

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: Tuesday, November 16, 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 12:01 p.m.

Present: Tanisha Bautch, Brenda Berning, Craig Brooks, Judge Clark, Felicia Decker, Jamie Gibson, Stacey Hartung, Mark Lemke, Audrey Lieffring, Nathan Nelson, Mike Osmond, Sheri Peterson, Gina Rieck, Dave Rynders, Danielle Schalinske, Nicholis Schroeder, Mary Campbell Wood

Public Comments regarding Agenda items: None

Review/Discussion/Action – Minutes of the October 20, 2021: Ms. Campbell Wood accepted motion to approve minutes, seconded by Ms. Lieffring. Motion carried.

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

Community Work Service (CWS) Report: Ms. Rieck sent out report (see below). Ms. Lieffring accepted motion to approve CWS report, seconded by Mr. Lemke. Motion carried.

Inmate Status Report: See reports below.

Moving Forward (Jail Reentry) Program Report: The MOVING FORWARD committee met on November 12, 2021, the first time since March 2020. Our next meeting will be January 2022. The agenda includes updates on several parts of the program, things that need to be done, and longer-term issues to consider. One issue is data collection and evaluation, another was sharing the Certified Reentry/Recovery Peer Specialist (CRPS) and resources with eligible/appropriate CJS participants. A question was raised as to why no DOJ funding for Reentry Programs? Mr. Brooks is going to look into this.

The CRPS has been meeting with two individuals in the Pepin County Jail and will have a first meeting with one person in the community setting next week. Ms. Campbell Wood is working with the UW on language access services for a Pepin Jail Spanish-speaking participant to participate in classes. BPLA is arranging GED course in Spanish, along with a tutor.

Veterans and Justice Systems Update: The first hybrid training 'The Veteran Experience' was presented to Pepin County Sheriff Department, Pepin and Durand Police Department staff on October 28, 2021. Next steps are to schedule trainings with Law Enforcement, and justice and community partners in Buffalo, Dunn and Jackson counties.

Recognize and Thanking Ms. Sonya Hansen: Ms. Wood drafted letter for Judge Clarks signature which was read to committee. Judge signed and will present to Ms. Sonya Hansen.

CJCC Vision and Mission Statements: Ms. Campbell Wood discussed reviewing the current vision and mission statements that were revised in July 2017. Ms. Campbell Wood stated the vision statement should reflect what the CJCC committee looks like if goals have been accomplished. Ms. Hartung stated she will review the statements.

Current statements:

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

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

CJS Coordinator Report:

October 2021 Financial Statement: Ms. Berning presented the October 2021 financial statement (see below).

TAD 2022 Funding & Application Update: Ms. Berning spoke with Katie Hawkins, Fiscal Contact and learned TAD staff is currently reviewing grant applications. Staff is hoping to have awards announced by December 1, 2021 for the next five year cycle. Grant applications came on 3.1 million over the 7.2 million annual funding.

TAD 2021 Quarter 3 Update: Submitted 3rd quarter narrative and financial report for TAD. Trained Lisa Schuh on the financial portion. Training went smoothly as she is familiar with the front end of the financials thus making the training a smooth one.

CJS Coordinator and CJS Case Manager: CJS job descriptions have been written to realign with actual duties. Ms. Berning asked the committee to approve modifications and recommend HR Committee to look at classifications. Questions were raised on two areas. Ms. Berning will review with Ms. Sonya Hansen and if the job descriptions need to be revised Ms. Berning will bring back to CJCC Committee for further approval. Mr. Lemke motion to approve job descriptions, seconded by Ms. Campbell Wood. Motion carried.

Pre-Charge Diversion Program: Ms. Berning shared the CJS Steering Committee is starting to work on the Pre-Charge Diversion Program. First meeting was held on Monday, November 15, 2021. Working on policy/procedure and law enforcement referral process and forms. Upon completion will bring forward to CJCC Committee for approval prior to submitting to TAD Manager for approval.

CJS Case Manager Report: Ms. Bautch went over the CJS Data as of 11/8/2021.

CJCC 2022 Meeting Dates: No opposition to 2022 CJCC meeting dates.

Next Meeting Date is Tuesday, December 15, 2021, from 12:00 p.m. – 1:00 p.m. via Zoom. Ms. Berning is not going to be in attendance, Ms. Bautch will take over administrative duties.

Public Comment not Related to Agenda Items:

Adjournment: Ms. Hartung accepted motion to adjourn, seconded by Mr. Lemke. Meeting Adjourned at 12:39 p.m.

Respectfully submitted,

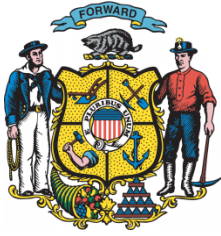
**Brenda Berning,
CJS Coordinator**

CJCC Financial Report

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

Submitted by Gina Rieck.

