

**PROCEEDINGS OF THE BROWN COUNTY  
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County **Criminal Justice Coordinating Board** was held virtually on Tuesday, August 4, 2020 in Green Bay, Wisconsin.

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**Members Present:** Judge Tammy Jo Hock  
District Attorney Dave Lasee  
Jail Captain Heidi Michel  
Criminal Justice Mgr. Mark Vanden Hoogen  
Citizen Rep. Christopher Zahn  
Public Safety Cmte. Rep. Keith Deneys  
Human Services Cmte. Rep. Joan Brusky  
Citizen Rep. Robert Srenaski  
Sheriff Todd Delain  
Probation and Parole Rep. Aaron Sabel  
Clerk of Courts John Vander Leest

**Others Present:** District Court Administrator Tom Schappa  
Deputy Executive Jeff Flynt  
Supervisor for Criminal Justice Services, Laura Hettmann  
Family Services Rep. Angela Stueck

**Excused:** Citizen Rep. Tim Mc Nulty

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**1. Call Meeting to Order.**

The meeting was called to order by Chair Tammy Jo Hock at 8:03 am.

**2. Approve/modify Agenda.**

**Motion made by Todd Delain, seconded by Christopher Zahn to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**3. Approve/modify minutes of February 4, 2020.**

**Motion made by Robert Srenaski, seconded by Joan Brusky to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**4. Jail population numbers (Sheriff).**

Sheriff Delain informed that as of today the jail is at 84% occupancy with 553 lockup inmates. The work release center has been closed due to COVID and all inmates who were being housed on the fourth and fifth floors were moved to the EMP program. Most of those inmates have now cleared their sentence and are no longer in the Sheriff's custody. Lockup inmates cannot be housed on the fourth and fifth floors as that area has been cleared by the Department of Corrections to house work release inmates only. Delain does not intend to open the fourth or fifth floors of the downtown facility this year and maybe not at any time in the future. The EMP program is being expanded for those who qualify and there are currently 74 on the program, including those placed by the treatment courts.

The big challenge related to the jail is COVID. Delain explained the jail implemented a quarantine program in March where any inmate that was booked into the jail was quarantined for 14 days. Staff has consulted with the Health Department regarding any changes that would be recommended to that process and the Health Department has advised the jail not to reduce the quarantine period to less than 14 days. There are currently two pods at the main jail that are used to house those inmates in their quarantine period. Delain continued that the first floor of the downtown facility is used for quarantine, with the exception of two cell blocks they keep open for court. Five of the six blocks on the third floor downtown are also quarantine blocks. The other block houses inmate workers for the downtown facility.

## 5. Efficiency Report (DA Lasee).

District Attorney David Lasee informed that not much progress has been made on this since COVID began and overall the system has been very challenging. He continued that one of the most inefficient things throughout the system is the way lockups are handled. When the efficiency group did meet, they talked about the possibility of a misdemeanor citation process that would allow for a reduction of people that are arrested and then potentially streamline the process going forward. Instead of law enforcement agencies scrambling to get the reports together and then getting them over to the DA's office and then the State Public Defender's office scrambling to find time to meet with clients and have hearings, Lasee feels it would be more efficient to not jail misdemeanor offenders, but still get their cases fast tracked, similar to what is done for OWI 2nds. A misdemeanor citation process would also give law enforcement a few days to put their reports together and then the DA would have a week or so to get the complaints to the SPD to get attorneys assigned. This would result in more meaningful initial appearances and potentially reduce jail population as well. Lasee feels there are some people jailed unnecessarily, particularly on weekends and part of that is because law enforcement knows that if these people are not jailed, the DA's office will not get to them. There has been a practice that has developed slowly over the last 10 years where people are jailed because otherwise the DA's office will not get to the case in a timely manner. Lasee feels having a date certain for misdemeanor citations would accomplish everyone's goals and lighten the load on the system.

