

Wisconsin State EBDM Policy Team Charter

Policy Team Purpose/Vision: The policy team was formed for the purpose of providing oversight and direction in the implementation of the Evidence Based Decision Making Initiative, and other statewide justice initiatives. It strives to achieve the following vision:

*The criminal justice system reduces harm, promotes fairness
and contributes to the quality of life in Wisconsin*

Forward

Policy Team Mission: The policy team's mission is to build capacity to make evidence-based decisions at the individual, agency, and system levels, and to develop plans for implementing system-wide change strategies that will align state and local jurisdictions with one another and with the principles of EBDM, with an overall goal of risk and harm reduction.

Policy Team Values:

- Public confidence in what we do
- Achieving victim harm reduction and greater public safety through offender accountability and rehabilitation
- Treating all citizens fairly
- Respecting diversity and eliminating racial disparity
- Timely resolution to cases, with consistency in outcomes
- Competent justice system staff who operate with integrity
- Management of resources in an effective and sustainable manner
- Promoting transparency through the use of evidence based information to guide decision-making
- Being risk tolerant

Policy Team Activities: To ensure accomplishment of the policy team's mission, an action plan has been developed, defining the objectives and action steps the policy team will undertake. The action plan will be reviewed at each policy team meeting to ensure that tasks are completed as anticipated, and, updated as needed. The action plan is attached as Appendix 1.

Meeting Frequency and Duration: To accomplish its work, the policy team will meet on a regular schedule. The first meeting of the policy team will be April 16, 2015. Policy team

meetings will be held every month (excepting July, September and December) for a one year period of time. If accomplishment of the action plan requires more or less time, the policy team will readjust this schedule as necessary.

Ground Rules and Operating Norms: The following ground rules and operating norms have been established and team members have agreed to hold each other accountable for adherence to these rules and norms:

- Do not take anything personally
- Have an environment of honesty and trust
- Be willing to compromise
- Be respectful; everyone's comments should be heard
- Transparency about what we bring to the table and what our organizations are involved in
- Be willing to listen to new ideas
- Set aside parochialism
- Stay on task; be mindful of the goals
- Align the work of this group to the work of other groups and agencies
- Know your colleagues and their backgrounds; appreciate their comments
- Everyone participates
- Active engagement
- Come prepared
- Focus on the goal not the role
- Strive for consensus-based decision making; mutual agreement
- Have a meeting structure
- Attend the meetings regularly; only legislators are allowed to have designees because of their legislative and district responsibilities. (More information on this topic below)
- Be a positive advocate for EBDM; represent the group and work in a positive light
- Share what is happening with others outside of the group; discuss facts not opinions
- Set aside your ego, turf and title at the door
- Fulfill your responsibilities
- Start and end on time

Decision Making Guidelines: The policy team has agreed on the following guidelines for decision making:

Team members discussed making decisions based on consensus wherever possible. The team will use the “thumbs” method of voting to show support (thumbs up), hesitancy but willing to go along with the group (thumbs sideways) and disapproval (thumbs down). Only Legislators will be allowed designees with voting power.

Team Membership: Team members will be (have been) selected based upon their desire to serve, their representing an NIC identified stakeholder group, and their ability to advance the principles of EBDM. Appendix 2 contains detailed contact information.

Chair:

David O’Leary, Rock County District Attorney

Members (by NIC-defined stakeholder group):

State Legislators

Senator Scott Fitzgerald, 13th Senate District (R-Juneau) or designee

Senator Nikiya Harris Dodd, 6th Senate District (D-Milwaukee) or designee

Representative Rob Hutton, 13th Assembly District (R-Brookfield) or designee

Representative Evan Goyke, 18th Assembly District (D-Milwaukee) or designee

State Supreme Court, Judicial Department, Court Rule Making Authority, Administrative Office of the Courts

Tommy Gubbin, Special Projects/EBDM Coordinator, Director of State Courts Office,

Holly Szablewski, District 1 Court Administrator

State Prosecutors Association

David O’Leary, Rock County District Attorney/WDAA President (Chair)

Kelly McKnight, Ashland County District Attorney

State Law Enforcement (sheriff, police, jail administrators) Association

Captain Dan Bresina, Eau Claire County Sheriff’s Department

Police Chief (Pending CJCC Appointment)

State Directors of Corrections; probation and parole/community corrections

Tony Streveler, Executive Policy Initiatives Advisor (since 2003)/Director, Research and Policy

Silvia Jackson, Reentry Director

Denise Symdon, Administrator Department of Community Corrections

Office of the Attorney General

Ray Luick, Justice System Improvement Specialist

Matt Raymer, Justice Programs Supervisor (Staff)

