

**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
January 11, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance: Attorney Ann Larson, District Attorney Jacalyn LaBre, Two Rivers Chief of Police Joe Collins and Kevin Mueller

Absent: Judge Mark Rohrer,

Others in attendance: Patricia Koppa

Chair Jacalyn LaBre called the meeting to order at 12:14 p.m. Attendance sheet circulated. A motion to approve the minutes of the December 14, 2015 meeting was made by Kevin Mueller with a second by Attorney Ann Larson. Motion approved unanimously.

Chair LaBre noted that the treatment court workgroup had not met since the last Executive Committee meeting. Scheduled to meet again on January 19, 2016. Amy Wergin will chair the workgroup.

Attorney Larson reported for the bail workgroup. The WCS presentation was informative and seemed well received. Nick Sayner, Justice Point, is interested in talking with the group as well. Chief Collins had many questions. Discussed that there is no current adult monitoring program used by the county. Determined that the bail group should explore the other available programing options and prepare a comparison of the programs.

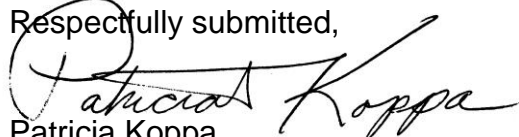
Group discussion about how programs or projects are coordinated in other counties. Many do not seem to have full time coordinators. Also worth determining funding sources, responsible departments etc. Chief Collins, Chair LaBre, Mr. Mueller and Ms. Koppa will contact surrounding counties, Fourth Judicial District Counties and other counties with three judge courts as "comparable."

Chair LaBre noted that one citizen has indicated interest in being on Council. While not a convicted individual, a close family member has significant drug issues. Chief Collins will do a background check and advise further. Confirmed contact with other organizations regarding representatives.

Discussed February 3, 2016 Council agenda. Likely no March meeting. Next executive meeting is February 15, 2016.

Chief Collins moved to adjourn, Kevin Mueller seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:50 PM.

Respectfully submitted,



Patricia Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** January 6, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre
2. Consideration and correction, if any, of November 4, 2015 council meeting minutes.
3. Executive Committee report
4. Report from Treatment Court Workgroup
5. Report from Bail Workgroup including presentation by Josh Fobes, SCRAM Systems and Sara Carpenter, Wisconsin Community Services (WCS) Sheboygan regarding pre-trial services.
6. Election of Council officers and Executive Committee
7. Announcement of next meeting dates:
  - a. Council: 2016 meeting schedule; next date: February 3, 2016.
  - b. Executive Committee: January 11, 2016
8. Adjournment

Date: December 29, 2015

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.

Minutes of the Manitowoc County Criminal Justice Coordinating Council  
January 6, 2016 4:30 p.m.  
Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, Chief Oscar (Tony) Dick, Attorney Phil Hoff, District Attorney Jacalyn LaBre (Chair), Kevin Mueller, Judge Mark Rohrer (Vice-Chair), County Board Supervisor Randy Vogel, and County Executive Bob Ziegelbauer.

Excused/Absent: Sheriff Robert Hermann, Jeff Jenswold, Daniel Kopecky, Attorney Ann Larson, Reedsville Police Chief JoAnn Mignon, Clerk of Court Lynn Zigmunt

Others in attendance: Patricia Koppa, Nancy Slattery, Darlene Wellner, Deputy Inspector Larry Ledvina, Stacy Ledvina, Rob Barbier and others that did not sign in.

Chair Jacalyn LaBre called the meeting to order at 4:35 p.m. Attendance sheet circulated.

Supervisor Randy Vogel moved to approve the minutes, Attorney Ann Larson seconded. Unanimously approved.

Executive Committee: Chair LaBre gave the Report. Reviewing workgroup actions and presentation from Scram Systems leading to today's program.

Treatment Court Workgroup: Amy Wergin is leading the group. She is not in attendance. Those who participated reported on meeting. Reviewing the structure of court as described in the earlier grant requests and discussing criteria. Also seeking funding sources.

Bail Workgroup: Attorney Larson reported regarding the presentation and introduced Josh Fobes of SCRAM Systems and Sara Carpenter of Wisconsin Community Services. Explained monitors available and programming in use in many counties. Cost is often covered by the users, but funds must be available for indigent and low income users. Success rates of those in program is very high. Focus is on avoiding alcohol use. Other services and programs can address other concerns. WCS has a success rate well over the national average. Scram is providing services throughout the state, WCS works in approximately eight (8) counties.

Committee members/attendees had many questions regarding the programs, training, devices, etc. Costs were a concern but presenters provided the information. Client fees can cover program. One concern would be office space in Manitowoc and somewhere that can be accessed off hours. Client selection is important. Risk tools are used in all counties, but a variety are used. Program can be very customized.

Chair LaBre thanked the presenters. Information will be discussed further by the Executive Committee, Bail group and at the next meeting.

#### Elections:

Daniel Kopecky notified the Council that he was not able to continue as the citizen member. Chief Collins will replace Chief Dick. Chief JoAnn Mignon will continue representing the smaller departments. Jeff Jenswald will continue for Human Services Department. Supervisor Randy Vogel does not know the County Board Chair's intent on the supervisor position. County Bar Association was not consulted and Attorney Phil Hoff and Judge Rohrer will raise at the January meeting.

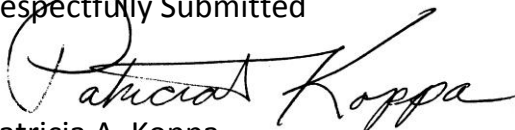
Chair LaBre asked that anyone with knowledge of a potential citizen member notify her.

As for the Executive Positions, the Chair, Vice Chair and all three members at large must be selected. Chief Collins nominated DA LaBre to continue as Chair. Nomination seconded by Judge Rohrer. Judge Rohrer then moved for unanimous election. Second by Kevin Mueller and unanimous vote for Chair. As to the Vice-Chair position, Supervisor Vogel nominated Judge Rohrer to continue. Atty. LaBre seconded that nomination. She then moved for entry of a unanimous vote. Second by Attorney Larson and unanimously approved. Slate for the three members at large, Attorney Ann Larson, Chief Joe Collins and Kevin Mueller was nominated with motion for unanimous vote by Judge Rohrer. Attorney Hoff seconded and unanimous vote followed.

Chair LaBre announced that the next meeting of the council is February 3. The executive committee will meet on January 11, early due to the Martin Luther King holiday.

Attorney Larson made the motion to adjourn. Supervisor Vogel made the second. Motion approved unanimously and meeting adjourned at 5:39 p.m.

Respectfully Submitted

A handwritten signature in black ink, reading "Patricia A. Koppa". The signature is fluid and cursive, with the first name "Patricia" written in a larger, more prominent script than the last name "Koppa".

Patricia A. Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: January 11, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call
2. Consideration and correction, if any, of December 14, 2015 Executive Committee meeting minutes.
3. Update from Treatment Court workgroup.
4. Update from the Bail workgroup.
  - a. Discussion of WCS/Scram presentation.
  - b. Discussion of Justice Point as alternative provider of pre-trial services Including possible presentation or teleconference.
  - c. Discussion of next steps to propose pre-trial services to reduce bail jumping charges.
5. Discussion and possible action regarding exploring organizational structures in other counties
6. Announcement of next meeting dates:
  - a. Council: February 3, 2016.
  - b. Executive Committee: February 15,, 2016
7. Adjournment

Date: January 6, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** February 3, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre
2. Consideration and corrections to January 6, 2016 meeting minutes.
3. Executive Committee report including update on membership.
4. Selection of Citizen Member.
5. Report from Treatment Court Workgroup.
6. Report from Bail Workgroup including discussion of WCS/Scram presentation and direction for workgroup.
7. Announcement of next meeting dates:
  - a. Council: April 6, 2016. No March meeting.
  - b. Executive Committee: February 15, 2016.
8. Adjournment.

Date: January 28, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Circuit Court Commissioner

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Minutes of the Manitowoc County Criminal Justice Coordinating Council  
February 3, 2016 4:30 p.m.  
Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, Attorney Phil Hoff, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Kevin Mueller, Judge Mark Rohrer (Vice-Chair), and County Executive Bob Ziegelbauer.

Excused/Absent: Sheriff Robert Hermann, Jeff Jenswold, County Board Supervisor Randy Vogel, and Clerk of Court Lynn Zigmunt

Others: Amy Wergin, Patricia Koppa, Darlene Wellner, and others who did not sign attendance sheet.

Chair Jacalyn LaBre called the meeting to order at 4:38 p.m. Attendance sheet circulated. Chair LaBre asked if there were any corrections to the minutes of the January 6, 2016 meeting. Secretary Patricia Koppa noted that there were several errors regarding attendance; both Attorney Ann Larson and Jeff Jenswold were present. Additionally, the date of the approved minutes was omitted; The correct date was November 4, 2015. Judge Mark Rohrer moved to approve the minutes as amended and Chief Joe Collins seconded the motion. Motion approved unanimously.

Update on Membership. Attorney Phil Hoff has been reappointed by the Manitowoc County Bar Association as the private bar representative. Chair LaBre reported that only one individual has come forward, Cindy Oswald. While Ms. Oswald has not been a participant in the Justice system as a defendant, she is familiar with issues due to the involvement of a family member in the system. Motion made by Chief JoAnn Mignon to appoint Ms. Oswald to the Council subject to completion of a background check. Second to Motion provided by Attorney Larson. Unanimously passed. Chief Collins will complete the background check.