Lasee continued that he would like the group to get back up and running when they are able to following COVID. Judge Hock noted one thing COVID has done is make all the participants in the criminal justice system analyze some of the efficiencies and inefficiencies in the system. Although the group has not met, certain things have been adjusted and Judge Hock feels changes will be implemented moving forward as a result of what is being learned through this process. Despite COVID and the inability to adjust some of the inefficiencies that were initially hoped to be adjusted, other things are being adjusted that are just as impactful, if not more impactful. Lasee agreed and added that everyone has become more comfortable with the use of technology in certain circumstances and that will probably allow for some things to be more effective.

One thing Lasee feels the group needs to tackle is the amount of time it takes to get attorneys appointed to defendants as this is a major inefficiency in the system. Judge Hock agreed and added that either this Board or the Courts should look at the current pay schedule for court appointed attorneys as she feels that is causing difficulties in getting attorneys to take cases. Delain added the jail is trying to make accommodations to the SPD as well as court appointed attorneys to make it more convenient to meet with clients at the jail, including providing free telephone calls to those who are working with a public defender to alleviate the SPD having to go out to the jail to meet with their clients. If there is anything else that can be done on the jail end to try to move things along, Delain would be willing to do that because everyone recognizes that the longer it takes to get an attorney, the longer the person is sitting in jail.

Judge Hock said this is a work in progress and although it may not be preceding the way we anticipated it to, the efficiencies and inefficiencies are being examined and that is important.

## 6. Election of Secretary & Vice Chair.

Judge Hock recalled at the last meeting it was discussed that this would be added to the agenda so this Board could have other people have leadership roles. Lasee said he would be willing to serve as Vice Chair of the CJC.B.

**Motion made by Robert Srenaski, seconded by Judge Hock to nominate and elect David Lasee as Vice Chair of the Criminal Justice Coordinating Board. Vote taken. MOTION CARRIED UNANIMOUSLY**

With regard to a Secretary, Srenaski asked if it would be possible to have an assistant take notes and distribute the minutes on behalf of the Secretary. County Board staff currently taking the minutes informed that the County Clerk is looking to have her staff concentrate on the standing committees of the County Board and not so much on smaller meetings. Lasee added that Corporation Counsel had previously

expressed concerns that taking minutes at this Board was not necessarily a legal function of the Clerk's Office and that the new Clerk coming in January may not support this. He agreed with Srenaski in that the preparation of the minutes could be done by someone who is not a member of this Board; perhaps someone in his office or someone in Judge Hock's office. Judge Hock agreed and said someone on this Board should not be expected to type the minutes because everyone has many obligations, but she feels that someone at the DA's Office, or her office or even someone from the Public Defender's Office could do the minutes. She would like someone to volunteer to serve as Secretary of this Board with the understanding that someone else would be responsible for taking the minutes. She also questioned if it was necessary to have a Secretary if someone else would be typing the minutes. Srenaski suggested that someone could just type the minutes on behalf of the Chair instead of having a Secretary. Lasee was not opposed to that but questioned if there was a previous vote on the bylaws to include the Secretary position and, if so, if the position needs to be filled or if the bylaws need to be amended to remove that position. Judge Hock suggested this be tabled until the next meeting to give some time to review the bylaws regarding the Secretary position.

**7. Future Agenda Items, if any.**

One of the things Judge Hock would like to address is meeting dates. She would like to have the meetings held at noon as it seems that most everyone has become busier during the regular work day and taking time out for this meeting during regular working hours is challenging. She suggested the first Tuesday of every other month. The next meeting date was discussed and October 13 at noon was selected. Delain would like to avoid meetings on the second Tuesday of the month due to a standing commitment but he does not have an objection to meetings being held the first Tuesday of the month.

Aaron Sabel introduced himself to the group. He is the Regional Probation and Parole Chief, replacing Jennifer Hornacek who has been promoted. Sabel informed his office has been collecting and tracking data regarding presentence investigations and he would be happy to do a brief presentation on the data, especially as it impacts jail beds as people await sentencing.

**8. Other such matters as authorized by law. None.**

**9. Adjourn.**

**Motion made by Todd Delain, seconded by David Lasee to adjourn at 12:38 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary