

**AGENDA**  
**FRIDAY, JANUARY 16, 2026 – 12:45 P.M.**  
**CRIMINAL JUSTICE COORDINATION COUNCIL OF OCONTO COUNTY**  
**COUNTY BOARD ROOM 3041 – 2<sup>nd</sup> FLOOR COURTHOUSE BUILDING “A”**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**  
[www.ocontocountywi.us](http://www.ocontocountywi.us)

This is an open meeting of the Oconto County Criminal Justice Coordinating Council. Notice of this meeting was given to the public at least twenty-four hours prior to the meeting, by forwarding the complete agenda to the newspapers and to all news media who have requested the same as well as by posting. Copies of the complete agenda were available for inspection at the Office of the County Clerk and from the County's website calendar: [www.ocontocountywi.us](http://www.ocontocountywi.us)

- 1. Call to Order**
- 2. Statement of County Mission & Vision**
- 3. Mission Statement:** To responsibly serve, support, and protect the people and places throughout our community.  
**Vision Statement:** An empowered community where safety, sustainability, and well-being are enhanced by our work
- 4. Election of Chair and Vice Chair**
- 5. Approval of Agenda**
- 6. Approval of Previous Meeting Notes 01/10/2025 (Enc.)**
- 7. Communications**
- 8. Updated By-laws (Enc.)**
- 9. Reports (No action to be taken)**
  - 6.1. Jail Administrator Update**
    - 6.1.1. Jail Population Report
  - 6.2. Youth Justice Report**
    - 6.2.1. Health & Human Services Update
    - 6.2.2. School District Update
  - 6.3. Health & Human Services Report**
    - 6.3.1. Overdose Fatality Review Team Update
    - 6.3.2. Child Death Review (conducted by the Sheriff's Office)
    - 6.3.3. Suicide/Child/Overdose Review Team Update
    - 6.3.4. Overdose Statistics and NARCAN Use
- 10. Discuss Pretrial Diversion Programming**
- 11. Discuss Case Resolution Timeline**
- 12. Programming**
- 13. Identify Future Agenda Items**
- 14. Announcements/General Information (No action to be taken)**
- 15. Next Meeting Date**
- 16. Adjournment**

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the Oconto County Clerk's office at 920-834-6800 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

Courthouse Building “A” Located Corner of Washington St. & Arbutus Ave.  
(Ramp Access from Washington Street Parking Lot Entrance)

c: Committee (FTP); County Administrator, Finance Director, Corporation Counsel, Tom Schappa,  
District Court Administrator, Media (via email); County Website; Central File, Official Posting  
Location (Physical Copy)

**MINUTES**  
**FRIDAY, JANUARY 10, 2025 – 12:45 P.M.**  
**CRIMINAL JUSTICE COORDINATION COUNCIL OF OCONTO COUNTY**  
**COUNTY BOARD ROOM 3041 – 2<sup>nd</sup> FLOOR COURTHOUSE BUILDING “A”**  
**301 WASHINGTON STREET, OCONTO, WI 54153-1699**  
[www.co.oconto.wi.us](http://www.co.oconto.wi.us)  
(Draft minutes, not yet approved)

**COMMITTEE PRESENT:** Scott Shackelford, Health & Human Services Director; Todd Skarban, Sheriff; Bradley Schraven, Public Defender’s Office; Al Sleeter, County Board Chair; Kassie Dufek, City of Oconto Police Chief; Hon. Jay Conley (out at 1:05 p.m.); Hon. Michael T. Judge, Judge; Emily Miller, Oconto School District Superintendent; Rick Zoellner, District Attorney designate

**COMMITTEE ABSENT:** Dylan Larsen, WI Department of Corrections (DOC); Shauna Grossman, Department of Health Services (DHS)

**OTHERS PRESENT:** Richard Heath, County Administrator; Trisha Lefebvre, Clerk of Court; Kim Pytleski, County Clerk; Tony Mossakowski, Court Security Deputy

**1. Call to Order**

Al Sleeter, County Board Chair, called the meeting to order at 12:55 p.m.