Report of Treatment Court workgroup. Amy Wergin, Public Health Director, reported regarding the Treatment Court group. Parameters have been discussed for who would be eligible for the court. Have been refining what the course for treatment would be and how compliance would be tested.

Ms. Wergin has contacted Sheboygan County. They are ahead on the creation of their court and do not feel a partner would be appropriate. They have a coordinator for their court program. The Sheboygan County Human Services Department is administering the treatment portion of the Court. The coordinator of the Intoxicated Driver Program is also coordinating the Drug Court. Hope is that there is a county interested in sharing the cost of a coordinator but not the cases... each county would retain jurisdiction of own cases. Cost of a Coordinator is in the \$50,000 range. Anticipate local funding to begin the program, donations likely place to begin.

Discussion followed. Will contact Beth Robinson, the coordinator in Outagamie, who resides in Manitowoc. She may be able to provide insight into proceeding. Health department is working on ways to expand treatment network. Darlene Wellner noted that the Community Trust organization is very interested and may be one source of donations.

The workgroup will next meet on February 16, 2016. The third Tuesday has been selected as the regular meeting night.

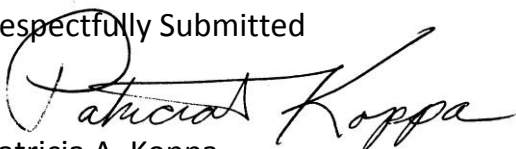
Report of Bail / Pretrial workgroup. Attorney Larson reported on the bail groups efforts. After the Scram/WCS presentation met with Nick Sayner of Justice Point. Nick provided a great deal of information. Justice Point is not as much as a competitor as the source of a broad range of pretrial services. This would not be fully paid for by the participants, unless the monitoring and testing portions were assessed fees. Again, money for a coordination is the issue.

Discussion: The same person would be able to manage a drug court and pre-trial services. Interest in having Nick Sayner speak to the whole group, perhaps with Beth Robinson. Decided to attempt this for the April 6, 2016 meeting. For this presentation should start at 4:00 to provide enough time to cover the information.

Chair LaBre announced the next meeting dates: Executive Committee February 15, 2016 at noon. The next Council meeting will be April 6, 2016 at 4:00. Arrangements should be made to have the room earlier.

Chief Mignon made the motion to adjourn. Attorney Larson seconded. Motion approved unanimously and meeting adjourned at 5:21 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Patricia Koppa". The signature is fluid and cursive, with a large initial "P" and "K".

Patricia A. Koppa  
Council Secretary





# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: February 15, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of January 11, 2016 Executive Committee meeting minutes.
3. Update regarding citizen member.
4. Update from Treatment Court workgroup, discussion, and direction, if any.
5. Update from the Bail workgroup, discussion, and direction, if any.
6. Discussion and possible action regarding information from other counties.
7. Discussion of Court Innovation Justice Summit and other information from Tommy Gubbin.
8. Discussion of Pretrial and other service presentations for April 6th meeting.
9. Announcement of next meeting dates:
  - a. Council: April 6, 2016.
  - b. Executive Committee: March 21, 2016.
10. Adjournment

Date: February 10, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
February 15, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance:, District Attorney Jacalyn LaBre, Judge Mark Rohrer, and Two Rivers Chief of Police Joe Collins

Excused: Attorney Ann Larson and Kevin Mueller

Others in attendance: Patricia Koppa

Chair Jacalyn LaBre called the meeting to order at 12:12 p.m. Attendance sheet circulated. A motion to approve the minutes of the January 11, 2016 meeting was made by Chief Joe Collins with a second by Judge Mark Rohrer. Motion approved unanimously.

Chief Collins reported that Cindy Oswald's background check was completed and contained nothing to indicate she should not be a member of the committee.

Treatment Court: Meeting was set for February, but cancelled. Next will be in March.

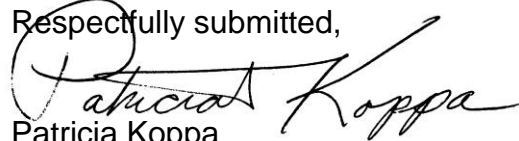
Bail group. In Attorney Larson's absence, discussed the presentation to be given by Beth Robinson in April. Would like to focus on pre-trial services, best practices, hurdles, challenges. Look at programming as implemented in Dodge County rather than Milwaukee.

Court Innovations program looks like an interesting opportunity. However, no one is able to clear their calendar. Also no funding for the travel expenses, even though the program is free. Should let full council know of the opportunity.

For the April general meeting, must verify the change in time and that location is available.

Chief Collins moved to adjourn, Judge Rohrer seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:25 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Koppa", written over the typed name.

Patricia Koppa  
Council Secretary



## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING NOTICE**

DATE: Thursday, March 3, 2016  
TIME: 10:30am - Noon  
PLACE: Manitowoc County Human Services Department  
926 S. 8<sup>th</sup> St., Manitowoc, WI 54220

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 at the meeting:

1. Call to Order and Introductions
2. Kids at HOPE upcoming events.
3. Updates:
  - a. CJCC – Ann Larson and/or Patti Koppa
  - b. DRAI (Statewide Detention Risk Assessment Instrument) – Stacy Ledvina
  - c. Victims Workgroup – Stacy Ledvina
4. Welcome to JusticePoint, the new provider for juvenile justice services. Progress update will be provided.
5. Data Presentation – 2015
6. Recent Events: none noted
7. 2016 – remaining meeting dates: June 2, September 1, and December 1. March 3<sup>rd</sup> will consist of a 2015 data presentation. Suggestions for topics/presentation at other meetings?

Dated: February 17, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair

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## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING MINUTES**

DATE: Thursday, March 3, 2016

TIME: 10:30am - Noon

PLACE: Manitowoc County Human Services Department

### **1. Call to Order and Introductions**

Attendees: Stacy Ledvina (Human Services), David Vorpahl (Manitowoc Police Dept.), Rodney Zahn (Human Services), Ann Larson (Public Defender), David Foster (Human Services), Darlene Wellner (citizen), Julie Poff (Human Services), Kevin Mueller (Probation and Parole), Kevin Haese (Sheriff's Office), Larry Ledvina (Sheriff's Office), Bob Dewane (Asst. DA), Michalla Craw (CAP Intern), Christma Hochkammer (CAP), Amanda Novitski (Bellin College/Health Dept Intern), Mary Halada (Health Dept), Tim Gabriel (Justice Point), Ed Gordon (Justice Point).

### **2. Kids at Hope event was discussed – flyer (attached) was handed out regarding April 4/5 event. Also looking for others that would be willing to be trained as trainers for upcoming training opportunities throughout the community.**

### **3. Updates:**

- a. CJCC – Ann Larson reports that the bail workgroup continues to meet and has been having discussions/presentation regarding providers who are able to provide support in this area. Also, there is further discussion about treatment court options and some recent funding that has become available.
- b. DRAI (Statewide Detention Risk Assessment Instrument) A new electronic data base has been distributed to sites and field testing continues. Manitowoc has been able to install the new data system, but has not started entering data. The next statewide meeting will be a phone meeting and will be held April 1, 2016. Manitowoc continues to use the DRAI in also juvenile custody cases.
- c. Victims Workgroup – A meeting has held on February 24, 2016. Topics discussed included review of the guidelines for the Restorative Justice Program, including specific discussion about youth on SSI, the view of insurance companies as victims, and subsidized wages. The group has agreed that meeting twice/year is a good idea. Next meeting will occur sometime in late fall.
- d. inning and the end of a case that involved a felony. Bi-annual

4. Welcome to Justice Point –the provider who was chosen for the Juvenile Detention Alternatives Programming through the RFP process. 6 submissions were received and Justice Point’s proposal was chosen. The contract began March 1, 2016. Justice Point is still in the process of confirming a location for offices/programming. Two former staff (Tim Gabriel and Tom Mann) were hired by Justice Point and continue to work on alternatives. An additional 5 staff will be hired, and this process is in place. Ed Gordon from Justice Point spoke about the history of the organization and the current contract. This is Justice Point’s first project in the juvenile justice system. Historically they have worked with adults, primarily in the pretrial service arena. Justice Point is excited about this new opportunity and tailoring programming to meet the needs of the youth in Manitowoc County.
5. 2015 Data Presentation and discussion – power point is attached.
6. 2016 meeting dates: June 2, September 1, and December 1. It is possible that the June meeting will be held at the new facility that Justice Point establishes.

Dated: March 9, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: March 21, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of February 15, 2016 Executive Committee meeting minutes.
3. Update from Treatment Court workgroup.
4. Discussion and possible action regarding presentations for April 6th meeting.
5. Discussion and possible regarding upcoming TAD grant application process.
6. Announcement of next meeting dates:
  - a. Council: April 6, 2016.
  - b. Executive Committee: April 18, 2016.
7. Adjournment

Date: March 17, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
March 21, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance: Attorney Ann Larson, District Attorney Jacalyn LaBre, Judge Mark Rohrer, Two Rivers Chief of Police Joe Collins and Kevin Mueller

Others in attendance: Patricia Koppa

Chair Jacalyn LaBre called the meeting to order at 12:05 p.m. Attendance sheet circulated. A motion to approve the minutes of the February 15, 2016 meeting was made by Chief Joe Collins with a second by Kevin Mueller. Motion approved unanimously.

