



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

**Office of
Justice
Reform**

DATE: December 2, 2025

TO: Chair Veldran, Members of the Personnel and Finance Committee

FROM: Colleen Clark Bernhardt, Director

RE: Position 3434 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 for 6 months and need to be filled.

What is the nature of the work or what is the essential function of the position?

Position 3434 provides case management for the Dane County Community Court. The position is grant funded through the Bureau of Justice Assistance grant 15PBJA-22-GG-03874-DGCT. The Dane County Community Court is a court designed to address root causes of non-violent offenses for ages 17-35.

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

The Office of Justice Reform will not be able to fully execute the vision of the Dane County Community Court. Currently, the defendants are served by the Community Court Coordinator, and partial time of a Master of Social Work intern. The Office of Justice Reform, Community Justice Council of Dane County, County leaders and Community leaders have put substantial time and effort into planning an effective community court, this position will move the Dane County Community Court toward that vision.