



Lake County, Indiana
Criminal Justice Coordinating Committee
Team Charter

Created: 12/22/22
Updated: 01/02/24

Commented [DS1]: Do you want to incorporate JRAC into your title, or continue to refer to this team as the Lake County CJCC?

CJCC Vision

To maintain an equitable and efficient criminal justice system in Lake County, which incorporates best practices throughout the process.

CJCC Mission

The Lake County Criminal Justice Coordinating Committee shall promote the safety of the citizens of Lake County and the integrity of the Constitution of the United States and the State of Indiana, by ensuring our criminal justice process utilizes an evidence-based decision-making approach to focus on the prevention of crime, fair and just treatment, and a reduction in recidivism.

Core Values

- Compassion
 - Honesty
 - Empathy
 - Respect
 - Diligence
 - Fairness
 - Efficiency
 - Hard work
 - Tenacity
 - Patience
 - Perseverance
 - Transparency
 - Open-mindedness
 - Imagination (developing new ways to solve old problems),
 - Courage
 - Rejection of cynicism and defeat
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Team Purpose

The purpose of the Lake County Criminal Justice Coordinating Committee is to:

- Continue to explore the use of evidence-based decision making (EBDM) to steer and improve justice policies in Lake County.
- Determine how the current state aligns with the desired future state of the Lake County justice system.
- Prioritize change targets.
- Assess and review data surrounding each of these change targets.
- Develop education and communications strategies about the purpose and outcomes of the CJCC.
- Monitor progress toward the desired change.

Team Activities

A local or regional advisory council shall do the following:

- 1) Review, evaluate, and make recommendations for local:
 - A. criminal justice systems and corrections programs;
 - B. pretrial services;
 - C. behavioral health treatment and recovery services;
 - D. community corrections; and
 - E. county jail and probation services.
- 2) Promote state and local collaboration between the advisory council and the local advisory council.
- 3) Review and evaluate local jail overcrowding, if applicable, and recommend a range of possible overcrowding solutions.
- 4) Compile reports regarding local criminal sentencing as directed by the advisory council.
- 5) Establish committees to inform the work of the local or regional advisory council.
- 6) Communicate with the advisory council in order to establish and implement best practices and to ensure consistent collection and reporting of data as requested by the advisory council.
- 7) Prepare and submit an annual report to the advisory council not later than March 31 of each year.

Meeting Frequency and Duration

The Lake County CJCC will meet in person in the Lake County Government Center on the first Thursday of each month. Meetings will be convened for two hours for the duration of the EBDM grant. The frequency and duration of meetings may be adjusted. Following the expiration of the grant, the CJCC will consider meeting monthly to continue to work toward improving identified or new change targets and related data analysis.

Commented [DS2]: Is this timeframe still workable? If so, then Lisa should send out an appointment notice with the dates/times for 2024.



Membership

Policy team membership consists of Lake County criminal justice system representatives from the judiciary, prosecution, defense, probation, law enforcement, victim advocacy, and other disciplines as agreed upon by the policy team to effectively carry out its work.¹

Meeting Norms

The policy team has established and agreed upon the following meeting norms:

1. Be open-minded
 - a. Don't dismiss ideas
 - b. Be willing to look at different perspectives
 - c. Be willing to change your own perspective
 - d. Be willing to share diverse opinions; team members need to have a "thick skin"
2. Demonstrate civility – value all opinions
3. Ideas shared are not personal
4. Honor – respect knowledge, experiences, and expertise of team members
5. Demonstrate a willingness to collaborate without assessing judgment
6. Be respectful of each other's time – start and end meetings on time
7. Ensure that time spent in the team meetings is relevant and meaningful
8. Be prepared – do your homework between meetings
9. Question "red flag" issues, like mental health
10. Don't assume – ask questions
11. Be flexible
12. Commit to collaborative decision-making
13. Share a common goal of making improvement
14. Create an environment of trust
15. Consider short and long-term goals
16. Seek balance between system change, community readiness for change, and impact on public safety