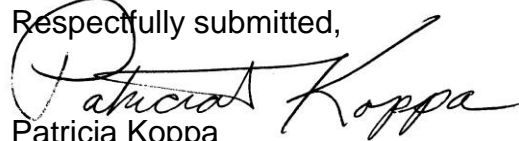
Amy Wergin reported that the treatment court group has not met. Next meeting will be on April 19 at 4:30. That same day Ms. Wergin and Attorney Larson will be attending a grant writing workshop.

Attorney Larson has nothing new from the bail group. Since Beth cannot attend on April 6, group suggests inviting Sara Carpenter. Perhaps find out how they can work together.

Next Executive Committee meeting should be after the meetings on April 19, rather than on April 18. Agreed to hold on Monday, April 25.

Joe Collins moved to adjourn, Kevin Mueller seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:18 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Koppa", written over the typed name.

Patricia Koppa  
Council Secretary



# MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE



DATE: April 6, 2016  
TIME: 4:00 p.m. (*Note time change*)  
PLACE: Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to February 3, 2016 meeting minutes.
3. Report Manitowoc Youth Intervention Network.
4. Report from Deputy Inspector Jason Jost regarding jail population concerns, out of county housing, electronic monitoring post-sentencing.
5. Report from Treatment Court Workgroup including discussion of the 2017 Wisconsin TAD Grant legislation/process.
6. Report from Bail Workgroup:
  - a. Introduction of Nick Sayner, Justice Point
  - b. Discussion of process going forward
7. Announcement of next meeting dates:
  - a. Council: May 4, 2016
  - b. Executive Committee: May 2, 2016
8. Adjournment.

Date: March 31, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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Minutes of the Manitowoc County Criminal Justice Coordinating Council  
April 6, 2016 4:00 p.m.  
Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, Sheriff Robert Hermann, Attorney Phil Hoff, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Kevin Mueller, Judge Mark Rohrer (Vice-Chair), County Board Supervisor Randy Vogel, County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: Jeff Jenswold.

Others: Amy Wergin, Patricia Koppa, Darlene Wellner, Nancy Slattery, Kathy Protsman, Cecilia Held, Jason Jost, Curt Green and others who did not sign attendance sheet.

Chair Jacalyn LaBre called the meeting to order at 4:08 p.m. Attendance sheet circulated. Chair LaBre asked if there were any corrections to the minutes of the February 3, 2016 meeting. Chief Joe Collins moved to approve the minutes as amended and Attorney Ann Larson seconded the motion. Motion approved unanimously.

Report by Stacy Ledvina regarding the Manitowoc Youth Intervention Network: A report regarding 2015 Data was presented on March 3. This week the Kids @ Hope trainings continued. Great attendance at the two events. Next MYIN meeting will be at the new Youth Wellness Center location in Clarkbridge Hall (Clark Street Manitowoc) on June 16.

Deputy Inspector Jason Jost reported regarding population at the jail. Numbers are at and over capacity. To relieve some overcrowding have needed to move 10 female inmates out of county at daily charge per inmate. Additionally have implemented a monitor program for some post sentencing inmates. There is an application reviewed by existing staff. Criteria are being developed. A new RN position was recently authorized. These needs are a result of increased needs due to mental health and chemical dependency issues. Question regarding the former juvenile detention center portion of jail building. An inspection would be needed to determine what is needed to recertify the area. It might be helpful as additional segregation or special need space as current cells have been full for many months.

Amy Wergin, Public Health Director, reported for Treatment Court workgroup. Have not had another formal meeting but are making some progress informally. Will be attending training regarding writing an application for the 2016 TAD grant through the Department of Justice. The Application will be available around May 1 and due in June.

Some progress is being made to increase the treatment options. Both local hospitals are considering participating in new programming through the department of corrections. The workgroup will next meet on April 19, 2016.

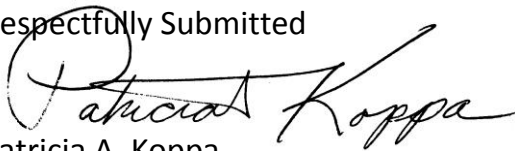
Report of Bail / Pretrial workgroup. Attorney Larson introduced Nick Sayner of Justice Point. Nick provided a great deal of information regarding currently available pre-trial service models. There is a new pretrial risk assessment tool on the horizon that would be validated for general use, rather than limited to a particular community. This is coming through the Arthur foundation and is known as the PSA, (Pretrial Service Assessment.) There is also the possibility for change in the area due to legislation. One of the many things being discussed is limiting the use of cash bail and some consider it is punitive and discriminatory.

Mr. Sayner answered questions. There is a great deal to be considered regarding the type of program to use. However, there is a proven benefit in the form of reduced recidivism and fewer failures to appear. Funding remains the largest obstacle as staff is needed to provide the service whether it is only a matter of completing the assessment interview, or having an office to facilitate checking in (similar to the daily report.) Among the possible legislative proposals is a grant targeting pre-trial services similar to the TAD grant.

Chair LaBre having needed to leave, Vice Chair Mark Rohrer, thanked Mr. Sayner for his presentation. Remaining agenda item is the next meeting date and the Executive meeting needs to be changed due to a conflict for Ms. LaBre and Ms. Koppa. Ms. LaBre had suggested April 21. All agreed. Vice Chair Rohrer announced the next Council meeting will be May 4, 2016 at the regular starting time of 4:30.

Chief Collins made the motion to adjourn. Attorney Larson seconded. Motion approved unanimously and meeting adjourned at 5:48 p.m.

Respectfully Submitted

A handwritten signature in black ink, reading "Patricia Koppa". The signature is fluid and cursive, with the first name "Patricia" and last name "Koppa" clearly distinguishable.

Patricia A. Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: April 21, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call
2. Consideration and correction, if any, of March 21, 2016 Executive Committee meeting minutes.
3. Discussion of Grant Writing Workshop.
4. Report from workgroup; discussion and possible actions regarding Treatment Court.
5. Report from workgroup; discussion and possible actions regarding Pre-trial Services.
6. Discussion and possible action regarding formulating recommendations for programing and gaining approval/implementation.
7. Announcement of next meeting dates:
  - a. Council: May 4, 2016.
  - b. Executive Committee: May 16, 2016
8. Adjournment

Date: April 13, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.

**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
April 21, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance: Attorney Ann Larson, District Attorney Jacalyn LaBre, and Kevin Mueller  
Excused: Judge Mark Rohrer, and Two Rivers Chief of Police Joe Collins  
Others in attendance: Patricia Koppa, Amy Wergin, Annie Short

Chair Jacalyn LaBre called the meeting to order at 12:12 p.m. Attendance taken, sheet will be provided at general meeting. Kevin Mueller moved to approve the minutes of the March 21, 2016 meeting; second by Ann Larson. Motion approved unanimously.

Amy Wergin reported regarding the TAD Grant workshop. Ann Larson also attended and commented. This is a competitive grant as the legislation requires that every five years. One application is permitted per county, however, multiple programming requests can be made. There will be six million dollars allocated among the best programs along each of three different tracks. There will be a cash match requirement as well. The application will be out no sooner than May 6 and is due June 30. Funding is for January 1, 2017.

There was a treatment court work group meeting later on April 19. That group feels both the court and the pre-trial services should be in the grant. The projects included in the application are to be prioritized. A coordinator position can be included in the grant as well.

Discussion by the executive committee resulted in several points:

1. The full council must approve submitting the grant application and prioritize either the treatment court or pre-trial services.
2. A rough budget is needed for each of the projects.
3. Jacalyn LaBre and Ann Larson will meet with County Executive Robert Ziegelbauer prior to the May 4, 2016 council meeting.

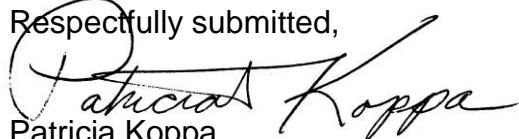
Attorney Larson indicated she has been looking into pre-trial service programs in other areas. All use a risk assessment instrument (RAI). This is consistent with the information we received from Nick Sayner. She wants to look into that as part of the grant request for the pre-trial services.

The committee also decided that Sara Carpenter from WCS should come to the meeting to provide information about the post-conviction services being supplied at the jail.

With time of the essence and many key persons being out of the office during May and June, the group will hold the next executive meeting early on May 11. Noon in Room 306/307. Ms. Wergin volunteered to take minutes as Ms. Koppa is unable to attend.

Attorney Larson moved to adjourn, Kevin Mueller seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:43 PM.

Respectfully submitted,



Patricia Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** May 4, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to April 6, 2016 meeting minutes.
3. Introduction of Supervisor James Falkowski.
4. Executive Committee report.
5. Report from Jason Jost and Sara Carpenter, WCS, regarding post-conviction monitoring program.
6. Joint Report from Treatment Court and Bail Workgroups:
  - a. Update from Amy Wergin regarding community treatment programs.
  - b. Update from Ann Larson regarding need for Assessment tool
  - c. Discussion and possible action regarding TAD Grant Training and Grant application
7. Announcement of next meeting dates:
  - a. Council: June 1, 2016.
  - b. Executive Committee: May 11, 2016.
8. Adjournment.

Date: April 28, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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## **Minutes of the Manitowoc County Criminal Justice Coordinating Council**

**May 4, 2016 4:30 p.m.**

**Manitowoc Communications and Technology Building, Rm 111/112**

Attendance: Council members Present: Chief Joe Collins, Sheriff Robert Hermann, Attorney Phil Hoff, Jeff Jenswold, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Kevin Mueller, Cindy Oswald, Judge Mark Rohrer (Vice-Chair), County Board Supervisor James Falkowski, County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: None.

