

**Thursday,
January 25, 2024
12:00 p.m.**

**Treatment Court Steering
Committee**

**Door County Justice
Center**

Jury Assembly Room
1209 S. Duluth Avenue
Sturgeon Bay, WI 54235

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE COLLABORATING COUNCIL

AGENDA

Treatment Court Steering Committee

1. Call Meeting to Order
2. Roll Call – Establishing Quorum
3. **Adopt** Agenda
4. **Approve** Minutes
 - a) October 26, 2023 Treatment Court Steering Committee
 - b) December 28, 2023 Treatment Court Steering Committee Training
5. **New Business**
 - a) Team Training Feedback
 - b) Revised Matrix
 - c) Revised Rule of 40
 - d) Drug Testing
 - e) System Mapping
6. Sustainability Matters to be Considered
7. Legislative Matters to be Considered
8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
9. Set Next Meeting Date
 - a) February 22, 2024
10. **Adjourn** Meeting

Participants may join this meeting will in person, by teleconference or video conference. Members of the public may join the meeting remotely or in-person in the Chambers Room, First Floor Government Center.

You are invited to a Zoom webinar.

When: Jan 25, 2024 12:00 PM Central Time (US and Canada)
Topic: Treatment Court Steering Committee Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83227149582?pwd=S3lETmxlNzhFRHAxamdGZFdlVS8ydz09>

Webinar ID: 832 2714 9582
Passcode: 258637

Or Telephone:
1 312 626 6799

Deviation from the order shown may occur.

Door County Treatment Court Steering Committee Minutes

(A Subcommittee of the Criminal Justice Collaborating Council Committee)

Meeting held Thursday, October 26, 2023

These minutes have not been reviewed by the oversight board and are subject to approval or revision at the regular meeting.

1. Call Meeting to Order

The meeting called to order by Judge David Webber at 12:02 PM in the Jury Assembly Room of the Door County Justice Center.

2. Roll Call – Establishing Quorum

Introductions conducted and quorum established.

Present: Lisa Barnaby, AODA Therapist; Kim Bridenhagen, Probation and Parole; Erik Habetler, Probation and Parole; Joseph Krebsbach, Health and Human Services Director; Coleen Nordin, District Attorney; Ashley Romanek, Case Manager; Sara Siefert, Probation and Parole; Kyle Veaser, Jail Lieutenant; Judge David Webber

Excused: Tammy Sternard, Sheriff; Jeffrey Campbell

3. **Adopt** Agenda

A motion was made by J. Krebsbach and seconded by S. Siefert to adopt the agenda as posted. Motion carried by unanimous voice vote.

4. **Approve** Minutes

A motion was made by C. Nordin and seconded by J. Krebsbach to approve the minutes from the September 28, 2023 Treatment Court Steering Committee meeting. Motion carried by unanimous voice vote.

5. **New Business**

a) Northpointe

J. Krebsbach explains that Northpointe and the COMPAS assessment tool can no longer be utilized. Northpointe has not been utilized for case management. The intention is to pull funding for this out of the grant and no longer contribute to the overall cost of the platform.

b) Ohio Risk Assessment Survey (ORAS)

A. Romanek recently attended ORAS Training. She gave an overview of the new assessment tool that will be used going forward to screen potential clients for program eligibility. Upfront costs for this assessment have been paid. There is no ongoing cost to use this assessment tool.

c) Program Case Load

J. Krebsbach reports that the caseload listed in the TAD Grant is eight (8) and questions what are the current capacity limits for the program as it is currently structured. Discussion regarding capacity, enrollment process, case management and time allotted for hearings. Consideration and discussion about maximizing benefits and sustainability of program based on client enrollment. Consensus is that 12 participants may be the maximum number depending on the complexity of client needs. Team in agreement to attempt to stagger admissions as much as possible so that not all participants are in the phase one or two of the program.

d) Team Communication

J. Krebsbach asks for feedback regarding communication and conflict resolution among the team. Team members agree that while the diversity of perspectives among the group can lead to conflict, these have been successfully navigated and have not impacted clients or services.

e) Team Training Day

A rough draft of the agenda for the team training day was provided in the packet. Discussion regarding what materials to cover at the training. J. Krebsbach reports he has contacted Jason Latva, former Treatment Court Coordinator in Manitowoc who is willing and available to facilitate the training. There would be no fee for his services. Team agrees to utilize Mr. Latva to facilitate the training on December 18, 2023.

