

Monday,
October 12th, 2020
at 12PM

TREATMENT COURT STEERING COMMITTEE

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE
COLLABORATING COUNCIL COMMITTEE

Virtual Meeting

AGENDA:

1. Call Meeting to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes from last Meeting:
September 28, 2020 Treatment Court Steering Committee
5. New Business:
 - a. Treatment Court Updates
 - b. Review Referral form
 - c. Department of Corrections MOU
 - d. Fish Bowl Rewards
6. Matters to be placed on a future agenda or to be referred to a Committee, Official or Employee
7. Next Meeting: November 2, 2020 at 12pm
8. Adjourn

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by video conference only.

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=e8b17d22e890ffbca17b340afa32be475>

Event password: Oct12tcs2020

To connect via phone:

Call: 1-408-418-9388

Access Code: 146 977 4450

Deviation from the order shown may occur

In compliance with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted: _____, 2020 by _____

Door County Treatment Court Steering Committee Minutes
(A Subcommittee of the Criminal Justice Collaborating Council Committee)

Meeting held Monday, September 28, 2020
HELD VIRTUALLY

Note: These minutes are subject to review and approval of the Treatment Court Steering Committee

1. **Kelsey Christensen called the meeting to order at 12 p.m.**
2. **Present:** Colleen Nordin, Tammy Sternard, Donna Altepeter, Stephen Seyfer, Andrew Nieman, Kim Bridenhagen, Sara Siefert, Judge David Weber, Tara Teesh, and Kelsey Christensen.
3. **Adopt Agenda for this meeting:** Motion by C. Nordin, second by D. Altepeter to adopt the agenda. Motion carried by unanimous voice vote.
4. **Approve Minutes from Last meeting: August 31, 2020**
Motion by C. Nordin, second by S. Seyfer to approve minutes. Motion carried by unanimous voice vote.
5. **New Business:**
 - a. **Review Referral form:**
Committee approved updates and requested adding a cover page with eligibility requirements.
 - b. **Coordinator's program development update:**
K. Christensen updated committee on document and other program developments. K. Christensen and A. Nieman discussed the Sanctions and Rewards training put on by the WATCP.
 - c. **Review of our Treatment Court approach across each team member's role:**
Committee addressed substance use, how it is treated, and each team member's role in the process.
 - d. **How to hold team meetings and Court during COVID-19:**
Committee agreed to court being in-person. Team meetings prior to court can be virtual or in-person.
 - e. **Steering Committee meetings going forward:**
Committee determined Steering Committee meetings would be held on once a month on Monday's before team meetings and court.
6. **Matters to be placed on future agenda:** None
7. **Next Meeting Date:** October 12, 2020.
8. **Adjourn:** Motion by D. Altepeter, second by S. Seyfer to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 1:30 p.m.

Respectfully submitted by,
Kelsey Christensen
Court Services Coordinator



DOOR COUNTY DRUG TREATMENT COURT REFERRAL FORM

Individuals applying for Drug Treatment Court must meet the following eligibility requirements:

- Be a resident of Door County and remain a resident throughout their Treatment Court programming
- Be 17 years or older
- Currently have a felony drug offense or drug-related property offense (e.g. felony theft, forgery)
- Is struggling with a substance use disorder

Individuals cannot apply for Drug Treatment Court if the individual:

- Has an offense or history of an offense that would identify them as an enterprise drug trafficker
- Has one or more prior convictions for a felony involving the use or attempted use of force against another person with the intent to cause death or serious bodily harm
- Has been charged with or convicted of an offense in a pending case, and during the course of the offense, the person carried, possessed, or used a dangerous weapon, the person used force against another person, or a person died or suffered serious bodily harm
- Is a registered sex offender or has any pending charges related in nature
- Has a serious debilitating mental illness diagnosis

In order to further determine eligibility, the referred individual must agree to participate in a risk and needs assessment, as well as a substance use assessment.

From these assessments, eligible individuals must:

- Score medium to high risk on the assessment for general recidivism and high criminogenic needs.
- Have a moderate to severe substance use disorder diagnosis and need for treatment

Questions please contact Court Services Coordinator
Kelsey Christensen – 920-726-5669
kchristensen@co.door.wi.us



DOOR COUNTY DRUG TREATMENT COURT REFERRAL

Form Completed By:	Phone Number:
Date:	Referral Source:

APPLICANT INFORMATION:

NAME:	DATE OF BIRTH:
PHONE NUMBER:	ADDRESS:
EMAIL:	DOOR COUNTY RESIDENT?
	<input type="checkbox"/> Yes or <input type="checkbox"/> No