Others: Amy Wergin, Patricia Koppa, Darlene Wellner, Jason Jost, and others who did not sign attendance sheet.

Chair Jacalyn LaBre called the meeting to order at 4:38 p.m. Attendance sheet circulated. Chair LaBre asked if there were any corrections to the minutes of the April 6, 2016 meeting. Secretary Patricia Koppa noted errors in the attendance: Cindy Oswald was present and had been omitted and Kevin Mueller was not in attendance having been excused. Chief Joe Collins moved to approve the minutes as corrected and Chief JoAnn Mignon seconded the motion. Motion approved unanimously.

Chair Jacalyn LaBre reported that the Executive Committee met and focused on the grant writing training. Details regarding this will be included in the workgroup reports later in the meeting.

Chair LaBre asked Inspector Jason Jost to report regarding the post-conviction monitoring program. Inspector Jost provided some updated information and introduced Sara Carpenter of WCS. The report was very positive. Twenty one persons have been monitored since the program began in March. All are considered fully compliant; the five missed tests were appropriately dealt with and not deemed violations. Ms. Carpenter shared other information and print outs providing explanation of how the monitoring is done. As the Council has learned much more about this technology in recent months, the reports were well received by all. Daily rate charged varies with the technology used. Sheriff Office is setting the criteria. Cost to inmate is the same as for any other monitoring... cost to sheriff is less so there is still some payment toward other incarceration costs. Collection is through the usual methods for jail charges and there is also additional assistance from WCS. This is a "full service" contract with installation, monitoring and weekly meetings all provided by WCS staff. Several staff members also attended and provided perspective and information. Council members asked questions and all were answered. Inspector Jost will be sharing information with defense lawyers in the community about criteria, etc. as the initial period has been so successful. There is much greater accountability than when an individual is released on Huber unmonitored. The population at the jail is estimated to be approximately two-thirds post- sentencing, one-third pre-conviction.

Amy Wergin and Attorney Ann Larson reported regarding the training in advance of applying for the 2016 TAD grant through the Department of Justice. The Application will be available around May 1 and due in June. The information is that there is a total of six million dollars to be awarded. The best programs along three tracks will be funded. The tracks reflect the different stages of counties in Wisconsin in the TAD arena. Some have been providing services for over 20 years, others are just beginning. One application will be allowed per county but can include multiple programs. Grants may be given for all programs or only some in an application.

The Executive Committee decided to include both pre-trial services and a treatment court in the application along with a coordinator. There will have to be a county match. Chair LaBre and Amy Wergin met with County Executive Bob Ziegelbauer. He notes this would be a significant item in the budget and expects the work to address the various decision points in the map. Accountability must be a priority as well.

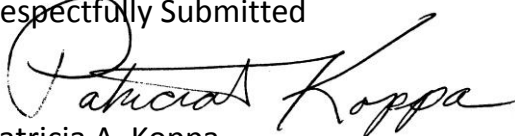
Discussion followed. Ms. Wergin explained how treatment will be a challenge given services available. Mr. Jenswold echoed that concern. Judge Mark Rohrer discussed how it was important to begin with proven programs to make the best use of any funding. There was also discussion regarding what can be used to fulfill the matching fund requirement; difficult to determine until the application is publicly available. As discussion proceeded, Judge Rohrer moved that the priority designation be given to the pre-trial services. Chief Collins seconded the motion. There was no further discussion. The motion passed unanimously.

It is important to meet during the next two months and to form work groups. The executive is meeting on May 11 and can begin the process of reviewing the grant application. Additionally, the June 1 regular Council meeting will be held; Attorney Phil Hoff agreed to take the minutes in Ms. Koppa's absence. June 15, at 4:00, in a room to be determined, there will be a workgroup meeting about the Risk Assessment Instrument since whether or not the grant is received, a RAI is needed to proceed further. This might include the Arthur foundation PSA, (Pretrial Service Assessment,) but also involves applying local factors.

Those interested in joining the workgroups should pay close attention to meeting announcements and emails.

Judge Rohrer made the motion to adjourn. Attorney Larson seconded. Motion approved unanimously and meeting adjourned at 5:48 p.m.

Respectfully Submitted

A handwritten signature in black ink, reading "Patricia Koppa". The signature is fluid and cursive, with the first name "Patricia" and last name "Koppa" clearly legible.

Patricia A. Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: May 11, 2016  
TIME: 12:00 p.m.  
PLACE: Public Health Building  
Room 207  
1028 S. 9<sup>th</sup> Street  
Manitowoc, Wisconsin

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of April 21, 2016 Executive Committee meeting minutes.
3. Discussion and possible action regarding TAD grant application
  - a. Divide work load
    - i. Coordinator position.
    - ii. Pre-trial services.
    - iii. Treatment Court
    - iv. Others as dictated by application.
  - b. Set work group meetings.
4. Announcement of next meeting dates:
  - a. Council: June 1, 2016.
  - b. Executive Committee: June 20, 2016.
5. Adjournment

Date: May 8, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
May 11, 2016 12:00 p.m.  
Manitowoc County Public Health Building, Room 207**

Attendance: Two Rivers Chief of Police Joe Collins Attorney Ann Larson, District Attorney Jacalyn LaBre, Kevin Mueller, and Judge Mark Rohrer

Others in attendance: Amy Wergin, Supervisor James Falkowski

The meeting was called to order at 12:05 pm by Chair LaBre.

The minutes of the previous meeting were approved on a motion by Joe Collins, seconded by Kevin Mueller.

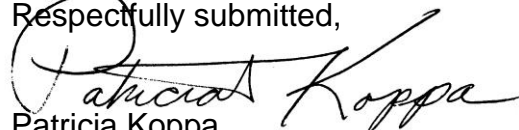
The full RFP is not yet available, but the following tentative assignments were made:

- Assessment/Need/Logic Model and general oversight: Amy Wergin and Annie Short
- Pretrial Services and Treatment court Workgroups will provide the language for those sections

The Executive Committee will meet on May 23 at noon, only if the RFP has been released. Annie Short will monitor the website and distribute the link to the RFP when it becomes available. Amy Wergin will communicate the plan to the group.

The meeting was adjourned at 12:30 pm on a motion by Mark Rohrer, seconded by Joe Collins .

Respectfully submitted,



Patricia Koppa  
Council Secretary

Upon the notes of Amy Wergin.



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: May 23, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call
2. Consideration and correction, if any, of May 11, 2016 Executive Committee meeting minutes.
3. Discussion and possible action regarding TAD grant application
  - a. Divide work load
    - i. Coordinator position.
    - ii. Pre-trial services.
    - iii. Treatment Court
    - iv. Others as dictated by application.
  - b. Set work group meetings.
4. Adjournment

Date: May 19, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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# MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL



## Executive Committee MEETING NOTICE



DATE: May 23, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call
2. Consideration and correction, if any, of May 11, 2016 Executive Committee meeting minutes.
3. Discussion and possible action regarding TAD grant application
  - a. Divide work load
    - i. Coordinator position.
    - ii. Pre-trial services.
    - iii. Treatment Court
    - iv. Others as dictated by application.
  - b. Set work group meetings.
4. Adjournment

Date: May 19, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** June 1, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to May 4, 2016 meeting minutes.
3. Executive Committee report including information on TAD Grant Application.
4. Discussion and possible action regarding decisions relating to grant application.
5. Announcement of next meeting dates:
  - a. Council: July 6, 2016.
  - b. Executive Committee: June 20, 2016.
6. Adjournment.

Date: May 24, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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Manitowoc County Criminal Justice Coordinating Council

Minutes

June 1, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: County Board Supervisor James Falkowski, Sheriff Robert Hermann, Attorney Phil Hoff, Jeff Jenswold, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Kevin Mueller, Judge Mark Rohrer (Vice-Chair), County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: Chief Joseph Collins, Cindy Oswald.

Others: Amy Wergin, Nancy Slattery, Darlene Wellner, Matt Fure, Gary Daehn

The June 1 meeting of the Criminal Justice Coordinating Council was called to order by Chair Jacque LeBre at 4:38p.m. The minutes of the May 4 meeting were approved on a motion made by Judge Rohrer and seconded by Ann Larson.

The TAD Grant Request for Proposal has not been released by the Department of Justice. The planned release date was May 1, the information we have is that the RFP will be released "soon" and the application deadline will be adjusted. The current plan is for Amy Wergin and Annie Short to write the portion of the grant related to need and local readiness, the Pre Trial Services Workgroup and the Treatment Court Workgroup will provide the information for their projects. The Executive Committee will meet as necessary to oversee the application. There may be a need for the full council to change their meeting day.

Announcements: Jeff Jenswold will be retiring September 9. He suggested that either Matt Fure or Gary Daehn attend to represent the Human Services Department. Bob Ziegelbauer stated that the representative from the HSD is one of the co-directors, so likely the representative will be Lori Fure.

Ann Larson reported that the Pretrial Services group will be meeting on June 15 at 4:30 pm. Information on the meeting will be sent later this week. The purpose of the meeting is to decide on a Risk Assessment Tool for pre-trial services.

A motion to adjourn the meeting was made by Ann Larson and seconded by Jeff Jenswold. The meeting ended at 4:50 pm.

