

MARATHON COUNTY CRIMINAL JUSTICE COORDINATING COUNCIL

BYLAWS

Article I: Name

The name of this Council shall be the Marathon County Criminal Justice Coordinating Council. It will be referred to as the CJCC throughout these by-laws.

Article II: Creation

The CJCC is created by ordinance as adopted by the Marathon County Board of Supervisors.

Article III: Mission

The principal mission of the CJCC is to improve the administration of justice and promote public safety through community collaboration, planning, research, education, and system-wide coordination of criminal justice initiatives.

Article IV: Roles and Responsibilities

The CJCC shall monitor trends, identify system-wide issues, assess program function and efficacy, develop recommendations for systems improvement, enhancement, and change; serve as a forum for discussions on implementing operational systems change which link current and future adult justice programs to the County's public safety goals; and identify potential policy questions for consideration by the Public Safety Committee, Health & Human Services Committee, and ultimately County Board of Supervisors. The CJCC may also make recommendations to individual or selected members and justice system stakeholders for consideration. The Council may perform other general functions as requested by the County Board of Supervisors or its subordinate committees and it shall provide updates to the board or its subordinate committees as requested.

Article V: Structure

Section A: Membership:

The CJCC shall be composed of not more than 19 voting members. Fourteen voting members are designated by the position they hold.

1. Marathon County Circuit Court Judge as selected by the Judges
2. Marathon County Administrator
3. Marathon County Board Chairperson
4. Health & Human Services Committee Chairperson or his/her designee
5. Public Safety Committee Chairperson or his/her designee
6. Marathon County Sheriff or his/her designee
7. Chief of Police of City of Wausau Police Department or his/her designee
8. Marathon County District Attorney or his/her designee

9. Marathon County Clerk of Court or his/her designee
10. State Public Defender's Office local attorney manager or his/her designee
11. Department of Community Corrections local office supervisor or his/her designee
12. Marathon County Department of Social Services Director or his/her designee
13. North Central Health Care Chief Executive Officer or his/her designee
14. Women's Community Executive Director or his/her designee
15. Municipal law enforcement representative (outside of the Sheriff's Office and City of Wausau Police Department) as appointed by the Chair of the Council
16. Not more than four citizen members, as appointed by the Chair of the Council.

Designation for purposes of Representation: Council members, excluding citizen members, may designate another competent person to represent them and vote at Council meetings. Any Council member wishing to appoint a designee is to identify the designee in writing addressed to the Chair of the Council. Designees can only be changed by notifying the Chair in writing.

In the event of a vacancy of a Council member, excluding citizen members, the out-going Council member or his or her organization may designate a representative from his or her organization to act until such time as the position is filled.

Chairperson Appointments: Citizen members and the municipal law enforcement representative shall be appointed by the Chair of the Council, subject to confirmation by the Council, to serve two-year terms commencing at the first meeting of even-numbered years following the election of the county board of supervisors. Any appointed member may resign by submitting notice of resignation to the Chair. Vacancies should be filled in the same manner as the original appointment and for the remaining term of the original appointment. Any appointed member shall serve in such capacity for no more than three (3) consecutive two-year terms. At least one citizen member shall be an individual who has received justice system services or shall be a family member of an individual who has received justice system services.

Removal of a Member: Any member of the Council may recommend in writing to the Executive Committee removal of any member whom he or she believes is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the Council. Any request for removal is subject to a vote of the Council.

Selection of Chairperson: The Chair of the Council shall be either the County Board Chair or the Circuit Court Judge selected by the Judges as the member of the Council. The individual not serving as the Chair of the Council shall serve as the Vice-Chair. The County Board Chair and the Presiding Circuit Court Judge should meet each April in even-numbered years following the Organizational Meeting of the County Board of Supervisors to determine the Chair and Vice-Chair positions. Their decision should be announced at the May meeting of the Council.

Section B: Authority of the Council:

The Council has no legal authority to order changes to Marathon County's criminal justice system, but it may bring about policy changes through consensus by the participating entities. The Council may review and recommend policies, programs, and budgets within the criminal justice system and forward recommendations to all justice system partners, the Public Safety Committee, the Health & Human Services Committee, and the County Board of Supervisors.

Section C: Executive Committee Roles and Responsibilities:

The Executive Committee is composed of the CJCC Chair, CJCC Vice-Chair, County Administrator, and one member of the Council that is elected at-large at the May meeting of the Council during even-numbered years. The at-large member should serve a two-year term, concluding with the at-large election of a replacement member. Any member appointed to serve on the Executive Committee shall serve in such capacity for no more than three (3) consecutive two-year terms. Any member of the Council may attend and participate in the Executive Committee meetings. The Executive Committee shall be responsible for the following:

- a. Develop Council meeting agendas and ensure matters are ready for Council meetings.
- b. Ensure assignments are completed and prepared for Council meetings.
- c. Propose to the Council the formation of Standing Committees, Subcommittees, and Ad Hoc Committees
- d. Recommend to the Council individuals to serve as chairs and members of below-listed committees.
- e. Coordinate the membership and structure of the standing committees, subcommittees, and ad hoc committees.
- f. Assist the Chair as necessary in identifying citizen members for appointment to the Council.