Employment Status:	Race/Ethnicity:
Housing Type:	Last 4 digits of SSN:
Gender Identity:	Primary Language spoken:
Level of Education:	Insurance Information:
Marital Status:	Number of Children:
Served in the US Armed Forces, National Guard, or Reserves?	
List which branch, dates served and discharge type:	

Current/Pending Charges and Case Number:	For ATRs- Current Conviction:
Next Scheduled Court Date and Branch:	Type of Hearing (pre-trial, trial, sentencing, etc.):
Supervision Status:	Agent Name:

CRIMINAL HISTORY (please use back for any additional criminal history)			
DATE:	OFFENSE:	LOCATION:	DISPOSTION

Does the applicant currently have defense counsel? Yes or No

Name of Defense Counsel and Phone Number

Current AODA/Mental Health Treatment:	Previous AODA and/or Mental Health Diagnosis:
If applicant has had a previous AODA Assessment completed, list date(s) completed and with what agency.	

Reason for Referral (pending charges, term of probation, ATR) and explanation of how and why criminal behavior is related to diagnosis:

--

Observable Characteristics of Mental Illness/Distress/AODA:

--

Previous Drug or Alcohol Treatment (i.e. detox, residential, outpatient, etc.):

--

Previous Mental Health Treatment (i.e. hospitalization, residential, outpatient, etc):

--

General Health Issues/Concerns or Service Connected Disability:

--



DOOR COUNTY DRUG TREATMENT COURT REFERRAL

To be filled out by the applicant:

Why do you want to join Treatment Court?
What goals would you like to accomplish while in Treatment Court?
What are you willing to do to accomplish the above goals?



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

MEMORANDUM OF UNDERSTANDING

FOR THE DRUG SPECIALTY COURT PROGRAM

BETWEEN DOOR COUNTY CIRCUIT COURT
DOOR COUNTY HEALTH AND HUMAN SERVICES
STATE PUBLIC DEFENDER'S OFFICE
DOOR COUNTY DISTRICT ATTORNEY'S OFFICE
DOOR COUNTY SHERIFF'S DEPARTMENT

AND

THE WISCONSIN DEPARTMENT OF CORRECTIONS

CONTRACT #

SECTION I – PARTIES TO THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is made by and between the State of Wisconsin Department of Corrections, whose principal business address is 3099 East Washington Ave., P.O. Box 7925, Madison, WI 53707-7925, (“DOC”), and Door County Circuit Court, Door County Health and Human Services, State Public Defender’s Office, Door County District Attorney’s Office, and the Door County Sheriff’s Department.

The DOC employee responsible for administration of this MOU will be Andrew Nieman as the “Contract Administrator” whose principal business address is 820 S. Lansing Ave., Sturgeon Bay, WI 54235. In the event that Andrew Nieman is unable to administer this MOU, DOC will designate a new Contract Administrator.

The Door County employee responsible for administration of this MOU will be Kelsey Christensen as the “Contract Administrator” whose principal business address is 1201 S. Duluth Ave., Sturgeon Bay, WI 54235. In the event that Kelsey Christensen is unable to administer this MOU, Door County will designate a new Contract Administrator.

SECTION II - PURPOSE OF MOU AND THE MISSION STATEMENT OF THE PROGRAM

The parties agree that the following should be the mission of the specialized court: “The mission of the Door County Drug Treatment Court is to use an evidence-based judicial process to enhance public safety and restore sober, productive, and law-abiding citizens to the community.”

The parties to this MOU support and endorse the goals and mission of the Door County Drug Treatment Court in order for defendants to eliminate future criminal behavior, improve the quality of their lives and enhance the wellbeing of the community.

For this program to be successful, cooperation must occur within a network of systems in order to facilitate and achieve the mission of the Door County Drug Treatment Court.

SECTION III - PRINCIPAL AGENCY ROLES AND RESPONSIBILITIES/STAFF COMMITMENTS

Now, therefore, it is agreed:

Door County Circuit Court agrees to provide a judge who will preside over the Door County Drug Treatment Court. The judge will preside over the court proceedings and monitor appropriate application of incentives and sanctions while maintaining the integrity of the court. Court proceedings will be that of a non-adversarial approach.

Door District Attorney's Office will review all potential participants for eligibility, actively participate in the staffing of cases, and interact in a non-adversarial manner to address the need for incentives and sanctions as they apply to the participant. The representative will also be responsible for filing a motion for termination should a participant be deemed appropriate for such status.

State Public Defender's Office (SPD) will explain the Door County Drug Treatment Court program to potential participants represented by the State Public Defender's Office and advise private attorneys on the merits and logistics of the Door County Drug Treatment Court program. The SPD representative will answer basic (non-case related) legal questions asked by participants and potential participants who are not represented by counsel. As a member of the Door County Drug Treatment Court team, the SPD representative does not represent each program participant. Instead, the SPD representative will strive to ensure the Specialty Court is fair, consistent, and in compliance with recognized standards of due process and best practices in the operation of Specialty Courts. The SPD representative will participate in the team staffing of cases, Specialty Court sessions and all meetings of the Specialty Court Team and oversight committee.

