

Data Sharing/ OTIs Subcommittee | MINUTES

Meeting date | time 1/10/2020 9:30 AM | Meeting location Dept of Corrections

Co-Chairs	Connie Kostelac, Medical College of WI Megan Jones, WI Department of Corrections	Attendees Connie Kostelac, Megan Jones, Michael Thompson, Derek Veitenheimer, Milda Aksamitauskas, Jennifer Holmes, Sara Ward-Cassidy, Brenda Ray
Staff	Matt Raymer Sara Tupper Dennis Powers Francis Sullivan	Absent Jean Bousquet

AGENDA TOPICS

Approval of Meeting Minutes

A motion to approve the 12.20.19 meeting minutes was made by Sara Ward-Cassidy and seconded by Megan Jones. The motion was approved.

Data Sharing/ OTIs Subcommittee Membership and Meeting Schedule

Membership

- The subcommittee discussed potential additional members from different agencies/disciplines. The following disciplines discussed included:
 - DHS – Connie Kostelac communicating with DHS regarding member for the subcommittee.
 - CJCC Coordinator – Connie Kostelac will reach out to an individual.
 - Law Enforcement (Chief and Sheriff)
 - State Patrol – Jennifer Holmes will reach out to identify individuals.

Meeting Schedule

- The next subcommittee meeting will be February 4th from 3:00 pm to 4:30 pm to discuss jail data and to finalize the data report draft.
- The subcommittee scheduled meetings for 2020, invites will be sent out by the DOJ and meeting dates will be:
 - March 10th
 - April 21st
 - May 19th
 - June 16th
 - July 14th
 - August 11th
 - September 22nd
 - October 20th
 - November 17th
 - December 15th

March 2020 Report

Draft of Data Sharing Report

- A draft of the Data Sharing report was provided to the State CJCC at their January 14th meeting and any edits need to be made on February 4th. The report is due March 1st.

Input of Report Revisions

- The subcommittee provided feedback on a draft of the Data Sharing report, some suggestions included:
 - Identifying more direct statements about who is responsible for different aspects of the data process.
 - Addressing how difficult it can be to share data between different agencies
 - Potentially including a recommendation about a general data sharing agreement between agencies.
 - Editing graphics to ensure they are easier to read.
- Connie Kostelac and Megan Jones will work to make edits and present the draft report to the State CJCC. Final edits will be made at the February 4th meeting.

Action Items / Next Steps

Action Items Include:

- Reaching out to potential new members
- Continued work on the March 2020 report, review revised copy on February 4th.

The next Data Sharing/ OTIs Subcommittee will be on February 4th from 3:00 pm to 4:30 pm.

No public comment.