

November 6, 2020

**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**Douglas County Board of Supervisors**  
**Thursday, November 12, 2020, 12:00 p.m., Government Center Boardroom 201**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**  
**\*OR JOIN BY PHONE: (US) +1 484-353-6526 PIN: 767 023 104#**  
**OR VIDEO: <https://meet.google.com/awt-egca-rtt>**

**\* Due to COVID-19 concerns, members of the committee and public may attend the meeting remotely.**

Please call the County Clerk's Office (715-395-1483) if you are unable to attend.

|          |                      |                         |                   |
|----------|----------------------|-------------------------|-------------------|
| MEMBERS: | Aaron Lenmark, Chair | Judge Thimm, Vice Chair | Judge Glonek      |
|          | Rebecca Lovejoy      | Ann Doucette            | Tom Dalbec (DCSD) |
|          | Tyler Edwards (Jail) | Nick Alexander (SPD)    | Mark Liebaert     |
|          | Michele Wick         | Mark Fruehauf           | Leslie Dollen     |
|          | Frog Prell           | Anna Carlson            | Jen Stank         |
|          | Carolyn Pierce       | Carolyn Jones           | Donna Stone       |
|          | Ellen Craker         |                         |                   |

**AGENDA**

(Council to maintain a two-hour meeting limit *or* take action to continue meeting beyond that time)

1. Roll call.
2. Approval of October 8, 2020, meeting minutes.
3. Approval of CJCC citizen appointees: (attached).
4. Goals #1 – Warrant Resolution Day – status.
5. Goal #2 – Community Service Program – status.
6. Transgender issues – possible future presentation by Rachel Maes in 2021 – Dollen.
7. Future agenda items: “Conversation with the Courts” Zoom meeting with Judges, DA and Public Defender’s Office to discuss criminal justice issues – Dollen.
8. 2021 meeting dates: Discussion – 2<sup>nd</sup> Thursday quarterly: February 11, May 13, August 12, November 11.
9. Adjournment. Next meeting TBD.

ec: Sue Sandvick      County Board Supervisors      Shelley Nelson (Telegram)      Kaci Lundgren (website)

Note: Attachments to agenda are available in County Clerk's Office for review or copying, and are also available on the county's website [www.douglascountywi.org](http://www.douglascountywi.org). Action may be taken on any item listed on the agenda. The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of any accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request, depending on the amount of notice we receive.

Posted: Courthouse, Government Center, Telegram copied.



11-06-2020

Cheryl L Westman

**CRIMINAL JUSTICE COORDINATING COUNCIL**  
**Douglas County Board of Supervisors**  
**Thursday, October 8, 2020, 12:00 p.m., Government Center Boardroom 201**  
**1316 N. 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Aaron Lenmark.

**ROLL CALL:** Present – Aaron Lenmark, Judge Thimm, Ann Doucette, Nick Alexander, Mark Liebaert, Anna Carlson, Jen Stank, Donna Stone, Mark Fruehauf (arrived 12:19 p.m.), Leslie Dollen (remote), Ellen Craker (remote), Carolyn Jones (remote – arrived 12:20 p.m.). Absent – Judge Glonek, Rebecca Lovejoy, Tom Dalbec, Tyler Edwards, Michele Wick, Frog Prell, Carolyn Pierce. Others present – Stacey Minter, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Thimm, second Alexander, to approve February 13, 2020, and March 10, 2020, meeting minutes. Motion carried.

**APPROVAL OF CJCC CITIZEN APPOINTEES – Carolyn Jones and Donna Stone, per County Board Chair Mark Liebaert Recommendation:** Mark Liebaert recommends reappointment of Carolyn Jones as citizen member; Donna Stone as Sheriff's Department representative. Additional citizen member needed; recruitment notice to be placed on county website.

**ACTION (REFERRAL):** Motion by Thimm, second Doucette, to approve reappointment of Carolyn Jones (citizen member) and Donna Stone (Sheriff's Department representative), as recommended by County Board Chair Mark Liebaert, and refer to County Board. Motion carried.

**GOALS 2020:**

**Priority #1 - Warrant Resolution Day Update / 2020 Date(s):** Judge Glonek and Clerk of Courts office interested in pursuing; date to be scheduled after COVID-19 risk diminishes. To remain as goal.

**Priority #2 - Community Service Program Progress Report:** COVID-19 has stalled progress with program; to remain as goal.