**2. Election of Chair and Vice Chair**

Bradley Schraven was nominated for Chair by Sleeter/Skarban. Approved by acclamation. Committee chose not to elect a vice chair.

**3. Approval of Agenda**

**2.1 Change of Sequence** – None.

**2.2 Removal of Items** – None.

There being no changes, Schraven declared the agenda approved.

**4. Approval of Previous Meeting Minutes 07/24/2023**

There being no changes, Schraven declared the minutes from 07/24/2023 approved.

**5. Approval of Previous Meeting Notes 10/23/2023**

There being no changes, Schraven declared the notes from 10/23/2023 approved.

**6. Communications** – None.

**7. Approve Changes to CJCC Bylaws**

- Hon. Michael T. Judge named Clerk of Court, Trisha LeFebvre, as his designee.
- Committee requested committee meet one time per year or the or statutory minimum.
  - Sec. IV Membership: Change appointment from 13 to 10 members.
  - Sec. IV D terms of Members: Change from staggered to ongoing terms.
  - Sec. IV H. Role of Members: Change from meeting four times per year to once per year or statutory minimum requirement.

Motion by Miller/Shackelford to approve the recommended changes to the bylaws and committee membership and forward to the full county board for approval. The motion was voted on and carried.

**Hon. Jay N. Conley out at 1:05 p.m.**

**8. Approve Changes to Committee Membership**

Discussed under item #7. Permanent Representatives and designees were updated and two citizen representatives removed due to vacant position or inability to attend.

**9. Reports (No action to be taken)**

**9.1. Jail Administrator Update**

*Change item title to Sheriff’s Office Report*

**9.1.1. Jail Population Report**

Sheriff Skarban reported jail population is currently 101 inmates.

**9.2. Youth Justice Report**

**9.2.1. Health & Human Services Update**

Scott Shackelford, Health & Human Services Director, presented the Youth Justice Report noting that the state corrections proposed rate for 2025 is \$2300/day or \$841,000/year.

**9.2.2. School District Update**

Emily Miller, Superintendent Representative, presented the School District Update noting attendance and truancy remain an issue for schools, mental health and behavioral needs are on the rise, and education on the dangers of vaping is needed.

**9.3. Health & Human Services Report**

Scott Shackelford, Health & Human Services Director, gave a brief overview of the items listed

below. Following committee discussion, it was noted that NARCAN has played a significant role in reducing calls.

9.3.1. Overdose Fatality Review Team Update

9.3.2. Child Death Review (conducted by the Sheriff's Office)

9.3.3. Suicide/Child/Overdose Review Team Update

9.3.4. Overdose Statistics and NARCAN Use

**10. Discuss Pretrial Diversion Programming – None.**

Remove item from next agenda.

**11. Discuss Case Resolution Timeline – None.**

Remove item from next agenda.

**12. Programming**

- Committee requests a programming report be added under the Sheriff's Office Update for future meetings.
- Idea to create a modified DARE program in conjunction with the schools/SRO program
- Education on the consequences of threats or jokes in a school setting.

**Lefebvre out of attendance at 1:40 p.m.**

**13. Identify Future Agenda Items**

- Sheriff's Office Report: Jail Report, OPIOD AdHoc Committee Update, Programming
- Court System Report

**14. Announcements/General Information (No action to be taken)**

Skarban announced that the county jail is at full staff levels.

**15. Next Meeting Date**

The next meeting of the CJCC is planned for Friday, April 11, 2025 in the Jury Assembly Room.

**16. Adjournment**

Schraven declared adjourned at 1:45 p.m.

kp/Date Posted: 01/31/2025

**OCONTO COUNTY  
CRIMINAL JUSTICE COORDINATING COUNCIL  
BYLAWS**

**I. Name**

The name of this Council shall be the Oconto County Criminal Justice Coordinating Council, hereinafter referred to as the CJCC.

**II. Authority**

The Oconto County Board of Supervisors established the CJCC on December 19, 2013.