Respectfully submitted,  
Amy Wergin  
Replacement Secretary



## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING NOTICE**

DATE: Thursday, June 2, 2016

TIME: 10:30am - Noon (meeting agenda from 10:30am – 11 with YWC open house to follow).

PLACE: Youth Wellness Center (YWC) 1402 Clark Street, Room 215 (2<sup>nd</sup> floor)

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 at the meeting:

1. Call to Order and Introductions
2. Kids at HOPE update- April 4/5 event and upcoming train the trainer plans.
3. Updates:
  - a. CJCC – Ann Larson and/or Patti Koppa
  - b. DRAI (Statewide Detention Risk Assessment Instrument) – Stacy Ledvina
  - c. Victims Workgroup – Stacy Ledvina
4. YWC Open house and introduction of JusticePoint staff.
5. 2016 – remaining meeting dates: September 1, and December 1, 2016

Dated: May 25, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING MINUTES**

DATE: Thursday, June 2, 2016

TIME: 10:30am - 11:45am

PLACE: Youth Wellness Center (YWC) – 1402 Clark Street, Room 215

### **1. Call to Order and Introductions**

Attendees: Stacy Ledvina (Human Services), David Vorpahl (Manitowoc Police Dept.), Ann Larson (Public Defender), Julie Poff (Human Services), Larry Ledvina (Sheriff's Office), Tim Gabriel (Justice Point), Ed Gordon (Justice Point), Thomas Mann (JusticePoint), Marlee Sickinger (JusticePoint), James Zimmerman (JusticePoint), Chad Odegaard (Human Services), Rodney Zahn (Human Services), Shea Halula (Starting Point), Nick Sayner (JusticePoint), Scott Karcher (Starting Point), Stephanie Willis (Human Services), Morgan Sickinger (JusticePoint), Sengsai Vang (JusticePoint).

### **2. Kids at Hope event was discussed – Community wide introductory training was held on April 4 & 5<sup>th</sup> in Manitowoc with Rick Miller from Kids at Hope. Arrangements are being made to host a Train the Trainer session in October for 30 people.**

### **3. Updates:**

- a. CJCC – Ann Larson reported that she attended a training with Amy Wergin from the health dept. about a TAD (Treatment Alternative and Diversion) grant process. A TAD grant opportunity will be announced in the very near future and the CJCC will be submitting a proposal that will possibly include a coordinator for the CJCC, additional work for pretrial services for adults and a treatment court model. Currently WCS is providing some community based services to adult pretrial clients and this has been working well..
- b. DRAI (Statewide Detention Risk Assessment Instrument) The statewide committee continues to meet and discuss the tool and troubleshoot issues related to data entry. Manitowoc has been keeping data since the beginning of 2015. The data collection for the statewide DRAI will focus on all DRAIS starting 1/1/16. Once data is accumulated, this will allow for the data to be reviewed and studied.
- c. Victims Workgroup – A meeting has held on February 24, 2016. No meeting has occurred since the last MYIN meeting. The next meeting will occur in late fall.

4. YWC Open house and introduction of JusticePoint staff. Tom Mann spoke about JusticePoint and the programming that is being provided to youth in Manitowoc. There are 7 total staff hired by JusticePoint. Staff are crossed trained, but 2 staff are primarily assigned to the Intensive Supervision Program (ISP). These two staff are Tim Gabriel and Jackie Zivko. The two YWC staff are Morgan Sickinger and Sengsai Vang. The two Youth Tracking staff are Marelee Sickinger and James Zimmerman. Information about the daily schedule of the YWC.
5. 2016 meeting dates: September 1, and December 1.

Dated: June 9, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair

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# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: June 20, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of May 11, 2016 Executive Committee meeting minutes.
3. Discussion and possible action regarding TAD grant application .
4. Update from the Bail workgroup.
5. Announcement of next meeting dates:
  - a. Council: July 6, 2016.
  - b. Executive Committee: July 18, 2016 or as set during discussion.
6. Adjournment

Date: June 14, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
June 20, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance: Attorney Ann Larson, District Attorney Jacalyn LaBre, and Two Rivers Chief of Police Joe Collins

Excused: Judge Mark Rohrer, Kevin Mueller

Others in attendance: Patricia Koppa, Amy Wergin, Annie Short

Chair Jacalyn LaBre called the meeting to order at 12:05 p.m. Attendance sheet circulated. A motion to approve the minutes of the May 11, 2016 meeting was made by Ann Larson with a second by Chief Joe Collins. Motion approved unanimously.

Amy Wergin reported regarding the progress thus far on the TAD grant application. Assignments were made and the first deadline is Friday June 24. It is noted that a lot of the information requires data that may not be available. Ms. Wergin noted that can be part of the application. We should give the best information we have and note that as programming is developed, data will be gathered.

Chair LaBre noted that another organization may be obtaining funding or seeking grants for other special court services. This might be something to keep in mind going forward.

One grant requirement will be a letter of support from the Council for the application and program proposals. This should come from Chair LaBre. Suggested that the letter, in as close to final form as possible, be forwarded with the meeting notice to the Council members.

As we discuss the improvements/results desired, it will be important to emphasize the success is sought within the participating individuals and not the population at large.

Noted that Ms. Wergin will not be available on July 6, but Ms. Short can attend.

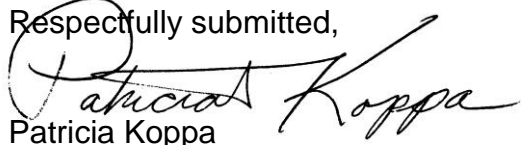
The potential budget for programming and staff is difficult to estimate since it is not known whether programming will be done in house or with contracted staff. Ms. Wergin and Ms. Short believe this can be taken in to account.

Determined that July 6 meeting should be a working meeting with a separate formal meeting of the council closer to the application deadline. July 12 was selected. Ms. Koppa should make the room arrangements.

Reviewed the preliminary draft of problem description and programming as drafted to date.

Joe Collins moved to adjourn, Ann Larson seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:51 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia Koppa", written in black ink.

Patricia Koppa  
Council Secretary



**MANITOWOC COUNTY  
CRIMINAL JUSTICE COORDINATING  
COUNCIL  
MEETING NOTICE**



DATE: July 6, 2016  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

Work session for TAD Grant Application

All members and public are invited to attend and participate. While the application language will be work on, and a quorum of the council may be present, formal approval of the application will take place on July 12, 2016.

Date: June 30, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.

Manitowoc County Criminal Justice Coordinating Council  
Minutes

July 6, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: County Board Supervisor James Falkowski, Attorney Phil Hoff, Jeff Jenswold, District Attorney Jacalyn LaBre (Chair), Cindy Oswald, Judge Mark Rohrer (Vice-Chair), and County Executive Bob Ziegelbauer.

Excused/Absent: Chief Joe Collins, Sheriff Robert Hermann, Attorney Ann Larson, Chief Jo Ann Mignon, and Lynn Zigmunt.

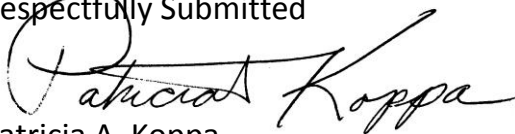
Others: Patricia Koppa, Jason Jost, and Annie Short.

This was an informal work session. Began at 4:30 p.m. Annie Short explained task to be accomplished – create time line for planning and implementation of each of the two projects to be included in the 2016 TAD grant application.

Attendees divided into to groups: Treatment Court and Pretrial Services and worked on assignment.

Meeting adjourned at 5:30 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Patricia Koppa". The signature is fluid and cursive, with a large initial "P" and a long, sweeping underline.

Patricia A. Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



DATE: July 12, 2016  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Roll call.
3. Consideration and corrections to June 1, 2016 meeting minutes.
4. Discussion and action regard TAD Grant Application.
5. Discussion and action regarding CJCC letter in support of the TAD Grant Application.
6. Discussion regarding any work to be done pending grant results.
7. Announcement of next meeting dates:
  - a. Council: September 7, 2016 (August meeting cancelled)
  - b. Executive Committee: July 18, 2016, August 15, 2016
8. Adjournment.

Date: July 7, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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# Manitowoc County Criminal Justice Coordinating Council

## Minutes

July 12, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, County Board Supervisor James Falkowski, Sheriff Robert Hermann, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Judge Mark Rohrer (Vice-Chair), County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: Attorney Phil Hoff, Jeff Jenswold, Kevin Mueller, Cindy Oswald,

Others: Amy Wergin, Patricia Koppa, Darlene Wellner, Nancy Slattery, Cecilia Held, Curt Green, Annie Short.

Chair Jacalyn LaBre called the meeting to order at 4:34 p.m. Attendance sheet circulated. Motion to approve minutes of the June 1, 2016 meeting was made by Judge Mark Rohrer. Attorney Ann Larson made the second and minutes were unanimously approved.

Chair LaBre turned the meeting over to Amy Wergin regarding the TAD grant application. Ms. Wergin reported that staff time will be used for a portion of the required match, as well as office space etc. and Inpatient treatment services. Manitowoc County's application is part of the Planning/Implementation group. Six months allowed for planning; balance of year for implementation. Plan is to have the programs administered by the Human Services Department under what will become Lori Fure's division. Guidance would come from the Council or designated sub-committee.

Discussion took place regarding the roles of the court system and agencies in a treatment court set up. Also the number of participants to determine the caseload impact. Initially program would likely begin with 12 persons in a drug court. Funding could come from one of three sources: private insurance, Lakeshore Community Health, or HSD providers. County Executive Bob Ziegelbauer asked a number of questions in order to determine budget impact.

