

AGENDA
Eau Claire County
Criminal Justice Collaborating Council
Executive Board

Tuesday, November 19, 2019 / 7:30 a.m.

Courthouse – Room 3510
721 Oxford Avenue
Eau Claire, WI

1. Call Meeting to Order and Confirmation of Meeting Notice
2. Public Comment (Limit to 3 minutes per person)
3. Approval of Executive Board Minutes – **Discussion/Action**
 - a. September 17, 2019
4. Review of Minutes from Criminal Justice Collaborating Council – **Discussion/Action**
 - a. October 16, 2019
5. Update on yearly recognition and plaques – **Discussion/Action**
6. Update on Public Safety Assessment (PSA) – **Discussion/Action**
7. Stepping Up – update and transition - **Discussion/Action**
8. March Strategic Planning Session – Focus – **Discussion/Action**
9. Set Agenda Items for future meetings - **Discussion**
10. Adjourn

MINUTES
Eau Claire County
Criminal Justice Collaborating Council
Full Council

Tuesday, October 16, 2019 / 7:30 a.m.

Courthouse – Room 3510
721 Oxford Avenue
Eau Claire, WI

Members in attendance: Tim Wavrunek, Susan Schaffer, Stella Pagonis, Gary King, Dana Smetana, Lona Sullivan, Dr. Justin Patchin, Judge Michael Schumacher, Laurie Osberg, Kathryn Shauf

Others: Tiana Glenna, James Deziel, Dana Swanstrom, Brenda Goettl, Tom Wirth, Kim Cronk< Samantha Cole

Judge Schumacher called the meeting to order at 7:30 a.m. and confirmed meeting notice.

There were no members of the public present that wished to speak

The Council reviewed the minutes from the August 21, 2019 meeting. The following changes should be made:

- Correct the spelling of Dana Smetana's name
- Correct the call to meeting time to 7:30 a.m.

Gary King motioned to approve the minutes as amended, Susan Schaffer seconded the motion. All in favor; motion passed.

Various departments updated the Council. The following highlights were noted:

- There are two new Assistant District Attorneys.
- Megan Severson is taking over AIM Court
- There are three new attorneys in the State Public Defenders Officer
- Restorative Justice has implemented a differed citation program for vaping and opportunity to do the Catch my Breath program
 - In 2020 there will be restitution programming with Goodwill Industries, given offenders the opportunity to earn money to go towards their restitution and gain job skills
- Treatment Court numbers are improving
 - Judge Manydeeds will preside over AIM Court and Veterans Court
 - Vantage Point (provide Matrix Program and DBT) will not be continuing contract, which will run through February 2020
- The Jail Data Blitz process is happening again. The team will present to the County Board in December.
- There have been over 1000 different kind of weapons taken that have gone through second floor security. The change is appearing to be a great success.
 - Request to review the timing and shut down of the second floor for trials, jury deliberations, etc.

Strategic Planning is set for March 27, 2020 (8:00 a.m. – 4:00 p.m.). A focus will be restructuring the Council.

The Council discussed the implementation of a yearly recognition program. The first two recipients will be Judge Proctor and Judge Barland. The recognition will take place at a December County Board Meeting. Tiana will reach out to each recipient and work with Samantha to secure the plaques.

The meeting was adjourned at 8:28 a.m.

Respectively submitted by,

Samantha Cole
Administrative Specialist III (Department of Administration)

MINUTES

Department Head Meeting
Wednesday, November 6th, 2019
8:30 a.m. – 10:00 a.m.
Jail Conference Room, Room G0009

Round table – update on issues with and within your department.

- HR – Remember to look at your elections for benefits. If nothing needs to be changed, you don't need to do anything. Roles in HR have changed while recruiting a new department head. Please reach out to Sara Bronstad for questions/clarifications.
- DHS – Jeff Wright has resigned and last day will be the first Friday of December.
- DA – Two ADA have been here for about a month and the third ADA will start on Monday.
- Admin – If you have updates to the Department Head and Supervisor/Manager group, please let Samantha know and she can make the changes. Communications group will be working on developing a logo and may solicit for logo ideas/inputs.

Updates/Announcements – **Kathryn**

- 2020 Budget has been adopted.
- Next OE session is November 21st and November 22nd.
- Preplanning for Strategic Planning
- We will be doing board member training/introduction with the new board in the Spring. Will also work on implementing orientation for citizen members that join board/commissions/councils.

2020 Budget – **Norb & Kathryn**

- Will be a resolution for budget deviation (second policy statement that was listed) – what is the path of escalation when there is a deviation from the budget.
- HR Personal dollars were allocated and funds from clerk of courts was allocated to the 4 new correctional officers.
- Will move forward with the recruitment with the HR Director and discussing positions in the department with that person
- Sara and Kathryn will work on a communication about the current staffing in HR. Email to all employees in regard to issue will be sent and talking points will be sent to Department Heads.

- Admin is working on a County newsletter and can highlight “transitions.”
- 1% increase in the cost of living

P-Card revised policy and procedures – **Greg Bowe, Purchasing Manager**

- Question regarding whether items such as retirement party supplies – are they allowed? Will revisit and discuss at next meeting.
- Card holder is required to let the vendor know that Eau Claire County is tax exempt. If tax is applied and should not have been, card holder will be responsible to contact the vendor to receive a refund.
- Will be conducting department meetings to have a Q&A for new policy and changes
- Will have annual acknowledgement of P-Card policy that employees will sign and send back to purchasing for records.

Future Meetings:

- a. November 21 and 22, 2019 – OE Meetings at the CVR Airport
- b. December 4th, 2019 –Jail Conference Room, G0009 – 8:30 a.m. – 10:00 a.m.
- c. December 9 and 10th, OE Meetings at the CVR Airport