**III. Purpose and Function**

*A. Purpose*

The purpose of the CJCC is to bring stakeholders in the criminal justice system and members of the public together on a regular basis to discuss issues affecting the system, resolve problems, and plan for the future. The CJCC will act in an advisory capacity to the Law Enforcement/Judiciary Committee on issues affecting the criminal justice system.

*B. Function*

The CJCC will endeavor to do the following: increase communication; make suggestions for more efficient use of resources; make suggestions to provide better outcomes for justice system users, their families, and the public at large; provide ongoing oversight for new or alternative programs; provide coordination across departments and budget areas; eliminate duplication; enhance public safety; and recommend alternatives to incarceration that may help in reducing the average daily population at the jail.

**IV. Membership**

*A. Appointing Authority*

Appointment to the CJCC shall be by the Chair of the Oconto County Board of Supervisors, who is authorized to appoint up to 10 individuals. The Oconto County Board of Supervisors shall confirm all appointments.

*B. Permanent Representatives*

The CJCC shall be composed of the following permanent representatives:

1. The presiding judge or designee
2. The district attorney or designee
3. The Sheriff or designee
4. The County Board Chair or designee
5. A representative of Wisconsin Department of Corrections
6. The Human Services Director or designee
7. A representative of the State Public Defender's Office

*C. Citizen Representatives*

The Chair of the County Board of Supervisors shall give consideration to appointing citizen members from some of the following:

1. A municipal law enforcement representative
2. A mental health professional
3. A representative of a private social service agency
4. A substance abuse treatment provider
5. A representative of the State of Wisconsin Department of Health and Family Services
7. A local school superintendent
8. A victim advocate
9. An individual previously adjudicated through the criminal justice system
10. Other interested citizens

*D. Term of Members*

Terms shall be ongoing. All members shall continue to serve as long as they hold the office which qualifies them for membership on the CJCC.

*E. Vacancies in Office*

When a vacancy occurs on the CJCC, the vacancy shall be appointed by the County Administrator, and confirmed by the County Board.

*F. Officers*

The CJCC shall elect a Chair at the first CJCC meeting of the calendar year. A Vice Chair may be elected if the CJCC determines that one is needed. Such offices will commence at the conclusion of the same meeting.

*G. Duties and Responsibilities*

The CJCC shall have the duties and responsibilities as described in Section III.B. and shall perform such other duties and responsibilities as defined by the County Board.

*H. Role of Members*

Members will meet a minimum of once per year or statutory minimum requirement with a structured agenda that includes reports from committees, policy discussions, planning updates, and public information efforts.

*I. Appointment of Alternate Members*

Members of the CJCC shall have the ability to name one alternate member to participate in the deliberations of the CJCC if the member is unable to attend. The ability of the alternate member to vote or to serve as part of the quorum of the CJCC is contingent upon the alternate member being confirmed to this role by the Board of Supervisors.

**V. Officers and Staff**

*A. Chair*

The Chair shall be elected by and from the membership of the CJCC. The Chair's duties and powers shall include the following:

1. Preside at all meetings of the CJCC.
2. Appoint all standing and special committees of the CJCC.
3. Represent the CJCC at official functions and meetings.
4. Develop meeting agendas
5. Contact speakers for meetings
6. Research agenda items and report to CJCC
7. Perform such other duties as specified by law, custom, or the CJCC.

*B. Vice Chair*

The Vice Chair, if one is determined to be necessary by the members of the CJCC, shall be elected by and from the membership of the CJCC. He/she shall assume the duties and responsibilities of the Chair in the Chair's absence, and shall perform such other duties as may from time to time be assigned. Should the position of the Chair become vacant or should the Chair become otherwise unable to discharge his/her duties (to be determined by the CJCC), the Vice Chair shall become Chair for the unexpired term and assume all duties and responsibilities of that office. A vacancy in the office of the Vice Chair shall be filled by a majority vote of the members present per Section IV.F.

*C. Term of Office*

At the first meeting of the calendar year, the CJCC shall elect one of its members as Chair and any other officers it deems appropriate. Each officer shall serve a one-year term and each officer may be reappointed to more than one term.

