

Members present: Judge Reynolds, Judge Screnock, Judge Evenson, Kevin Calkins, Deb O'Rourke, Dan Brattset and Jerry Strunz

Members absent: Annette Kuhlmann, Amanda Hanson, Kathy Laatsch, Lewis Lange, and Sharon Boesl

Others Present:

The meeting was called to order and certification of Open Meeting compliance. **Motion by Calkins, second by Strunz to adopt agenda. Motion carried.**

Motion by Calkins, second by Screnock, to approve the minutes of the prior meeting. Motion carried.

Public Comment: None

Communications: Member absences reported by J. Krueger.

Drug Court Process Map: Discussion on two sample process maps leads to a determination that the AODA/MH assessment will take place within the HS structure either in house or with a contact agency in addition to the treatment of drug court participants. The drug court coordinator/case manager will implement a process of referring potential participants for programming earlier in the legal process in an effort to support the timeline of entry into services. **Motion by Calkins, second by Brattset, to approve the second process map as presented. Motion carried.**

Coordinator/Case Manager: Discussion regarding qualifications to be specified in the RFP. The agreed upon qualifications are as follows: a minimum of a Bachelor's Degree, a WI State Substance Abuse Counselor in Training license (SAC-IT) and two (2) years of experience working within the addiction and/or community corrections field or, any combination of the above and two (2) years working as a case manager/coordinator within a Drug Court Program.

RFP Discussion: The RFP for a case manager/coordinator is discussed and several alterations are made, including: removal of dual credentialed assessor request, change to the number of hours for the second half of year, change to the minimum requirements of the case manager/coordinator and expansion of bullet 1.2.3 to include price options. **Motion by Calkins, second by O'Rourke, to approve the RFP with alterations.**

Discussion on waiting to release the RFP until Human Services applications are reviewed.

Amendment made to original motion to wait to release the RFP based on the results of the Human Services RFP by Judge Evenson. Motion Carried.

Next meeting and agenda items:

- 1. Results of Human Services RFP**
- 2. Review of program documentation**

CRIMINAL JUSTICE COORDINATING COUNCIL
TREATMENT COURT SUBCOMMITTEE
Room 213, West Square Building, 505 Broadway Street,
Baraboo, Wisconsin

Thursday October 29, 2015

Date and Time: November 19, 2015 4:00 P.M.
Agenda items:

Motion was approved to adjourn the meeting by Strunz, second by Screnock.

Respectfully submitted;

Janelle K. Krueger
Criminal Justice Coordinator