



**Criminal Justice Coordinating Council Meeting Minutes**  
**September 27, 2022, 4:15 pm**  
**Law and Justice Center, Atrium Conference Room, First Floor**

**Mission:** Lewis and Clark County's Department of Criminal Justice Services exists to improve the safety of the citizens of Lewis and Clark County and ensure the equitable and efficient treatment of defendants, offenders, and victims.

**1. Call to Order & Reading of the Mission – Judge Menahan**

Members present: Judge Mike Menahan, Leah Lindgren, Tom Cordingley, Chief Brett Petty, Chief Mike Sanders, Judge Anne Peterson, Judge Mark Piskolich, Leo Gallagher, Troy Christenson for Sheriff Leo Dutton, Suzanne Seburn, Sue Podruzny

Members absent: Mayor Wilmot Collins, Gina Boesdorfer

Staff in attendance: Kellie McBride, Bri Lake

**2. Introductions -- All**

**3. Action Item: Approval of Meeting Minutes – Judge Menahan**

The April 27 and July 26, 2022 minutes were approved.

**4. Citizens Advisory Committee (CAC) Annual Report – Tom Cordingley**

a. Tom Cordingley presented the CAC membership, per the bylaws. The slate was approved by the CJCC.

- |                               |                     |                                    |
|-------------------------------|---------------------|------------------------------------|
| • Tom Cordingley, Chair       | • Tina Eblin        | • Mike Mahoney                     |
| • Carolyn Belling, Vice Chair | • Karen English     | • Theresa Ortega                   |
| • Stephanie Ballenger-Brooks  | • Moffie Funk       | • Joanne Romasko                   |
| • Teresa Charlton             | • Kathryn Hutchison | • Judge Menahan, <i>Ex Officio</i> |
|                               | • John Lytle        |                                    |

b. Judge Menahan discussed the role of the CAC and their importance.

c. All CJCC members were reminded they are welcome, and not required, to attend CAC meetings. The CAC meets on the third Friday of each month, 1200 – 1300, in the Law and Justice Center Atrium.

**5. CJCC Best Practices – Discussion - All**

a. **Executive Committee:** The Committee selected a five-member Executive Committee. The Executive Committee will meet prior to each meeting to discuss and prepare the meeting agenda. The members of the Executive Committee are: Judge Menahan, Suzanne Seburn, Chief Petty, Judge Piskolich, and Tom Cordingley.

b. **Ad-hoc work groups: Bylaws work group? Program specific? Social media / media campaign? Data?** As new programs and initiatives are proposed, the CJCC will establish ad-hoc working groups to assist in development and execution. The current ad-hoc working group is the Criminal Justice Data Committee working to ensure good, live data

across the criminal justice system. The Data Committee meets every other Wednesday, 15:30 – 1600, City County Room 226.

- c. **Grants review for Department of Criminal Justice Services:** Criminal Justice Services staff will submit all grant proposals to the CJCC prior to formal submission to any granting agency.

## 6. For Discussion

- a. **Warrants:** Bri Lake shared the number of current warrants and provided a breakdown of bond amounts. Discussion ensued with no realized direction on the best way to reduce the number of outstanding warrants.
- b. **Pre-Plea Specialty Court:** While the original idea for a true Pre-Plea Court will not move forward, Judge McMahon will continue exploring ideas for a specialty court to meet the needs of the community. CJS staff will stay involved and help as able.

## 7. Criminal Justice Services Update – Kellie McBride

Kellie shared the positive learning experiences provided at the Annual National Association of Pretrial Services Associations (NAPSA) conference. Staff, including Kellie, three Pretrial Officers, and the Program Analyst attended the Conference, September 18 – 21, in Atlanta. Also, in attendance were State OCA's Mike Ferriter, Lewis and Clark County Justice Mike Swingley, Yellowstone County Justice Carter, and State Senator Chris Friedel.

Nearing five years' old, Lewis and Clark County's Pretrial Services Program adheres to most of the research based and proven effective Pretrial methodologies. Staff will spend the next several months engaged in the process of having the program nationally accredited. Accreditation will include review of, and improvements to, the program's 2019 Standard Operating Procedures. Improvements will be based on best practices and include dialogue and discussion with, and concurrence from the CJCC.

Areas the program has been cautioned to address include possible violation of HIPAA Privacy Rules, sharing of drug test results, and filing of violations on defendants who are compliant with program requirements. CJS staff are researching these areas of concern and will reach out to the County Attorney's Office and Public Defender's Office for further assistance.

Discussion ensued regarding bringing NAPSA trainers and consultants to work with, and provide technical assistance, for the CJCC leadership.

## 8. Old Business

There was no old business

## 9. Public Comment

No public comment

## 10. Next Meeting: November 23, 2022

- a. **County Room 226. Next meeting Wednesday the 28<sup>th</sup>.**

## 11. Adjourn