Use of Delegates:

1. Proxy/delegate is acceptable
 - a. Delegate should be informed about CJCC activities and decisions
 - b. Prefer same delegate participate
 - c. Delegate will have proxy ability to vote on decision items

Decision-making process:

1. The Secretary will determine if there is a quorum at each meeting
2. Any person listed as a member in the Team Charter will have a vote
 - a. If a voting member, delegates may vote in the absence of a permanent team member

Commented [DS3]: If you look at the membership, I have incorporated voting members spelled out in the CJCC ordinance. Is their similar language in the JRAC ordinance? If not, then who is a voting member of this team?

¹Appendix 1: CJCC team members



3. The committee will make every effort to reach a consensus on decisions
 - a. If consensus can't be reached, a majority (or 2/3) of the voting members will decide on the recommendation
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Roles and Responsibilities:

The following specific roles have been established to support the work of the CJCC:

Chair: [Honorable Natalie Bokota, Criminal Superior Court Felony Division] The chairperson presides over meetings to ensure they are planned and convened effectively, matters are handled in an orderly and efficient manner, and progress is made toward attaining the team's or workgroup's overall goals. Responsibilities of the chairperson include the following:

- Convene meetings according to the agreed-upon schedule.
- Plan meeting goals and agendas.
- Initiate and pace meetings, ensuring they begin and end on time, stay on track, focus on the stated goals, and are productive.
- Facilitate meetings, ensuring they flow smoothly.
- Ensure meeting records are accurate and updated as necessary.
- Monitor and address concerns regarding meeting attendance and participation.
- Draw upon meeting participants' unique experiences, perspectives, and skills to assist in achieving meeting and project goals.
- Be an ongoing "temperature taker" to identify and address or resolve the team's or group's strengths, accomplishments, and challenges.
- Model the standards or expectations for members' interactions and behaviors.
- Communicate regularly with internal and external stakeholders about the team's or group's status and progress.
- Offer optimism, passion, and positive energy to all persons involved in or touched by the project, including people who are justice-involved and community stakeholders.

Vice Chair: [Kellie Bittorf, Director, Community Corrections]

- Develop and oversee the CJCC action plan.
- Maintain timelines established by the CJCC.
- Assist the Chair as requested.
- In the absence of the Chair, facilitate CJCC monthly meetings.

Secretary: [Lisa Renner, Probation Officer, Superior Court County Division]

- Schedule meetings and send out meeting notices.
- Send out meeting agendas.
- Maintain a meeting record for each CJCC meeting. Circulate minutes for feedback, update, and maintain a final record on behalf of the CJCC team.
- Update the Team Charter and related records of the CJCC.



- Oversee the implementation of all CJCC planning activities.
 - Serve as the primary contact for the project with members, the chair, and others.
 - Determine quorum for team decisions during monthly meetings.
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Appendix 1: List of CJCC Team Members and Contact Information²