**D. Staff**

The County will provide clerical staff for the CJCC through the County Clerk's Office limited to preparation and distribution of agendas and minutes.

**VI. Committees**

The Chair of the CJCC may appoint such committees, both standing and special, as he/she deems necessary to meet the purposes and responsibilities of the CJCC. Committee membership may include non-CJCC members, as approved by the Chair. The Chair appoints Committee chairs, under the advisement of the CJCC.

**VII. Meetings**

**A. Regular Meetings**

The CJCC shall meet at the call of the Chair or if three (3) members call a meeting. The CJCC shall conform to the Wisconsin Open Meetings Law.

**B. Order of Business**

CJCC meetings shall be conducted by way of an established agenda. A place on the agenda for citizen input will be determined by the Chair of the CJCC.

**C. Adjourned Meetings**

Any legal meeting of the CJCC may be adjourned from time to time as the CJCC deems necessary.

**D. Quorum**

A majority of the members or their alternates shall constitute a quorum for the transaction of the business of the CJCC.

**E. Voting**

Each appointed member shall have the right to one (1) vote. Voting by alternate members is allowed per Section 111.1.

**F. Citizen Participation**

Any citizen may comment upon agenda items at a meeting where citizen input is provided. Citizens, after being recognized, shall identify themselves by name and address and shall limit their presentation as deemed appropriate by the Chair.

**G. Distribution of Minutes**

Proposed minutes are not official until approved by the CJCC. Minutes shall be approved by the CJCC at the following meeting, to the extent possible. Proposed minutes shall be available for public inspection no later than the Friday prior to approval. Corrections to the minutes shall be reflected in the minutes of the meeting at which the minutes are approved.

**H. Orders and Records**

Every order, resolution, and determination of the CJCC shall be recorded in the records of the CJCC.

**I. Rules of Order**

The rules contained in Robert's Rules of Order, newly revised, shall govern the procedures of the CJCC. However, when those rules of procedure are inconsistent with the Bylaws or any special rules of order of the CJCC, the Bylaws or special rules of order shall prevail over Robert's Rules of Order.

**VIII. Amendment of Bylaws**

These Bylaws may be amended, altered, changed, added to or repealed by the affirmative vote of a majority of the members of the CJCC at any regular or special meeting and shall be approved by the County Board.

The foregoing Bylaws were adopted by the Oconto County Criminal Justice Coordinating Council on January 10, 2025 and approved by the County Board on March 20, 2025.

# **CJCC Committee Membership**

## **Per Executive Order #41 (Evers)**

### *Permanent Representatives*

The CJCC shall be composed of the following permanent representatives:

1. The presiding judge or designee
2. The district attorney or designee
3. The Sheriff or designee
4. The County Board Chair or designee
5. A representative of Wisconsin Department of Corrections
6. The Human Services Director or designee
7. A representative of the State Public Defender's Office

### *Citizen Representatives*

The Chair of the County Board of Supervisors shall give consideration to appointing citizen members from some of the following:

1. A municipal law enforcement representative
2. A mental health professional
3. A representative of a private social service agency
4. A substance abuse treatment provider
5. A representative of the State of WI Department of Health and Family Services
7. A local school superintendent
8. A victim advocate
9. An individual previously adjudicated through the criminal justice system
10. Other interested citizens

## **Oconto County**

### *Permanent Representatives*

1. Trisha LeFebvre, Clerk of Courts, Presiding Judge or designee
2. Hannah Schuchart, District Attorney or designee
3. Todd Skarban, Sheriff, or designee, Carol Kopp, Jail Administrator
4. Alan Sleeter, County Board Chair
5. Dylan Larsen, WI Department of Corrections (DOC)
6. Scott Shackelford, Health & Human Services (HHS) Director, or designee
7. Bradley Hansen, State Public Defender's Office

### *Citizen Representatives*

1. Kassie Dufek, City of Oconto Police Chief or designee
2. Emily Miller, Local School Superintendent
3. Richard Heath, County Administrator (non-voting member)

**01/12/2026**