**TRANSGENDER ISSUES (DOLLEN):** COVID-19 has stalled progress. Question and use of preferred pronouns at arrest or court hearing encompasses all genders. Rachel Meys, Brown County, may address concerns at future meeting; Dollen to contact for availability.

**FUTURE AGENDA ITEMS:** Transgender issues; 2021 meeting dates.

**ADJOURNMENT:** Motion by Stank, second Stone, to adjourn. Motion carried. Adjourned 12:27 p.m. Next meeting November 12, 2020.

Submitted by,

Kaci Jo Lundgren, Committee Clerk

TD

# Tanya Downs

## Professional Summary

Attain a position which will benefit from strong knowledge of local, state, and federal laws and client satisfaction. Legal Office Associate motivated to continually improve and extend personal skills and knowledge to attain increased responsibility and opportunities for professional growth.

## Work History

### Department Of Corrections - Office Operations Associate Superior, WI

03/2020 - Current

- Performed various administrative functions including filing paperwork, delivering mail, sorting mail, office cleaning, answering phones., greeting offenders and visitors and assist Agents to help ensure all tasks are completed in the time frame required by office policy and Wisconsin laws
- Received offenders referred by courts and provide forms for completion and review all forms for any missing information as well as setting agent assignment and update offender records and maintain logs
- Receive and record payments from offenders for court-ordered financial obligations and restitution's

### Minnesota 6th Judicial District - Temp. Senior Court Clerk Duluth, MN

08/2019 - 02/2020

- Drafted professional court correspondences
- Marked and preserved exhibits introduced into evidence in court proceedings
- Responded to in-person and telephone requests for information from general public, attorneys and other involved parties
- Wrote error-free and professional correspondence on behalf of court system
- Tracked exhibits admitted during court hearings and updated documentation

### G4S Secure Solutions - Security Officer

Duluth, MN

05/2014 - 08/2019

- Working visitor reception desk as first contact point for persons entering facility
- Protected facility and property guests by regularly circulating premises and monitoring surveillance feeds
- Wrote reports of daily activities and irregularities such as property damage, theft, guest or employee accidents and unusual occurrences

## Volunteer Work

Northland Community Coordinator - American Foundation for Suicide Prevention 2017-present

tanyadownso909@yahoo.com

(612) 865-8870

7009 S Polish Road, Foxboro, WI 54836

## Skills

- Superior customer service
- Communication skills
- Legal research
- Efficient multitasks
- Administrative support
- Proficient in MS Office
- Self-motivated
- Extremely organized
- Planning and organization
- Positive and friendly
- Detail-oriented
- Court procedures
- Legal documents
- Office administration
- Suicide and crisis intervention
- Intervention planning

## Education

2019

**Lake Superior College**

Duluth, MN

**Associate of Arts**

2019

**Lake Superior College**

Duluth, MN

**Associate of Arts**

2018

**Lake Superior College**

Duluth, MN

**Certificate: Legal Secretary**

## Certifications

Applied Suicide Intervention Skills

Training

Youth & Adult Bereavement Trained

SafeTalk Certified

# TANYA DOWNS

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Foxboro, WI 54836 • 612-865-8870 • tanyadowns0909@yahoo.com

October 9, 2020

Criminal Justice Coordinating Council

RE: Douglas County Citizen Representative

Dear Aaron Lenmark,

Recently, I learned of Criminal Justice Coordinating Council's opening for a new Criminal Justice Coordinating Council Citizen Representative and I am responding with hopes of being considered for this role. With a strong knowledge of the criminal justice system, I am confident that my background and commitment will serve well in supporting community progress.

I strive to maintain accuracy and consistency in task completion, individual performance and team goal-achievement and using acute attention to detail. Additionally, I offer time-management, organization, and scheduling flexibility. My goal is to apply my legal knowledge and experience to support increased efficiency.

I have so much to offer the Criminal Justice Coordinating Council. Beyond my enthusiasm and dedication, I also have a background in Legal Studies and currently working on my bachelor's degree in Community Psychology and Health Promotion. I have an extensive background with suicide prevention and mental health advocacy that would also be an asset to the community.

Please review my attached resume which provides additional details of my education and employment experience. I believe my critical thinking and many other abilities will provide an invaluable asset to the council. I would welcome the opportunity to further discuss the ways in which I can positively impact the Criminal Justice Coordinating Council's growth.

Thank you for your time and consideration.

Sincerely,

Tanya Downs