

HENNEPIN COUNTY

MINNESOTA

Criminal Justice Coordinating Committee Meeting Minutes

Date: Nov 14, 2024, | 12-1:30 pm

Location: Government Center – A Level Auditorium

Committee Members/Representatives Present: Jeff Lunde, Eric Werner, Mary Moriarty, Chela Guzmán-Wiegert, Nikki Appelbaum, Joseph Dotseth, Michael Berger, Todd Fellman and Hilary Caliguiri.

Staff: Mary Ellen Heng, Jackie Braun-Lewis, Susan Winterfield Thompson, Roberta Groening
Notes: Qulmie Abdi

5 Minutes | Roll Call and Introductions

Lead: Commissioner Jeff Lunde, CJCC Chair

- Meeting called to order at 12:00pm
- Roll Call was not taken because a quorum was not present.
- A note of July and September meeting minutes on CJCC website

10 minutes | New Business

Lead: Commissioner Jeff Lunde, CJCC Chair

- Director Heng addressed the proposed 2025 meeting dates which were sent to the committee members for review: 1/23, 3/20, 5/22, 7/24, 10/2, 11/13.
- Joseph R. Dotseth, Interim Chief of Police, Metro Transit Police Department was appointed to fill the Specialty Law Enforcement Agency vacancy.
- Chief Werner gave an update and mentioned the training opportunity available from the Minnesota Chief's Association, connect with the Chief if members are still interested in participating.

10 minutes | Data Update

Lead: Jackie Braun-Lewis, Head of Analytics, LSJ

- Clearance Data Review: Clearance data has been removed from the Bureau of Criminal Apprehension (BCA) report due to conflicting definitions. The correct definition is being clarified with the BCA to determine accuracy and reliability for future reporting.
- System Integration Challenges: A lack of integration between the Records Management Systems (RMS) used by local police departments and attorney data that has led to discrepancies in data categorization. For example, diversions are incorrectly categorized as arrests.
- Data Flow and Classification Issues: Current systems do not automatically reclassify cases from "cleared by arrest" to more appropriate categories, leaving officers without the necessary information to make corrections. Additional follow-up is required to ensure the data reflects actual processes.
- County Attorney's Office Data: At the request of the County Attorney's Office (HCAO), their data has been removed from the datasheet.

60 minutes | Strategic Planning & Bylaw Amendments

Lead: Susan Winterfeld Thompson, Senior Strategic Planning Consultant

- Bylaws were reviewed with requested changes by the committee implemented. Because there was no quorum. A reminder that the current iteration of bylaws cannot be certified with a vote until the next meeting. Any additional changes to the bylaws would have to be reviewed by the legal team. The current edits of the bylaws have already been reviewed and approved by the legal team.
- In addition to committee feedback, the requested changes were reviewed looking at the national standards for CJCCs by the National Institute of Corrections, NACO (National Association for Counties), and other county jurisdictions and their recommended standards of bylaws.
- Bylaw Amendment Review:
 - Article 1: Vision, Mission and Purpose
 - Vision, Mission have been updated.
 - Purpose: Disparity Reduction was brought up and requested as an addition.
 - Article 2: Definitions
 - Member definition has been changed around the advisory board.
 - Article 3: Powers
 - No feedback.

- Article 4: Membership
 - Membership list has been updated to reflect the membership listing on the CJCC website.
 - The committee supported adding the Hennepin County Director of Safe Communities as a member. A member proposed adding the City of Minneapolis Public Safety Commissioner, but after discussion, this position was not added as a formal member.
 - Term in Vacancy - Vacancies shall be filled within sixty (60) days of their occurrence to the extent possible, by appointment by the appropriate appointing governing body.
 - Section 4: Roles & Responsibilities
 - Updated language to shift from “proxy” to “alternate members.”
 - Question to elected roles – Does it work for electeds to assign a “designee”? Responses indicated that this would not be an issue.
 - Alternate members would be able to vote .
 - Add in attendance information – specific number of absences - 2 or more (absence means no member and no alternate).
 - Committee members must provide prior written communication about alternate member attendance before the CJCC meeting.
 - Member discussion about attendance – hard to conduct business, build rapport, and have meaningful discussion if members are consistently absent.
 - Move unanimous vote from Member Voting to Article IV: Membership, Section 4.
- Article 5: Member Voting
 - Proxy Voting: Discussed as a potential solution to attendance issues and lack of quorum.
 - Members expressed support for amending the bylaws to allow proxies for specific participants (e.g., County Attorney’s Office, Public Defender) as voting substitutes.
 - Discussed implementing a minimum attendance quota for members.
 - Voting Processes:
 - Moved the language regarding unanimous voting requirements to Article IV, Section 4,
 - Updated Section 2 to align with the changes in Article IV, Section 4.
 - Addressed concerns about the visibility of email votes versus in-person or virtual votes during CJCC meetings.
 - Members raised no objections.

- Article 6: Meetings
 - Section 4: Remote Voting Options
 - Discussed the inclusion of email voting for specific scenarios.
 - Include updated language to require membership approval for email voting.
- Article 7: Sub-committees
 - Section 2. Clarified the roles of CJCC members versus non-members in sub-committee participation.
- Article 8: Corrections Advisory Board (CAB)
 - Section 3: Member Designation:
 - Proposed designating the Hennepin County Attorney as a member.
 - Raised the question of whether a City Attorney should also be included.
- Articles 9–11: Withdrawal, Termination, and Amendment of Bylaws
 - No discussion or changes noted for these articles.

Wrap-up and next steps

Lead: Commissioner Lunde, CJCC Chair

Next Meeting scheduled for January 23rd, 2025.

- Members can expect a calendar invite. Members are encouraged to respond with an attendance confirmation.
Proactive Collaboration - A request to have more email correspondence among members between meetings to keep each other in the loop and keep business of the CJCC moving.
- Meeting adjourned.