



**Waukesha County
Criminal Justice Collaborating Council
Evidence-Based Decision Making Victim Rights Workgroup Minutes
Tuesday, June 27, 2017**

Team Members Present:

Jen Dunn	Hon. Michael Aprahamian	Kathy Madden
Carla Fries	Kelsey Loshaw	Monica Paz

Team Members Absent:

Jay Laufenberg	Marla Bell
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Also Present:

Rebecca Luczaj	Janelle McClain
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Dunn called the meeting to order at 12:02 p.m.

Approve Minutes from June 6, 2017 Meeting

Motion: Loshaw moved, Madden second, to approve the minutes from June 6, 2017. Motion carried unanimously.

Discuss Feedback from Judges on SPD Policy/Legislative Analyst's Comments Regarding Statute 973.09(3)(c) Language

This item will be tabled for a future meeting. Aprahamian was unable to present to the judges because of a trial. He will check when the next meeting is, and if necessary, send an e-mail for feedback from the judges.

Review and Discuss Revisions to Restitution Affidavit Form & Discuss Start Date for Pilot

The group reviewed the Restitution Affidavit form that Fries updated, with input from Aprahamian and Dunn. Fries will update the affidavit with the new recommended changes by the group before the next meeting.

Initially, the form will be in paper format and handed out to the victim. Eventually, the goal is to have the form be in a fillable PDF format online. Fries and Dunn are still working on the instructions sheet that would accompany the affidavit.

Aprahamian stated that he has not found an equivalent in the state statutes to the federal statute permitting the restitution affidavit to be written as a declaration, which would therefore not need to be notarized. He will continue looking, but if no such state statute exists, the document will need to be notarized.

Continue Discussion on Workgroup Performance Metrics and Creation of Outcome Data "Dashboard" for Policy Team

Luczaj informed the workgroup that the report-outs from each workgroup to the Policy Team will be changing to be more data-driven.

In the past, the workgroup has discussed collecting the following data:

- Upfront restitution collection by dollar amount
- Number of cases where restitution has been collected

- Victim satisfaction
- Percent of restitution collected on cases that it is ordered

The workgroup also discussed the following data-collecting possibilities:

- Number of cases in which victims responded regarding restitution
- Number of restitution hearings or stipulations
- How much sooner we are receiving the victim paperwork back
- Number of law enforcement trained on mobile victim assistance
- Number of restitution hearings scheduled versus those that actually occurred
- Number of days from sentencing to restitution hearings

As the workgroup discussed victim satisfaction surveys, there is concern that surveys tend to have a low return rate. In addition, people are typically on opposite ends of the spectrum (all very happy or all very upset). Fries suggested having a quick survey distributed to the victim while in court, versus mailing it out.

Madden stated that there is a restitution report that can be pulled out of CCAP. Madden will get a sample of what the report would look like so we can determine the information that could be collected.

Dunn asked for anyone who is able to gather data that the group could utilize, to do so and bring it to the next meeting.

Madden suggested that we look at information that could be collected electronically, versus manually.

Adjourn

The meeting adjourned at 12:42 p.m.