6. Sustainability Matters to be Considered

None

7. Legislative Matters to be Considered

None

8. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

9. Set Next Meeting Date

a) December 28, 2023 -Training 8:00 AM -4:30 PM

10. **Adjourn** Meeting

A motion made by J. Krebsbach and seconded by S. Siefert to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 12:54 PM.

**Thursday,
December 28, 2023
8:00 AM to 4:30 PM .**

**Treatment Court Steering
Committee**

**Stone Harbor Resort and
Conference Center**

3rd Floor Executive Conference Room
107 N. 1st Ave.
Sturgeon Bay, WI 54235

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE COLLABORATING COUNCIL

Minutes

Treatment Court Steering Committee

1. Call Meeting to Order

Meeting called to order at 8:05 by Judge Webber.

2. Roll Call – Establishing Quorum

a) Quorum established

Present: Donna Altepeter, Behavioral Health Manager; Lisa Barnaby, AODA Therapist; Kim Bridenhagen, Probation and Parole; Erik Habetler, Probation and Parole; Joseph Krebsbach, Health and Human Services Director; Shannon Lauder, Recording Secretary; Coleen Nordin, District Attorney; Ashley Romanek, Case Manager; Sara Siefert, Probation and Parole; Kyle Veaser, Jail Lieutenant; Shannon Veils, Public Defender; Judge David Webber

Excused: Tammy Sternard, Sheriff; Jeffrey Campbell

3. New Business

The training was facilitated by Jason Latva, Consultant. Jason had reviewed the Treatment Court Policy and Procedure Manual, Client Handbook and supporting documents prior to the meeting with team. He led the team in a review of the current policy and procedures, including all area listed below. The team was able to identify opportunities for improvement. A comprehensive list will be compiled and reviewed by team members in the upcoming weeks and proposed changes discussed at the next Steering Court Committee Meeting.

a) Treatment Court Steering Committee – Annual Policy and Procedure Review

i) Team Members Roles and Responsibilities – Pg. 6

ii) Intake Process Pg. 12-13

iii) Matrix – Sanctions and Rewards Pg. 19-21

iv) Review of Kudos

v) Termination Process Pg. 22

vi) Drug Screens Pg. 23

vii) Graduation Pg. 19

viii) Alumni Group

ix) Community Support

4. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee

a) Proposed changes to Policy and Procedures, Client Handbook, Matrix for Sanctions.

b) All Client Meetings

5. Set Next Meeting Date

a) January 25, 2024

6. **Adjourn** Meeting

- a) Meeting was adjourned at 3:30pm

Respectfully submitted,

Shannon Lauder, Recording Secretary

Deviation from the order shown may occur.

Door County Treatment Court Sanction Matrix

Offense	1 st offense	2 nd offense	3 rd offense	4 th offense	5 th offense
Missed UA/Dilute UA	Drug Court sobriety days reset	Drug Court sobriety days reset plus 8 hours community service	Drug Court sobriety days reset plus minimum of 1 day in jail	Drug Court sobriety days reset plus minimum of 3 days in jail	Drug Court sobriety days reset plus minimum of 5 days in jail
Missed treatment/probation/case management appointment	2 hours of community service	4 hours of community service	8 hours of community service	16 hours of community service	Minimum of 1 day in jail
Late for UA/ treatment/probation/case management appointment	Writing assignment	4 hours of community service	8 hours of community service	16 hours of community service	Minimum of 1 day in jail
Non-completion of Rule of 40 (starting week 2 in the program)	Make up missing hours for next court appearance	Phase time stops until missing hours are made up plus a writing assignment	Phase time stops until missing hours are made up plus 8 hours of community service	Phase time stops until missing hours are made up plus 16 hours of community service	Minimum of 1 day in jail
Non-completion of required number of support meetings during the week	Make up meetings by next court appearance	Make up meetings by next court appearance plus one additional meeting	Make up meetings by next court appearance plus two additional meetings	Make up meetings by next court appearance plus three additional meetings	Minimum of 1 day in jail
Not having documents for court (Rule of 40, community service verification, essay, etc.)	Turn in by 4:30pm on Monday plus writing assignment	Turn in by 4:30pm on Monday plus 4 hours of community service	Turn in 4:30pm on Monday plus 8 hours of community service	Turn in 4:30pm on Monday plus 16 hours of community service	Minimum of 1 day in jail
Dishonesty	Writing assignment	4 hours of community service plus writing assignment	8 hours of community service plus writing assignment	16 hours of community service plus writing assignment	Minimum of 1 day in jail