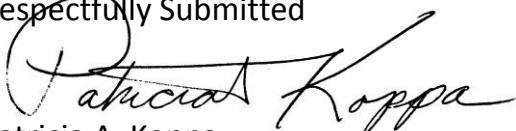
Next order of business was the draft letter of support from the Council. This is a requirement for the application. Without a letter of support, the application would not be considered. Judge Rohrer moved that Chair LaBre prepare the letter along the lines of the draft indicating support of the grant application and proposed programming, both pre-trial services and drug court. Chief Joe Collins provided the second. All present voted in favor.

Ms. Wergin noted that the HSD grant application account will be used to submit the grant.

There will be no general meeting of the Council in August. The executive committee will meet August 15. Workgroups may be able to gather if there is anything to be done prior to learning of the grant outcome. The next general meeting will be September 7, 2016.

Motion to adjourn was made by Chief JoAnn Mignon, second by Chief Collins. Meeting adjourned at 5:11 p.m.

Respectfully Submitted

A handwritten signature in black ink, reading "Patricia A. Koppa". The signature is written in a cursive style with a large, stylized "P" at the beginning.

Patricia A. Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: July 18, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse, Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of June 20, 2016 Executive Committee meeting minutes.
3. Discussion and action regarding finalizing TAD grant application.
4. Announcement of next meeting dates:
  - a. Council: September 17, 2016. NO AUGUST MEETING
  - b. Executive Committee: August 15, 2016
5. Adjournment.

Date: July 13, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

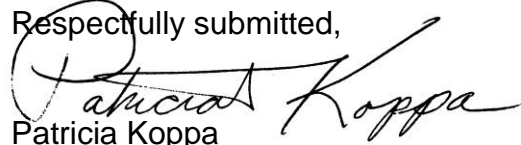
Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities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



**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
July 18, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

The meeting was not held due to lack of a quorum. Those in attendance discussed grant application language with Amy Wergin

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Patricia Koppa". The signature is written in dark ink and is positioned above the printed name and title.

Patricia Koppa  
Council Secretary



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

**DATE:** August 15, 2016  
**TIME:** 12:00 p.m.  
**PLACE:** Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of June 20, 2016 Executive Committee meeting minutes.
3. Discussion and possible action regarding next steps to be taken regarding Pre-trial Services.
4. Discussion of agenda for the next Council meeting
5. Announcement of next meeting dates:
  - a. Council: September 7, 2016. NO AUGUST MEETING
  - b. Executive Committee: September 19, 2016
6. Adjournment

Date: August 9, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

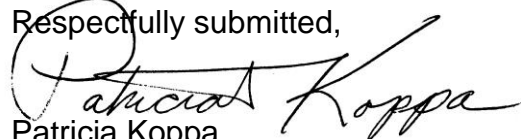
Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
August 15, 2016 12:00 p.m.  
Manitowoc County Courthouse, Room 306**

The meeting was not held due to lack of a quorum. Those in attendance discussed setting meetings regarding pre-trial services to the extent appropriate pending grant application results.

Respectfully submitted,

A handwritten signature in cursive script, reading "Patricia Koppa". The signature is written in black ink and is positioned to the right of the typed name.

Patricia Koppa  
Council Secretary



## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING NOTICE**

DATE: Thursday, September 1, 2016

TIME: 10:30 am - Noon

PLACE: Manitowoc County Human Services, 926 South 8<sup>th</sup> Street, Manitowoc

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 at the meeting:

1. Call to Order and Introductions
2. Kids at HOPE update- Train the Trainer event on Oct 4 & 5, 2016
3. Boys and Girls Club discussion by Nancy Randolph
4. Updates:
  - a. CJCC – Ann Larson and/or Patti Koppa
  - b. DRAI (Statewide Detention Risk Assessment Instrument) – Stacy Ledvina
  - c. Victims Workgroup – Stacy Ledvina
5. 2016 – remaining meeting dates: December 1, 2016.
6. 2017 dates: March 2, June 1, Sept 7, Dec 7, 2017

Dated: August 29, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.



## MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING MINUTES

DATE: Thursday, September 1, 2016

TIME: 10:30am - 11:45am

PLACE: Manitowoc County Human Services Department

1. Call to Order and Introductions

Attendees: Stacy Ledvina (Human Services), David Vorpahl (Manitowoc Police Dept.), Ann Larson (Public Defender), Julie Poff (Human Services), Larry Ledvina (Sheriff's Office), Thomas Mann (JusticePoint), Chad Odegaard (Human Services), Rodney Zahn (Human Services), Christma Hockhammer (foster parent/Student Success Advocate/Youth Diversion Court), James Falkowski (County Board/CJCC), Bob Dewane (DA's office), Scott Luchterhand (Manitowoc Police Department), Darlene Wellner (retired social worker/community member).

2. Kids at Hope event – Recap of the past year. First event was held in October, 2015 and included Rick Miller and Antwone Fischer. Since then, Module I training was held in April. Three individuals from the community attended the Masters Institute in Phoenix in May (Christma Hockhammer, Judy Wiesbrook, and Julie Ribley). On Oct 4 and 5, 2016 there will be a Train the Trainer event. This will allow trainers to train throughout the community. If anyone is aware of a group, organization, school, church, etc who would like to hear about Kids at Hope, contact Stacy Ledvina to develop an appropriate training option.

3. Nancy Randolph shared history about Boys and Girls Clubs (BGC), including local efforts to consider a Boys and Girls Club dating back to the 90's. Manitowoc was working closely with Sheboygan to be Manitowoc's BGC sponsor, but that is no longer the case. This has resulted in our 503c status being unavailable. Currently efforts are underway to join with the Fox Cities as our sponsor. Volunteers are needed for various committees. Local options for funding were discussed. Buffalo Wild Wings is a nation sponsor and they have been hosting events on Mondays that result in 10% of profits being donated to Manitowoc's BGC. Lowes is also a national sponsor, but funding from national sponsors only trickles down to established clubs. Manitowoc is in need of \$1million to fund a 3 year start up project.

4. Updates:

- a. CJCC – Ann Larson reported that Manitowoc has submitted a TAD (Treatment Alternative and Diversion). Award announcements are anticipated in the near future. The grant application includes the cost to hire a Coordinator. The grant identified two areas of work: A Treatment Diversion Court and Pre-Trial Services. Ann reports that the Arnold Model for a Risk Assessment Instrument/process will be a universal model that will be considered by the group regarding pre-trial services. The jail has been using WCS for some inmates that do not need to remain incarcerated. Details on what this would look like are largely dependent on the grant funding. CJCC meetings are held the first Wednesday of each month, with the next meeting occurring on September 7 at 4pm at Manitowoc County Communication and Technology Building. The public is welcome to attend.

- b. DRAI (Statewide Detention Risk Assessment Instrument) The committee is ready to analyze data for 1/1/16 – 6/30/16, however, the data collection tool continues to cause some difficulties. As a result, a phone meeting with the developer of the data collection tool will occur next week. Sites are getting frustrated because the data is being collected but cannot be analyzed until we have access to do so. Outagamie County in particular has been struggling and is considering ending the project in their county. Manitowoc continues to keep hard copies of data and will analyze 2016 data where the data tool is effective in helping with this or not. It is hoped that by December a more promising report will be available.
  - c. Victims Workgroup – No meeting was held since the last MYIN meeting. An October or November meeting will be conducted and a report will be provided at the December MYIN meeting. HSD has noted a more concerted effort on ensuring that victims are kept informed on cases. Bob Dewane also reported that communication seems to be much better.
- 5. 2016 final meeting date: December 1, 2016
  - 6. 2017 dates: PLEASE NOTE THE CHANGE IN SEPTEMBER MEETING DATE: March 2, June 1, September 14 and December 7, 2017. The change to the September meeting was made to prevent a conflict with the start of the school year.

Dated: September 1, 2016

Stacy Ledvina,  
Manitowoc County JDAI Coordinator and  
MYIN chair



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** September 7, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to July 12, 2016 meeting minutes.
3. Executive Committee report.
4. Update regarding Grant Application.
5. Discussion regarding risk factors to be considered when assessing likelihood of failure to appear and re-offending while on bail.
6. Announcement of next meeting dates:
  - a. Council: October 5, 2016.
  - b. Executive Committee: September 19, 2016.
7. Adjournment.

Date: August 31, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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Manitowoc County Criminal Justice Coordinating Council  
Minutes

September 7, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: County Board Supervisor James Falkowski, , Attorney Phil Hoff, Jeff Jenswold, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Cindy Oswald, Judge Mark Rohrer (Vice-Chair), County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: Chief Joe Collins, Sheriff Robert Hermann (arrived as meeting adjourned), Chief JoAnn Mignon, Kevin Mueller

Others: Amy Wergin, Patricia Koppa, Darlene Wellner, Lori Fure, Annie Short, Curt Green, Jason Jost, Don Chewning, Jean Biegun.

Chair Jacalyn LaBre called the meeting to order at 4:37 p.m. Attendance sheets circulated. Chair LaBre asked if there were any corrections to the minutes of the July 12, 2016 meeting. Attorney Phil Hoff moved to approve the minutes and Attorney Ann Larson seconded the motion. Motion approved unanimously.