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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

Buffalo County Jail Current Inmate Listing 11-16-21 (12) Inmates

Inmate Name	Date Admitted	Reason Detained	Arresting Agency	Next Court Date	Release Date	Huber Privileges	Edu. Level	DNA ON FILE?
Randall Merrick	6-23-20	First Degree Intentional Homicide	BUSO	2-22@0900	?	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	11-17 @1045 12-22 @1400	?	Not Eligible	GED	Y
Angel Rosales Ginez	8-27-21	Bond-OWI 2 nd Causing Injury/OAR/Eau Claire Co Warrant & ICE Hold	BUSO	Buffalo Case 11-17 @0900 Eau Claire Case 12-16 @ 0930	?	Not Eligible	HS	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	Jackson Co CHIPS 11-24 @ 1115 Jackson Co Case 21CF101 11-29 @ 1500 Buffalo Co Case Sentenced or Bond	1-14-22	Not Eligible	Some College	Y
Huaxi Yang	10-15-21	Poss. Meth & Drug Para/MN Holds	BUSO	12-9 @ 1530	?	Not Eligible	Unknown	N
Rex Bigger	10-27-21	Repeated Sexual Assault of same child	BUSO	2-14 @ 1315	?	Not Eligible	HS	N
Christopher Engle	11-9-21	Poss meth/Drug Para/PO Hold	BUSO	1-12 @ 1100	?	Not Eligible	HS	

Natassia Harris	11-12-21	JOC – OWI 2 nd & Operate with Restricted Controlled Substance	BUSO	11-17 @ 0830	?	Not Eligible	College	Y
Dylan Grossell	11-13-21	Court – Poss Meth/THC/Drug Para & OWI 1 st	BUSO	TBD	?	Not Eligible	GED	
Sean Short	11-16-21	Court – Disorderly Conduct	BUSO	TBD	?	Not Eligible	College	

Electronic Monitoring
11-16-21 (s)

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

Out of County (1)

David Herwald	10-22-21	JOC – Theft	BUSO	Sentenced in Dodge	12-12-21	Not Eligible
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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.

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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
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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
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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

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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 defendant participant. 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 safesafe~~ 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.

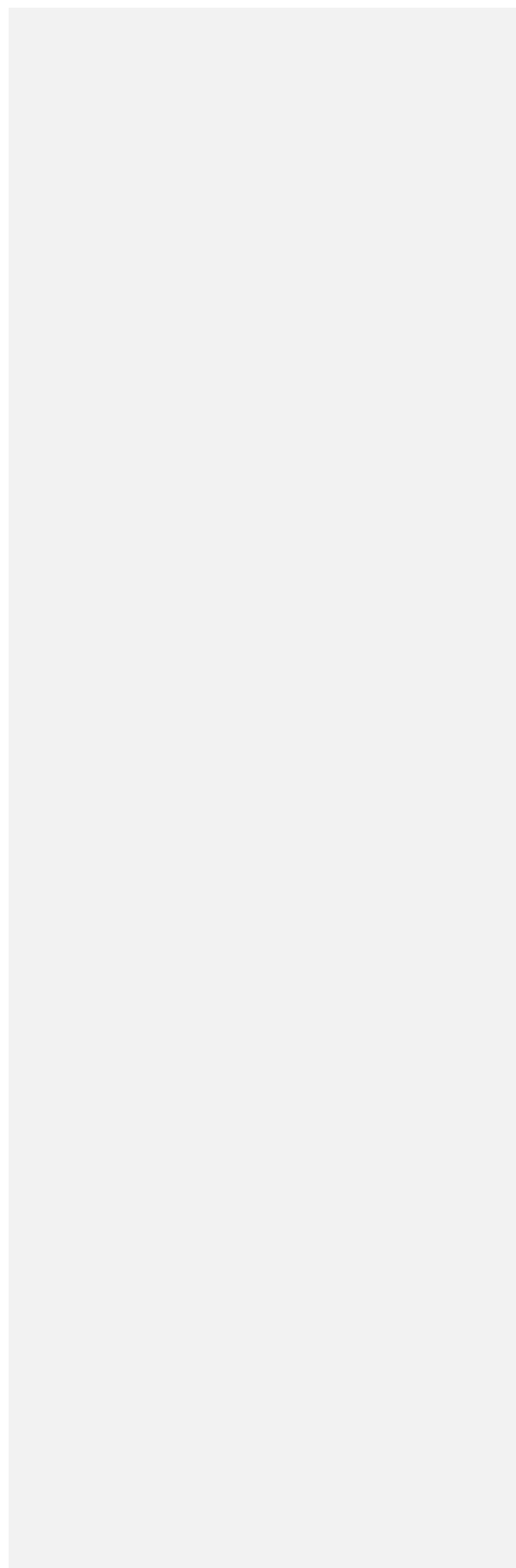
Employee's Signature

Supervisor's Signature

Date

Date

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BUFFALO COUNTY

3-24-17 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, 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, ~~erouchingcrouching.~~ and crawling, lifting, carrying, ~~pushingpushing.~~ 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.~~

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

DRAFT

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.