State Defense Bar/State Defense Counsel Association

Kelli Thompson, State Public Defender (Vice Chair)

Mike Tobin, Deputy State Public Defender

State Pretrial Administrator

Nick Sayner, Executive Director, JusticePoint

Representatives of State Criminal Justice Coordinating Groups, Advisory Boards, Sentencing Commissions, Criminal Justice Advocacy Groups, and Reform Coalitions (e.g., mental health alliances)

Marilyn Walczak, Project Coordinator, Justice Initiatives Institute

Jane Klekamp, Manager, Justice Support Services, La Crosse County

Tiana Glenna, CJCC Coordinator, Eau Claire County

David Callender, Government Affairs Associate, Wisconsin Counties Association

Rev. Mark Clements, Living Word Christian Church (La Crosse County)

Fred Royal, Milwaukee Chapter President, NAACP

State Judges' Association

Judge Carl Ashley, Milwaukee County

Judge Elliott Levine, La Crosse County

Judge Jeffrey Kremers, Milwaukee County

Victims' Advocacy

Vacant

Directors of State Behavioral Health, Health, Employment, Family Services, Housing, Veterans Affairs, Financial Assistance, and other agencies serving justice-involved individuals

Glenn Larson, Behavioral Health Director, Department of Health Services

Kit Kerschensteiner, Managing Attorney, Disability Rights of Wisconsin

Dr. David Pate, Jr., Associate Professor, Helen Bader School of Social Welfare

Dr. Debbie Lassiter, Executive Director, Convergence Resource Center

Families of Offenders Advocacy Groups

Patti Jo Severson, Health Educator, Gundersen Health System (La Crosse County)

- However, on an ongoing basis, the team will reconsider its composition and seek to add members to the team as additional expertise warrants. Because the work of the team will be intensive and require the full engagement of all policy team members, proxies and designees will not be allowed except as noted above.

Team Roles and Responsibilities: The following roles have been established to support the effective work of the policy team.

- Chair. The role of Chair will be filled by David O'Leary. The Chair's role is to facilitate and oversee each policy team meeting and ensure that the team's mission and purpose is being fulfilled.
- Vice Chair. The role of Vice Chair will be filled by Kelli Thompson. The Vice Chair's role is to serve as the Chair in their absence. The Chair and Vice Chair will ensure regular attendance and will address other teams' issues that arise. Together they will also serve as the official spokespersons and media contacts for the State Team.
- State Team Coordinator. The role of State Team Coordinator will be filled by Matt Raymer. The State Team Coordinator's role is to organize meetings and activities

- and to manage all logistics for the state team.
- State EBDM Coordinator. The role of State EBDM Coordinator will be filled by Tommy Gubbin. The State EBDM Coordinator's role is to ensure alignment and collaboration between the state team and the six local teams, to include regular site visits and monthly conference calls.
- All team members have the following responsibilities:
 - Each team member will serve as a liaison to the constituency/agency/interest area they are representing, carrying key discussion points to these individuals and reporting feedback back to the team.
 - Each team member will serve as liaison to the community, communicating key decisions and operational changes, and reporting feedback to the team.
- In addition, the following unique responsibilities have been agreed upon:
 - Technical Assistance Provider. Mimi Carter will act as a meeting co-facilitator, provide technical assistance, and coach the policy team through the Phase V Initiative process so that objectives can be reached. She will also broker any additional technical assistance resources as needed, advocate for the team, and critique the team to assist in the achievement of all goals.

Attachments:

Appendix 1 – Policy Team Action Plan (FORTHCOMING)

Appendix 2 – List of policy team members and contact information

SAMPLE WORKPLAN

OBJECTIVE	DATE TO BE COMPLETED	BY WHOM	WITH WHOM
Finalize Team Vision and Values	August 6	All via email	Matt Raymer
Brief newer members on EBDM	August 6	Kat Dellenbach and Adam Plotkin	Matt Raymer
Replace Tony Streveler	August	Denise Symdon	
Revise Team Charter for Final Approval	August 6	Tommy Gubbin	
Place EBDM Briefing Documents on CJCC Website	ASAP	Matt Raymer	Sabrina Gentile
Addition of Police Chief(s) to State Team	August 6	David O'Leary	Matt Raymer
Share System Mapping Documents with State Team	July 30	Matt Raymer	
Data Dictionary	August 6	Connie Kostelac	Matt Raymer
Clarify Roles of Capacity Builders	August 6	Mimi Carter	Tommy Gubbin
Inter Team Disciplinary Meetings	September	Tommy Gubbin	