Chair Jacalyn LaBre announced receipt of a TAD grant award and turned the meeting over to Amy Wergin for details. A preliminary amount awarded is \$142,392. Our full request was approximately \$190,000. The Department of Justice is going to follow up regarding our budget since it is a lower amount. As previously discussed, emphasis is on getting a qualified person to serve as Coordinator for the Council and the related programs. Once someone is hired, structuring and implementing pre-trial services will be the next priority.

County Executive Robert Ziegelbauer suggested meeting on our own to begin the program budget revisions so numbers would be available to the county as it is assembling the 2017 budget as a whole. Amy Wergin will meet with Lori Fure and Patricia Dodge as the money and position are being placed within the Human Services Department.

Curt Green asked if there was still intention to seek additional private dollars for funding. Judge Mark Rohrer and other council members indicated that the hiring of a coordinator and defining of programs would actually make it easier to fund raise. But that also means such efforts should wait for the details to be developed over the next few months.



Several in attendance thanked those who worked on the grant application for their hard work. Darlene Wellner noted that this was the culmination of several years of effort and that it is gratifying to see progress being made.

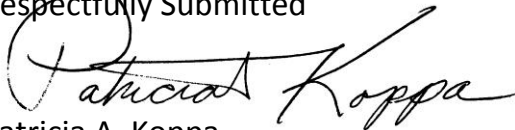
Attorney Ann Larson discussed the need for a Risk Assessment Instrument to assist in allocating services and determining bail and bond release requirements. A meeting for all interested community members will be set in the near future to determine which elements should be emphasized in the local adaptation of the universal instrument. Group chose Wednesday, September 21, 2016 as the meeting day. Time will be 4:30. Place will be determined based upon number attending.

Next meeting for the Council is scheduled for October 5, 2016 at 4:30.

County Executive Ziegelbauer announced that Lori Fure is his designate to be on the Council as a result of Jeff Jenwald's retirement effective September 9, 2016. Council notices and documents will be changed accordingly.

Attorney Larson made the motion to adjourn. Judge Rohrer seconded. Motion approved unanimously and meeting adjourned at 5:02 p.m.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Patricia Koppa". The signature is fluid and cursive, with a large initial "P" and "K".

Patricia A. Koppa  
Council Secretary

**NOTE: The meeting was not held due to lack of a quorum.**



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: September 19, 2016  
TIME: 12:00 p.m.  
PLACE: Manitowoc County Courthouse Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order.
2. Roll call.
3. Minutes of June 20, 2016 meeting.
4. Report and possible action regarding TAD grant.
  - a. Proposed budget revision in line with approval.
  - b. Dept. of Justice communications, if any.
  - c. Next steps to begin process e.g. creation of job description for coordinator.
5. Discussion and possible action regarding Pre-trial Services.
6. Discussion of agenda for the next Council meeting including any educational presentation.
7. Announcement of next meeting dates:
  - a. Council: October 12, 2016.
  - b. Executive Committee: October 17, 2016.
8. Adjournment.

Date: September 9, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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.



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE**



**DATE:** October 5, 2016  
**TIME:** 4:30 p.m.  
**PLACE:** Manitowoc County Communications and Technology Building  
(Room 111/112, First Floor Conference Room)  
1024 South 9th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to September 7, 2016 meeting minutes.
3. Report regarding TAD grant and budget status.
4. Report from Attorney Ann Larson regarding RAI development meeting.
5. Announcement of next meeting dates:
  - a. Council: November 2, 2016.
  - b. Executive Committee: To be determined.
6. Adjournment.

Date: September 29, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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Manitowoc County Criminal Justice Coordinating Council

Minutes

October 5, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, County Board Supervisor James Falkowski, Attorney Phil Hoff, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Kevin Mueller, Judge Mark Rohrer (Vice-Chair). Patricia Dodge, Jason Jost as designee for Sheriff Hermann.

Excused/Absent: Sheriff Robert Hermann, Chief Jo Ann Mignon, Cindy Oswald, County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt

Others: Amy Wergin, Darlene Wellner and Cecilia Held.

The meeting was called to order by Chair Jacalyn Lebre at 4:36 pm. The minutes of the September 7, 2016 meeting were approved without dissent on a motion by Jim Falkowski, seconded by Kevin Mueller.

Patricia Dodge, Co-Director of Human Services, Financial Division, provided information on the TAD grant budget which is included in the HSD 2017 Budget. The DOJ requested that Manitowoc County adjust the budget in the grant application to include match for the CJCC coordinator. There have been no conversations with DOJ regarding the workplan.

Ann Larson reported on the RAI development meeting. The meeting was well attended and she was able to gather information as we move forward. She was notified that the Arnold Foundation has released the universal RAI, but they are requiring users to apply and receive training before allowing use. There will probably be limited access at first. She has also communicated with other experts who suggested that there are other instruments we could use. She will be distributing the notes from the meeting and information on the other instruments soon.

It was decided that the next council meeting will be December 7, 2016 starting at 4:45 p.m. The Executive Committee will set an alternate meeting date due to member conflicts with the October 17 date.

The meeting was adjourned 4:58 p.m. at on a motion by Judge Mark Rohrer, seconded by Supervisor James Falkowski.

Respectfully Submitted

Amy Wergin



# **MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL**



## **Executive Committee MEETING NOTICE**

DATE: November 21, 2016  
TIME: 12:15 p.m. \*\*\*NOTE NEW TIME\*\*\*  
PLACE: Manitowoc County Courthouse, Room 306  
1010 South 8th Street, Manitowoc, WI 54220

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 at the meeting:

1. Call to order and roll call.
2. Consideration and correction, if any, of June 20, 2016 Executive Committee meeting minutes.
3. Discussion of TAD grant implementation:
  - a. Grant reflection in Human Services Department budget.
  - b. Process for hiring the coordinator.
  - c. Discussion with Lori Fure regarding CJCC executive committee input.
4. Report by Attorney Ann Larson regarding the Risk Assessment tools.
5. Discussion of advisory role of CJCC and next tasks.
6. Announcement of next meeting dates:
  - a. Council: December 7, 2016
  - b. Executive Committee: December 19, 2016
7. Adjournment.

Date: November 16, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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**Minutes of the Manitowoc County Criminal Justice Coordinating Council  
Executive Committee  
November 21, 2016 12:20 p.m.  
Manitowoc County Courthouse, Room 306**

Attendance: Attorney Ann Larson, District Attorney Jacalyn LaBre, Judge Mark Rohrer, Two Rivers Chief of Police Joe Collins, and Kevin Mueller

Others in attendance: Patricia Koppa, Amy Wergin

Chair Jacalyn LaBre called the meeting to order at 12:20 p.m. Attendance taken, sheet to be provided at next Council meeting. A motion to approve the minutes of the June 20, 2016 meeting was made by Ann Larson with a second by Chief Joe Collins. Upon the vote, motion approved unanimously.

Chair LaBre asked Amy Wergin for an update regarding the grant and the budget. The funds were shown in the Human Services Budget. Lori Fure will need to get permission to accept the funds from her oversight committee. One full time and one part time position. The Personnel department posted the positions for hiring, but the job descriptions need to be revised. Also, the part-time position will be filled later in the year, perhaps April, to allow for the programming to be developed. The full time person will be the CJCC Coordinator. Nothing further has been heard from the Department of Justice regarding the TAD grant. There is a Webinar on 12/13 from 9 – 12. Ms. Wergin thinks this is when questions will be answered by DOJ.

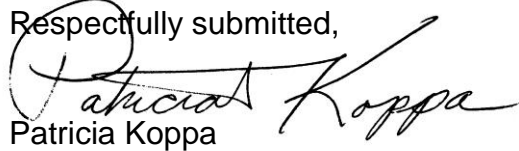
Members discussed the Council's role now that grant has been awarded. The Council is an advisory organization. Human Services is in. There will be consultation since the Council has the expertise.

Attorney Ann Larson noted that there has been no further information released about the risk assessment tools. The Coordinator should take over this. At the 2016 Public Defenders Conference, most lawyers familiar with the instruments felt the Milwaukee model should be used..

Next Council meeting will be December 7. Too early for much more information but need to correct the misconceptions. December 19 is the Executive Committee meeting at which time there will be an update from the Webinar.

Attorney Larson moved to adjourn, Judge Rohrer seconded the motion. Motion passed upon unanimous voice vote and the meeting adjourned at 12:45 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patricia Koppa", written over a horizontal line.

Patricia Koppa  
Council Secretary



## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING NOTICE**

DATE: Thursday, December 1, 2016

TIME: 10:30am - Noon

PLACE: Manitowoc County Human Services, 926 South 8<sup>th</sup> Street, Manitowoc

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 at the meeting:

1. Call to Order and Introductions.
2. Early Intervention Grant Application announcement.
3. Kids at HOPE:
  - a. Train the Trainer Training
  - b. Monthly Celebrating 10's
  - c. 2017 trainings
4. Updates:
  - a. CJCC – Ann Larson and/or Patti Koppa
  - b. DRAI (Statewide Detention Risk Assessment Instrument) – Stacy Ledvina
  - c. Victims Workgroup – Stacy Ledvina
5. 2017 dates: March 2, June 1, Sept 7, Dec 7, 2017 and discussion of topics for meetings.