Door County Sheriff's Department will perform background checks as necessary for screening purposes, assist with home and community visits, monitor participant activities in the community, enforce orders of the Door County Drug Treatment Court, provide security during court proceedings when deemed appropriate and serve as liaison between the Specialty Court and local police department(s), sheriff's office, jail and correctional system.

Door County Health and Human Services – The Court Services Coordinator is the “gate keeper” who receives all program referrals, disseminates the referral applications through the intake process, completes clinical screening and assessment, provides comprehensive summaries to the team for acceptance

determination, participates in team meetings, and attends non-adversarial court proceedings. The Court Services Coordinator develops the Drug Court treatment plan with the participant, actively monitors Drug Court participants outside the Drug Court setting, including: home and job visits, drug testing, maintains participant data, prepares participant progress reports, and coordinates services from each discipline and the local community. The Court Services Coordinator assists the Drug Court Team in developing, capturing, and communicating useful and useable information for key stakeholders and other audiences.

Door County Health and Human Services – A Drug Court treatment provider provides rehabilitative therapy sessions, drug screening, case management, and monitoring for Drug Court participants. Additionally, within the bounds of ethics and legalities, a Drug Court treatment provider shares information regarding the progress of a participant in appropriate settings to all Drug Court Team Members.

Sturgeon Bay Police Department will perform background checks as necessary for screening purposes, assist with home and community visits, monitor participant activities in the community, enforce orders of the Door County Drug Treatment Court, provide security during court proceedings when deemed appropriate and serve as liaison between the Specialty Court and local police department(s), sheriff's office, jail and correctional system.

Wisconsin Department of Corrections The mission is to enhance public safety through management and reduction of offender risk by providing supervision of offenders and collaboration with community partners to assist offenders to change their behavior and repair the harm they have done.

The Wisconsin Department of Corrections, Division of Community Corrections will act as a member of the Door County Drug Treatment Court team by providing at a minimum of one probation and parole agent per court. When individuals are in the Specialty Court and on supervision with the Department of Corrections, the Department of Corrections will:

1. Provide community supervision of participants and maintain a supervision file for each Specialty Court participant, in compliance with the requirements of the Department of Corrections' policies and procedures and Wisconsin State Law, including following confidentiality regulations.
2. Be guided by Evidence Based Practices when making decisions pertaining to the supervision and treatment of DCC offenders participating in the Specialty Court. (Wisconsin Treatment Court Standard 1)
3. Prohibit agents from engaging in the role of Court Coordinator for the Specialty Court. The Court Coordinator maintains the overall management of the Specialty Court Program. This includes administrative assistance to the Specialty Court Judge, coordinating the selection and admission of the Specialty Court participants, coordinating Specialty Court team agendas and staffing program participant compliance. The Coordinator maintains documentation on paper and

electronic files regarding the collection of random urinalysis tests, treatment compliance and coordinates collaboration between all of the participating agencies involved in the Specialty Court.

4. Refer participants to community resources if available and, when appropriate and in consultation with the Specialty Court team, maintain collateral contacts to follow participant progress.
5. Provide drug/alcohol testing as part of normal standards of supervision. Extensive and random AODA testing specific to the Specialty Court will be the responsibility of that court. Agents can assist with this task on occasion; however, will not exceed one AODA test per week on any given participant. (Wisconsin Treatment Court Standard 15)
6. Provide input for decisions regarding incentives and sanctions and impose incentives and sanctions where appropriate and in accordance with Department of Corrections' policies and procedures, Wisconsin State Law and Evidence Based Practices. (Wisconsin Treatment Court Standard 17)
7. Attend treatment team meetings and Specialty Court at a maximum of one team staffing/Specialty Court session per week and one special team or advisory board meeting per month. As the participant progresses forward in the Specialty Court phases, it is expected the agent's responsibilities for that participant will be reduced along with the classification and contact standards for the individual participant. This may be subject to change based on staffing and availability.
8. Provide updates on participants' adjustment to supervision with the Department of Corrections.
9. Identify potential candidates for alternatives to revocation.
10. Coordinate with law enforcement and other agencies as needed.

Participating agencies of the Specialty Court agree to the following:

1. DOC resources and supervision tools will only be available to Specialty Court participants who are on active supervision with the Department of Corrections.
2. The Specialty Court shall not employ a person who is on active probation, parole, extended supervision, lifetime supervision or an inmate who is supervised by Intensive Sanctions for any position where the primary duties and responsibilities involve contact or work with offenders/inmates OR involves access to offenders/inmates' records or funds. .
3. This MOU implies no fiscal responsibility for DOC. Other than in-kind services of DOC's representatives, no DOC funds may be expended, pledged, contracted for, or spent without the

approval of DOC Administration. DOC will have the right to annually review its participation and any financial commitments made.