RULE OF 40 WORKSHEET

Day	Activity Description	Time Completed	Total Hours
//_			
//_			
//_			
//_			
//_			
//_			
//_			
		Total Hours =	

Court Services Coordinator Signature: _____ Date: _____

Other positive things I did to maintain a drug/alcohol free lifestyle:

Describe one positive thing that has happened this week:

Meeting Log:

DAY	DATE	TIME/LOCATION OF SUPPORT MEETING	TOPIC	SIGNATURE
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				

Support Person Log:

SUPPORT PERSON NAME	DATES AND TYPE OF CONTACT	PHONE	SIGNATURE

Therapist Log:

DAY	DATE	TYPE OF THERAPY	SIGNATURE
THURSDAY			
FRIDAY			
MONDAY			
TUESDAY			
WEDNESDAY			

Supervision Signature: _____ Date: _____

Weekly Log - Rule of 40

Name:

Positive things I did to maintain a drug/alcohol free lifestyle:

Describe a positive event that happened this week:

Sponsor's Signature

Sponsor's Phone Number

Sponsor's Name (print)

Day/Date	Activity Description		Provider/Staff Signature	Time Completed	Total Hours
Monday	Meaningful Activity	Work/School/Church			
		Community Svices			
		Case Management			
	Treatment	UA Test			
		Group Therapy			
		Individual Therapy			
	Additional Services	Support Groups			
		Medial Appointment			
		Dental Appointment			
	Other	Sponsor Contact			
	Court				
	Probation				
Tuesday	Meaningful Activity	Work/School/Church			
		Community Svices			
		Case Management			
	Treatment	UA Test			
		Group Therapy			
		Individual Therapy			
	Additional Services	Support Groups			
		Medial Appointment			
		Dental Appointment			
	Other	Sponsor Contact			
	Court				
	Probation				
Wednesday	Meaningful Activity	Work/School/Church			
		Community Svices			
		Case Management			
	Treatment	UA Test			
		Group Therapy			
		Individual Therapy			
	Additional Services	Support Groups			
		Medial Appointment			
		Dental Appointment			
	Other	Sponsor Contact			
	Court				
	Probation				
Thursday	Meaningful Activity	Work/School/Church			
		Community Svices			
		Case Management			
	Treatment	UA Test			
		Group Therapy			
		Individual Therapy			
	Additional Services	Support Groups			
		Medial Appointment			
		Dental Appointment			
	Other	Sponsor Contact			
	Court				
	Probation				

Weekly Log - Rule of 40

Name: _____

Day/Date	Activity Description	Provider/Staff Signature	Time Completed	Total Hours
Friday	Meaningful Activity	Work/School/Church		
		Communtiy Srvcies		
		Case Management		
	Treatment	UA Test		
		Group Therapy		
		Individual Therapy		
	Additional Services	Support Groups		
		Medial Appointment		
		Dental Appointment		
	Other	Sponsor Contact		
	Court			
	Probation			
Saturday	Meaningful Activity	Work/School		
		Community Service		
		Church/Religious		
	Treatment	UA Test		
	Additional Services	Support Groups		
	Other	Sponsor Contact		
Sunday	Meaningful Activity	Work/School		
		Community Service		
		Church/Religious		
	Treatment	UA Test		
	Additional Services	Support Groups		
	Other	Sponsor Contact		
			Total Hours	

Comments: _____