

## BUFFALO COUNTY PUBLIC MEETING MINUTES

**Community/Board:** Community Justice Services – Buffalo and Pepin Counties

**Date of Meeting:** Friday, August 9, 2019

**Electronic and Hard Copy Filing Date:**

**Location:** CJS Department  
Buffalo County Courthouse  
Room 2400, 2<sup>nd</sup> Floor CJS Office  
407 S. 2<sup>nd</sup> St.  
Alma, WI 5461

Meeting called to order by Brenda Berning at 8:35 a.m.

**MEMBERS PRESENT:** Members present Brenda Berning, Tanisha Bautch, Steve Hughes, John Kriesel, Dave Rynders and Phil Wicktor.

**Minutes** – Mr. Kriesel made motion to approve June 14, 2019, minutes as presented, second by Mr. Wicktor. Motion carried

**Financial Report** –The July 2019 CJS financial report was presented and reviewed. Ms. Berning pointed out the Office Supplies line has now been split out to reflect the following:

Office Supplies (pens, paper, postage, etc.)

Program Supplies for participants (N/A Books, Folders, Notebooks, etc.)

Program Incentive/Rewards (medallions, key chain, gift cards, N/A Conventions, etc.)

Discussed revenues being on target once the TAD Quarter 2 check is received. There was discussion regarding CJS needing a vehicle exclusively for said department. Administration has had a huge impact whereas CJS utilizes a vehicle 3-4 times per week to assist participants. Mr. Rynders informed the committee to be cognizant that \$10,000 insurance policy has to be built into budget per policy. Discussed leasing versus purchasing. Ms. Berning is going to request extra funding during the TAD 2020 Grant to add vehicle lease/purchase transportation services into budget.

**CJS Coordinator Report:**

*Soberlink Device:* Ms. Berning informed the committee the missing soberlink device located in Minneapolis, Minnesota has been retrieved. Ms. Berning did check with Ms. Hanson and learned if said item were irretrievable, Buffalo County Insurance would have covered the cost.

*Buffalo/Pepin County Jail Roster:* Reviewed Buffalo 7/17/19 jail roster and Pepin 7/15/19 jail roster.

**CJS Participant Data Review:**

**CJS Data** as of 7/13/19:

Served 152 individuals since 8/1/17

Active = 37

Soberlink = 5

Drug Testing = 28

IDIP = 4

DPA = 21 (BC – 15 and PC – 6)

Total DPA served: 31 (5 successful; 4 terminated)

Random Drug Screening = 3 (2 – Active 1-Inactive (in-custody))

|  | 2017<br>(commence 7/31) | 2018                      | 2019                      | TOTALS                  |
|--|-------------------------|---------------------------|---------------------------|-------------------------|
| Total Screened   | 77                      | 118                       | 55                        | 250                     |
| Completed  | 11                      | 40                        | 18                        | 69                      |
| Client did not want to participate/Terminated              | 5                       | 17                        | 8                         | 30                      |
| Removed (per client request)                               | 0                       | 2                         | 1                         | 3                       |
| Not Approved (BW, charge, probation, participant declined) | 32                      | 52                        | 23                        | 107                     |
| DPA  | 1 (new)<br>BC-1<br>PC-0 | 17 (new)<br>BC-12<br>PC-5 | 13 (new)<br>BC-16<br>PC-5 | 31<br>BC – 24<br>PC - 7 |
| Average # of Active Participants                           | 15/month                | 36/month                  | 40.4/month                |                         |
| Average # of Participants on Soberlink                     | 6/month                 | 8/month                   | 5/month                   |                         |
| Average # of Participants Drug Testing                     | 11/month                | 25/month                  | 33.6/month                |                         |
| Average # of Participants on IDIP                          | 2/month                 | 2/month                   | 2.8/month                 |                         |

CJS Participant Data – the committee reviews participant data quarterly to ensure compliance. The committee suggested the following:

- hide upcoming court dates;
- hide county references;
- add charges
- assign unique case numbers to each participant
- add column “follow-up” to spreadsheet; set up procedure for follow-up with those clients discharged from the program.
  - @ 6 months
  - @ 1 year
  - @ 2 year
  - @ 3 year

Discussion ensued on “how to handle clients that come back into the program for tracking purposes”. Further discussion will be held at next CJS Steering Committee meeting.

**CJS Participants Data Graph all CJS Clients:**

Mr. Rynders will graph all participants upon receipt of data so Ms. Berning can present to the County Board in August 2019.

**CJS Annual Report – August County Board Presentation Buffalo/Pepin County:**

Ms. Berning reported she would be presenting the CJS 2019 Annual Report to the Buffalo County Board on Monday, August 26, 2019.

**CJS 2020 Budget Presentation Finance:**

Ms. Berning reported she presented the CJS 2020 Budget to the Finance Board on Wednesday, August 7, 2019.

**Violations & Sanctions Grid:**

Ms. Berning and Mr. Osmond were not able to meet to discuss violations/sanctions grid. Ms. Berning will reach out to Mr. Osmond to set up another date/time.

**Outcome and Performance Measures:**

Ms. Berning requested assistance from sub-committee to determine which outcome/performance measures CJS should track. Ms. Berning offered to work on project and bring ideas back to committee when completed.

**Soberlink – Policy and Procedure to establish criteria whom obtains free soberlink:**

Ms. Berning will bring forth policy/procedure when completed.

**Pre-charge diversion program:**

Ms. Berning will bring forth to committee when completed.

**Next Meeting: Friday, October 11, 2019, 8:30 a.m. – 10:00 a.m., Alma CJS Office (second Friday of every month).**

Meeting was adjourned at 10:20 a.m.

**Respectfully submitted,**

Brenda Berning

**Brenda Berning,  
CJS Coordinator**

DRAFT