1. Honorable Natalie Bokota, Chair, Criminal Superior Court Felony Division – Room 2, (219) 755-3515, bokotnx@lakecountyin.org
2. Kellie Bittorf (Vice-Chair), Executive Director, Lake County Community Corrections, (219) 755-3850 ext. 303, bittokj@lakecountyin.org**
Designee: Loni Brittingham, Deputy Director, brittln@lakecountyin.org, (219) 755-3850 ext. 301
3. Michael Repay, County Commissioner, (219) 755-3850, repaymc@lakecountyin.org**
Designee: Matt Fech (Secretary), County Attorney, (219) 755- 3058, fechmn@lakecountyin.org
4. Dr. William Mescall, Mental Health Director, Lake County Jail, (219) 755-3026, WMescall@lakecountysheriff.com
5. Charlie Brown, Councilman, Lake County Council, (219) 755-3280, Charliebrown3838@yahoo.com**
6. Clorious Lay, Councilman, Lake County Council, (219) 712-01494, arzzie@sbcglobal.net**
7. Honorable Julie Cantrell, Superior Court County Division Room 3, (219) 755-3600, cantrjn@lakecountyin.org**
Designee: Honorable Aleksandra Dimitrijevic, Superior Court County Division Room 4, 219-933-2837, dimitax@lakecountyin.org
8. Honorable Sheila Moss, Superior Court County Division Room 2, (219) 755-3580, Sheilamm11855@comcast.net
Designee: Juan Andrade, Probation Officer, (219) 755-3580, andrajm@lakecountyin.org
9. Honorable Salvador Vasquez, Criminal Superior Court Felony Division – Room 1, (219) 755-3500, vasqsal@lakecountyin.org**
10. Attorney William Longer, wlonger@hobartlaw.net
11. Sheriff Oscar Martinez, Lake County Jail, (219) 755-3400, omartinez@lakecountysheriff.com**
Designee: Vince Balbo, Chief, Lake County Jail, (219) 755-3400 Vbalbo@lakecountysheriff.com
12. Todd Wasmer, Warden, Lake County Jail, (219) 755-3904, twasmer@lakecountysheriff.com**

Commented [DS4]: What is the proper title for Judge Longer in January?

² ** Indicates voting members of the CJCC



13. Micheal A. Brown, Lake County Clerk, brownmx@lakecountyin.org, (219) 755-3460**
Designee: Matt Schriver, Clerk Felony Division, schrimms@lakecountyin.org
14. Angela McFerrin, Chief Probation Officer, Lake County Probation, (219) 755-3535,
mcferral@lakecountyin.org.
Designee: Marcos Zuazua, Assistant Director, zuazumx@lakecountyin.org or Christine Castaneda, Supervisor, castack@lakecountyin.org – (219) 755-3535
15. Marce Gonzalez, Chief Public Defender, Public Defenders Office, (219) 755-3550,
Gonzamx1@lakecountyin.org**
16. Timothy Brown, Prosecutor, Prosecutors Office, (219) 755-3720, tbrown@lakepros.org**
Designee:
17. Lemuel Perkins, Community Member, ICU Monitoring, (219) 736-0011,
ICU@ICUCOURTS.COM
18. Lisa Renner, Probation Officer, Superior Court County Division Room 3, (219) 755-3595,
rennelk@lakecountyin.org
19. Mark Purevich, Lake County Jail, (219) 755-3400, mpurevich@lakecountysheriff.com
20. Mark Pearman, Executive Director, Data Processing, (219) 755-3635, Mark27@earthlink.net
21. Honorable Deidra Monroe, Gary City Court, (219) 881-1271**
Designee:
22. William Trowbridge, CEO, Regional Health Systems, (219) 769-4005,
William.trowbridge@regionalgroup.care
23. Pastor Michael Pirtle, Community Programs, (219) 613-0228, mpirtle64@gmail.com
24. Pastor Dennis Walton, Community Programs, (219) 736-5199,
pastor@faithtempleofchrist.org
25. Patti Van Til, Victims Advocate, Lake County Prosecutors Department, (219) 755-3720 ext. 351, PVanTil@lakepros.org
26. James Gonzales, Captain, Hobart Police Department, (219) 942-4405,
jgonzales@cityofhobart.org
27. Dr. Renecia Williams-Ellis, ICU Wrap Around Coordinator, (219) 200-3193,
drrenecia@gmail.com
28. Charmain Gibson, Reentry-Community Programs, CGibson@lakecountysheriff.com

Commented [D55]: Update when email address received.



29. Amanda Regelin-Borsits, CSAMS, CADAC II, Executive Director LADOS Division 2, (219) 755-3013 *8, borsiak@lakecountyin.org
Designee: Denise Bozich, LADOS Division 2, bozicdm@lakecountyin.org