Dated: November 23, 2016

Stacy Ledvina,  
Manitowoc County JDAI Coordinator and  
MYIN chair

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## **MANITOWOC YOUTH INTERVENTION NETWORK (MYIN) MEETING MINUTES**

DATE: Thursday, December 1, 2016

TIME: 10:30am - 11:40am

PLACE: Manitowoc County Human Services, 926 South 8<sup>th</sup> Street, Manitowoc

### **1. Call to Order and Introductions**

Attendees: Stacy Ledvina (Human Services), David Vorpahl (Manitowoc Police Dept.), Ann Larson (Public Defender), Julie Poff (Human Services), Larry Ledvina (Sheriff's Office), Thomas Mann (JusticePoint), Morgan Sickinger (JusticePoint), Chad Odegaard (Human Services), Rodney Zahn (Human Services), Lance Masters (MPSD), Cory Erlandson (MPSD), Lisa Strickland (Salvation Army), Christma Hockhammer (Lakeshore CAP), Mary Halada (Health Dept.), Kevin Mueller (Probation/Parole), Patti Koppa (Court Commissioner), Bob Ziegelbauer (County Exec).

### **2. Early Intervention Grant Application Announcement: Manitowoc County has submitted an application for 2017-2018. Eligibility is based on a state formula and the amount of funding varies. DCF is now administering these funds and for 2017-2018 they have determined a grant amount that will remain over the same for the 2 year period (In the past the Dept of Corrections was responsible for administering these funds).. A snapshot of Manitowoc eligibility was given:**

- a. 2006 - \$33,792
- b. 2007- \$32,000
- c. 2008 - \$30,849
- d. 2009 – not eligible
- e. 2010 – not eligible
- f. 2011 - \$10,727
- g. 2012 - \$15,100
- h. 2013 - not eligible
- i. 2014 – not eligible
- j. 2015 - \$30,288
- k. 2016 - \$23,210
- l. 2017 - \$20,500
- m. 2018 - \$20,500

These funds will be used to continue two projects that were started with Early Intervention Funds in 2015. The first is the Student Success Advocate (SSA) program, at Jefferson Elementary School and Riverview Kindergarten Center. The grant allows us to contract with Lakeshore CAP for a SSA to work for 15 hours/week with these two schools to build bridges between the school and the families that are struggling with truancy issues/concerns. For 2017-2018 we



have decided to limit the number of families to 10 per school, given that the program was attempting to serve 20 per school this past year and it was not as successful as planned. In addition, data will be kept about the level of engagement before and after work with the SSA. The second part of the funding will be continued work with Kids at Hope (explained below).

3. Kids at Hope– In October 23 community individuals were trained to be trainers for Kids at Hope. These individuals are now ready and able to train others in our community.  
On Nov. 10<sup>th</sup> we did our first Celebrating 10's event. A 10 is a person who believes (on a scale of 1-10, the person gives themselves at 10) that ALL kids can succeed, NO EXCEPTIONS! On Nov 10<sup>th</sup> we had an informal event/celebration. We will continue to have celebrations on the 10<sup>th</sup> of each month, mostly by sharing stories about Kids at Hope at work through email. In 2017 funds will be used to assist with trainings in the community and it will allow for 4-5 people to attend the Kids at Hope Master's Institute each year in Phoenix, AZ.
4. Updates:
  - a. CJCC – Patti reported that the TAD grant has been awarded. There will be funding for 2017 with the ability to apply for funding for 2018. Services will begin with a focus on Pretrial Services for adults, with the goal of moving towards a Treatment Court in the future. The grant will allow for a full-time employee to be hired through HSD to assist as the CJCC Coordinator and to work on the programming that is outlined in the grant. A person has not been hired yet, but the job is being advertised.
  - b. DRAI (Statewide Detention Risk Assessment Instrument) The data collection for the statewide DRAI will focus on all DRAIS starting 1/1/16. Once data is accumulated, this will allow for the data to be reviewed and studied. Things seem to be at a standstill with the evaluation of the data, but Manitowoc will continue to use the DRAI, gather and analyze our local data and report the data locally. During the Santa Cruz site visit, we did have an opportunity to view their DRAI and there are a great deal of similarities.
  - c. Victims Workgroup – No meeting has been held since the last quarterly meeting. A meeting will be scheduled prior to the March, 2017 MYIN meeting.
5. Discussion of meeting dates/frequency for 2017. It was agreed that quarterly meetings would be best. The proposed dates in the agenda were discussed, particularly related to concerns about Sept. 7<sup>th</sup> being the first week of school. It was determined to change the dates in March (due to a conflict Stacy has) and Sept. so the schools can participate. Options for topics include a data presentation for March. Other agenda topics included a RED/implicit bias

discussion/training, a JDAI 101 presentation – possibility in combination with results for the Youth Risk Behavior Survey. There is also a need to spend some time each meeting looking at the successes we have.

6. Success stories were shared:

- a. The Youth Wellness Center (YWC) has been expanding it's services to assist youth who are transitioning off of supervision. These individuals appear to be benefitting from this approach and are considered "Junior Staff." They are expected to be leaders while at the YWC.
- b. Ann Larson states she has been impressed with the YFS workers and their recommendations for youth who are going through court. In prior years it was not uncommon for youth to have 2 full pages of recommendations. Staff have been successfully moving to a more reasonable number of conditions, that are targeted to the area related to the crime/charge.
- c. Two stories were shared about youth who have been success in foster care. One youth has been attending school and following rules. Another youth has celebrated a year of being free from substances.
- d. A story about a family experiencing stable housing was shared.
- e. Tom Mann shared some details of the Santa Cruz site visit. 5 people from Manitowoc attended, along with delegates for Milwaukee and Racine. Patti Koppa, Stacy Ledvina, Tom Mann, Judge Rohrer and Ann Larson from Manitowoc attended. We were able to see the detention center, as well as the after school report center that was developed in Santa Cruz. It was refreshing to see that a "model site" that has been doing this work for a long period of time still have things that need to be worked on.

7. 2017 meeting dates – **PLEASE NOTE THE CHANGES FROM THE AGENDA:** March 9, June 1, September 14, and December 7<sup>th</sup>, 2017.

Dated: December 5, 2016

Stacy Ledvina,  
Manitowoc County JDAI  
Coordinator and MYIN chair



# MANITOWOC COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL MEETING NOTICE



DATE: December 7, 2016  
TIME: 4:45 p.m. **NEW TIME**  
PLACE: Manitowoc County Public Health Building  
Room 207 (Second Floor)  
1028 South 9th Street, Manitowoc, WI 54220 **LOCATION CHANGE**

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 at the meeting:

1. Call to order by Chair Jacalyn LaBre.
2. Consideration and corrections to October 5, 2016 meeting minutes.
3. Discussion of TAD grant implementation: update by Lori Fure and Amy Wergin.
4. Discussion led by Chair LaBre regarding CJCC's advisory role and next steps.
5. Announcement of next meeting dates:
  - a. Council: February 1, 2017.
  - b. Executive Committee: December 19, 2016.
6. Adjournment.

Date: November 30, 2016

Chair Jacalyn LaBre

Prepared by: Patricia Koppa  
Council Secretary

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# Manitowoc County Criminal Justice Coordinating Council

## Minutes

December 7, 2016

Manitowoc Communications and Technology Building, Rm 111/112

Attendance: Council members Present: Chief Joe Collins, County Board Supervisor James Falkowski, Sheriff Robert Hermann, Attorney Phil Hoff, District Attorney Jacalyn LaBre (Chair), Attorney Ann Larson, Chief JoAnn Mignon, Kevin Mueller, Judge Mark Rohrer (Vice-Chair), County Executive Bob Ziegelbauer, and Clerk of Court Lynn Zigmunt.

Excused/Absent: Lori Fure, Cindy Oswald.

Others: Amy Wergin, Patricia Koppa, Cecilia Held, Nancy Slattery, Jason Jost, Donald Chewning

Chair Jacalyn LaBre called the meeting to order at 4:47 p.m. Attendance sheet circulated. Chair LaBre asked if there were any corrections to the minutes of the October 5, 2016 meeting. None were offered. Phil Hoff moved to approve and Chief Joe Collins seconded the motion. Unanimously passed.

Chair LaBre turned the floor over to Amy Wergin. As Lori Fure was unable to attend Ms. Wergin explained the process for hiring the coordinator position. A webinar regarding the grant is scheduled for December 13. It is hoped that additional information will be available at that time. Ms. Wergin questioned County Executive Ziegelbauer who confirmed that the contract for the grant had not yet been received.

Chair LaBre asked if the group wanted to look toward a next project or to changing the meeting schedule. The consensus was that the council should continue to focus on the pretrial services implementation and drug court desires until the programs are in place to the extent allowed with the grant funding. The coordinator will need input in setting up the programs.

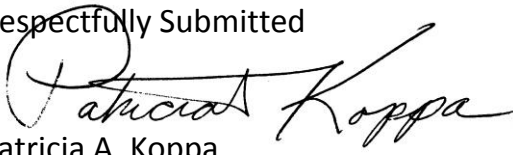
Ms. Wergin pointed out that the council's role is advisory and to provide a sense of direction for the participatory agencies. Offer suggestions for improvement and monitor agency efforts. May want to look back at the map to see what current status is.

Supervisor James Falkowski had questions about monitoring the grant performance. Explained that the Coordinator will be primarily responsible and that individual will be supervised by Ms. Fure within the HSD structure.

Discussed meeting dates. Determined still prudent to meet approximately monthly even if the meetings are short. Next meeting of the Council will be February 1, 2017. The executive committee should meet in between as information becomes available.

Chief JoAnn Mignon moved to adjourn. Kevin Mueller seconded. Meeting adjourned at 5:15 p.m.

Respectfully Submitted



Patricia A. Koppa  
Council Secretary