize tasks to meet required timelines, and interpersonal skills.
- Maintains thorough knowledge of current social and economic problems and the way in which these problems affect families and individuals.

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Physical Requirements:

- Ability to operate a variety of office equipment and machinery with some requiring complex and rapid adjustments, including computer terminal, telephone, ~~fax machine~~, calculator, photocopier, ~~and and TV., and Microsoft software.~~
- Ability to use monitoring equipment such as Soberlink alcohol monitor and drug monitoring equipment.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to exert moderate physical effort, typically involving some combination of stooping, kneeling, ~~erouching~~crouching, and crawling, lifting, carrying, ~~pushing~~pushing, and pulling up to 20-ten pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of shapes, colors, sounds, and objects associated with job related objects, materials, and tasks.
- The duties of this job may include completing home interviews or meeting in secure jail settings.
- Ability to utilize a variety of data and information such as budget and financial reports, audit reports, Statutes and Administrative Codes, computer software operation manuals, and policy and procedure manuals to complete duties.
- Ability to sustain prolonged visual and mental concentration, think quickly, maintain self-control, and adapt to stressful situations and high stressed individuals.
- Ability to communicate orally and in writing with others.
- Ability to respond to complaints and grievances posed by the public.

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Environmental Adaptability:

- Ability to work under ~~generally~~ safe and comfortable conditions where exposure to environmental factors such as hazardous conditions or exposure to disease may cause discomfort, but pose ~~little-minor~~ risk of injury, and are present only in unusual situations.
- ~~May require travel in all types of weather conditions and changing temperatures.~~
- ~~Works in an office setting as well as working with participants in their homes or a controlled jail setting.~~
- ~~Routine activity will result in exposure to extreme heat and cold and other weather conditions in an outdoor environment varying with the seasons.~~

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Employee's Signature

Supervisor's Signature

Date

Date

NEW CJS Data as of 11/8/2021: Served 237 individuals since 8/1/2017.

Active = 37

Soberlink = 3

Drug Testing = 33

IDIP = 0

Random Drug Screening = 1

Deferred Prosecution Agreement = 20 (BC – 20 and PC – 0)

TOTAL DPA SERVED: 56 (26 successful; 9 terminated; 1 voluntary withdrawal)

Pre-Charge Diversion = 4 (PC – 2 and BC – 2)

	2017 (commence 7/31)	2018	2019	2020	2021	TOTALS
Total Screened	79	121	95	40	67	402
Graduated (successfully completed)	8	24	18	11	18	79
Administrative Discharge (not able to complete all requirements)	2	16	9	5	8	40
Terminated (failed to follow all conditions)	4	19	19	7	7	56
Voluntary Withdrawal (per client request)	0	2	3	6	5	16
Declined Participation	0	5	18	13	24	60
Ineligible (BW, charge, probation)	33	50	21	4	6	114
DPA	1 (new) BC-1 PC-0	17 (new) BC-13 PC-4	17 (new) BC-14 PC-3	12 (new) BC-12 PC-0	9 (new) BC-9 PC-0	56 BC – 49 PC – 7

CJCC – 2022 MEETING DATES

Tuesday, January 18, 2022
Wednesday, February 16, 2022
Tuesday, March 15, 2022
Wednesday, April 20, 2022
Tuesday, May 17, 2022
Wednesday, June 15, 2022
Tuesday, July 19, 2022
No meeting in August, 2022
Tuesday, September 20, 2022
Wednesday, October 19, 2022
Tuesday, November 15, 2022
Wednesday, December 21, 2022

All meetings will be held remotely by following the Zoom directions by clicking <https://wicourts.zoom.us/j/94660737355>

To join by telephone call, 1-312-626-6799 Meeting ID 946 6073 7355.