SECTION IV - GENERAL PROVISIONS

In addition, all Agencies and staff agree to follow the attached Policies and Procedures of the Door County Drug Treatment Court and to abide by the following:

A. SPECIALIZED COURT ADVISORY BOARD

The advisory board for the Door County Drug Treatment Court is referred to as the “Door County Treatment Court Steering Committee.” All parties agree to continue to be represented in this group. This group will be responsible for modifying and amending this MOU. They will address problems and issues as identified and develop policy and program modifications. Clearly identify sanctions and incentives controlled by the group and identify who has final say. Coordinated strategy governs specialty court responses to participants' compliance ensuring compliance with state statute and Department of Corrections Administrative Code.

B. CONFIDENTIALITY

All parties agree assigned participants of their respective agencies shall attend all scheduled specialized court staffing's and advisory board meetings. They shall maintain the confidentiality of the details and content of the Specialty Court team and advisory board discussions, and the votes of the individual Specialty Court team and advisory board members. No Specialty Court team member shall disclose this confidential information to any third person absent agreement by the majority of the Specialty Court team members, or pursuant to court order. No agency, advisory board or Specialty Court team member shall disclose confidential information regarding participants without the consent of such participant and approval of the specialized court treatment team.

C. MODIFICATION

Any individual agency wishing to amend/modify the policies and procedures of the Specialty Court or this MOU will notify the Court Advisory Board (Door County Treatment Court Steering Committee) of the issue(s). The Court Advisory Board will address the issue(s) for purposes of modifying/amending the issue(s). Resolution to the issue(s) will be decided by consensus (if possible) or by simple majority.

D. HOLD HARMLESS

Any individual agency will indemnify and save harmless the DOC and all of its officers, agents and employees from all suits, actions, or claims of any character brought for or on account of any

injuries or damages received by any persons or property resulting from the operations of the County, or of any of its contractors, in prosecuting work under this MOU.

E. NONDISCRIMINATION /AFFIRMATIVE ACTION

In connection with the performance of work under this MOU, the individual agency agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined ins. 51 .01(5), Wis. Stats., sexual orientation as defined in s. 111. 32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the individual agency further agrees to take affirmative action to ensure equal employment opportunities.

F. CANCELLATION

DOC reserves the right to cancel any MOU in whole or in part without penalty due to non-appropriation of funds or for failure of the individual agency to comply with terms, conditions, and specifications of this MOU.

G. TERMINATION

Individual agencies contemplating termination of their participation in this MOU shall first notify the Court Advisory Board of their concern. The advisory board will attempt to resolve the problem to ensure continuation of the specialized court. If unable to resolve the problem, the individual agency or department can exercise its right to terminate this MOU by notifying all other agencies in writing a minimum of 90 days prior to such termination.’

H. EFFECTIVE DATE

This MOU is effective on date of signature through October 30, 2021.

I. RENEWAL

This MOU will be automatically renewed for subsequent years unless terminated by an individual agency as indicated in Section III, G. Termination.

J. MISCELLANEOUS

This MOU shall be construed and governed by the laws of the State of Wisconsin. In the event of any dispute arising from this MOU, the parties agree to submit to the exclusive jurisdiction of the Circuit Court for Dane County, Wisconsin, or the federal court sitting in Madison, Wisconsin.

In Witness Whereof, the parties have, through dually authorized representatives entered into this MOU. The parties having read and understand the foregoing terms of the MOU do by their respective signatures dated below hereby agree to the terms thereof.

WISCONSIN DEPARTMENT OF CORRECTIONS

By: _____
Kevin A. Carr, Secretary
Wisconsin Department of Corrections

Date: _____

DOOR COUNTY CIRCUIT COURT JUDGE

By: _____
Hon. David L. Weber, Judge
Door County Circuit Court, Branch 2

Date: _____

DOOR COUNTY DISTRICT ATTORNEY'S OFFICE

By: _____
Colleen Nordin, District Attorney
Door County District Attorney's Office

Date: _____

STATE PUBLIC DEFENDER'S OFFICE

By: _____
Jeffery Cano, Regional Attorney Manager
State Public Defender's Office

Date: _____

DOOR COUNTY SHERIFF'S DEPARTMENT

By: _____
Tammy Sternard, Sheriff
Door County Sheriff's Department

Date: _____

DOOR COUNTY HEALTH AND HUMAN SERVICES

By: _____
Joe Krebsbach, Director
Door County Health and Human Services

Date: _____