



Dane County, Wisconsin
210 Martin Luther King, Jr. Blvd
Madison, WI 53703

Office of
Justice
Reform

MEMORANDUM

DATE: August 5, 2024
TO: Chair and Members of the Personnel and Finance Committee
FROM: Colleen Clark Bernhardt, Director
RE: Office of Justice Reform Positions Vacant for More Than Six Months

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. The Office of Justice Reform (OJR) has multiple positions that have not been filled for greater than six (6) months. These positions are all accounted for in the OJR budget. Due to the lack of a Director of the Office of Justice Reform, there was an inability to fill vacant and newly budgeted positions (2023). The Dane County Office of Justice Reform is designed to amplify Dane County's work and efforts to eliminate racial inequity in criminal justice, operationalize data driven decisions, and increase transparency and public safety for all. In order to effectively attend to the purpose of the Office of Justice Reform, it would be prudent to hire for the below positions as soon as possible. In 2022, Dane County also won a 600K Bureau of Justice Assistance community court grant. The Community Court Coordinator position is required for the in-kind match from Dane County. Current open positions are:

- Clerk I-II #3471
- Community Justice Council Data & Evaluation Analyst #3291
- Strategic Engagement Coordinator (Project) #3434 (grant funded)
- Community Court Coordinator #3472

What is the nature of the work or what is the essential function of the position? All positions will work toward departmental and County goals for justice reform.

Clerk 1-11: will perform receptionist and administrative assistant duties including meeting coordination, general clerical duties.

Community Justice Council Data and Evaluation Analyst: supports the ongoing needs to data collection and analysis. Staffs CJC subcommittee (s); partners with researchers locally and nationally to improve criminal justice outcomes.

Community Court Coordinator will manage and coordinate the emergence of the Dane County Community Court working with local residents, advocates, Courts, and data to increase procedural fairness.

Strategic Engagement Coordinator (Project) performs community outreach, engagement and partnership for the Community Court, CJC and OJR initiatives. This position is funded by BJA grant: 2022-15PBJA-22-GG-03874-DGCT.

How has this function been fulfilled without this position?

The need for these positions has been a constant. The Office of Justice Reform was unable to hire positions without a director.

What will be the impact on the Department's function and mission if the position remains vacant?

The vision and mission of the new Office of Justice Reform will remain unfulfilled. The grant requirements will be unfulfilled and the Community Court will not be operationalized.