Section D: Meetings of the Council and Executive Committee

1. Meetings of the Council and of the Executive Committee shall be scheduled by the Chair. It is anticipated that the Council meet in each odd-numbered month; however, upon the petition of any four members or at the discretion of the Chair, additional Council meetings may be held. The Executive Committee should meet as necessary. Notice of Council and Executive Committee meeting times and locations shall be provided to all members and duly posted and conducted in compliance with open meetings statutes and Marathon County ordinances.
2. Minutes of the Council and Executive Committee meetings shall be recorded and distributed to members.

3. A quorum of the Council is a simple majority of the membership described in Section A. A quorum of the Executive Committee is a simple majority of the membership appointed.
4. It is preferred that recommendations of the Council and subordinate committees be made by consensus. If consensus cannot be reached, recommendations may be made by a 2/3 vote of members.

Section E. Workgroups

Based on the direction from the CJCC it is envisioned that justice system stakeholders will convene workgroups as necessary. At the May meeting of the Council in even-numbered years, the Chair should appoint, subject to confirmation by the Council, a member of the Council to serve as a lead for each of the following workgroups:

1. Evidence Based Decision Making (EBDM)
 - a. Mission – to examine each of the key decision points within the criminal justice process and examine opportunities to implement proven, data-driven, cost-effective improvements to enhance outcomes for victims, offenders, and the community.
 - b. Responsibilities:
 - 1) To evaluate functioning of the pretrial case management and supervision program, proxy, and any other evidence-based practices implemented at criminal justice decision points in Marathon County and make recommendations relative to necessary modifications in light of evidence-based practices.
 - 2) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
2. Case Processing
 - a. Mission – to identify case flow issues and recommend process improvement for moving cases more efficiently through the system from initial law enforcement contact to sentencing.
 - b. Responsibilities:
 - 1) A primary focus of the committee is to reduce the median age of criminal cases at disposition, particularly those cases involving incarcerated defendants. (e.g., monitoring the hot sheet data and CCAP data)
 - 2) Identifying and tracking other key data relative to case processing in the justice system.
 - 3) Improve communication and coordinate policy among the courts, agencies and departments within the criminal justice system.
 - 4) Work to standardize and memorialize court processes through local court rules as appropriate.
 - 5) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
3. Mental Health

- a. Mission – to improve the capacity of the justice system to address the mental health needs of those justice system engaged persons.
 - b. Responsibilities:
 - 1) Reduce mental health crisis detentions
 - 2) Develop and implement a plan to train law enforcement, corrections staff, and first responders in Crisis Intervention Partners and Crisis Intervention Team advisory.
 - 3) Periodically evaluate our crisis diversion and stabilization systems.
 - 4) Improve cross disciplinary communication to improve service delivery to consumers.
 - 5) To report to the Council no less than annually on its work and make recommendations to the Council as deemed appropriate.
 - c. Membership – the Chair of the Case Processing committee will be selected by the Council at the May meeting in even-numbered years. Membership on the committee will be selected at the May meeting in even-numbered years.
4. Community Outreach, Victim Rights and Communication Committee
- a. Mission – to educate the public about initiatives, programs and services within the system as necessary and to identify community concerns related to the justice system.
5. System Budgeting
- a. Mission – identify internal and external funding sources for justice system initiatives and operations, review position requests provided by justice system departments (i.e., Courts, District Attorney, Sherriff’s Office)

Article VI: Officers

Section A: Duties of Officers and Leads

The Chair shall preside at all meetings of the Council or Executive Committee. The Vice-Chair shall preside in the absence of the Chair. The presiding officer shall take care to ensure that all meetings are posted in accordance with Wisconsin law and that minutes are appropriately taken.

The Lead of each workgroup identified above is responsible for ensuring that workgroup working sessions do not violate Wisconsin open meeting statutes. In the event that a quorum of the Executive Committee or a quorum of the Council is likely to be present for a workgroup working session, the Lead should ensure appropriate notice is posted.

Section E. Subcommittees and Ad Hoc Committees

The Council may authorize the formation of Subcommittees and Ad Hoc Committees, to deal with specific problems or issues. Subcommittees and Ad Hoc Committees shall report their information and recommendations to the Council.

Article VII: Change in By-Laws

Proposed amendments to the by-laws are to be included on the agenda of an Executive Committee meeting. The proposal will be forwarded to the Council for approval. Any action in response to the proposed change in the by-laws taken by the Council shall become effective immediately.