

RAMSEY COUNTY
Criminal Justice Coordinating Council

COOPERATIVE AGREEMENT

- Established 2012 -

ARTICLE 1: NAME AND PURPOSE

- 1.1 Name.** The name of this collaborative effort shall be the Ramsey County Criminal Justice Coordinating Council.
- 1.2 Purpose.** The Ramsey County Criminal Justice Coordinating Council serves as a forum through which criminal justice, human service, community, and government organizations may by association, consultation, and study, cooperatively set the vision of the criminal justice system and promote policy and systems changes which transcend various organizations and communities.

ARTICLE 2: DEFINITIONS

- 2.1 Definitions.** In the interpretation of this Cooperative Agreement, the following words shall be defined as follows:
1. “CJCC” means the Ramsey County Criminal Justice Coordinating Council.
 2. “Justice Partner” means organizations, agencies, businesses, community groups or members, or other entities with a demonstrable interest and desire to participate in the activities of the Criminal Justice Coordinating Council and share the same vision, mission, and values as established in this Cooperative Agreement.
 3. “County” means Ramsey County, Minnesota.
 4. “Suburban” means a local unit of government within the County that is not the City of Saint Paul, Minnesota.
 5. “City” means City of Saint Paul, Minnesota.
 6. “Coordinator” means the Criminal Justice Coordinating Council Coordinator.
 7. “Best practices” means a practice that research has shown to be effective in achieving a desired outcome.
 8. “Member” means any of the legally recognized leaders of the justice partners set forth in Article 8.3 of the Cooperative Agreement who comprise the Executive Council regardless of service or position.
 9. “Level of service” refers to the role in which a member is serving and in what capacity.
 10. “Community Representative” refers to anyone who is not directly employed by or is not in any binding contract which may impact their ability to freely contribute with any governments represented.

ARTICLE 3: AUTHORITY AND SCOPE

- 3.1 Authority.** The Ramsey County Board, the Saint Paul City Council, the Ramsey County Sheriff, the Ramsey County Attorney, the Mayor of the City of Saint Paul, the Chief Public Defender, the Second Judicial District Court of Minnesota, the Ramsey County Community Corrections Department, and the Ramsey County Chiefs of Police Association have resolved to establish the Ramsey County Criminal Justice Coordinating Council.
- 3.2 Scope.** The Ramsey County Criminal Justice Coordinating Council is an advisory planning and problem-solving body which focuses on high level policy and system change. It is responsible for setting the vision of the criminal justice system and ensuring those entities working within it are doing so in alignment with its vision. The CJCC does not have operational or policy authority over any specific justice partner; however, it may use its consensus-based authority to promote policy and procedural change which supports greater systems reform.

ARTICLE 4: VISION, MISSION, VALUES, AND GOALS

- 4.1 Vision.** The vision of the Ramsey County Criminal Justice Coordinating Council is:

A safer community with less crime and fewer victims and offenders.

- 4.2 Mission.** The mission of the Ramsey County Criminal Justice Coordinating Council is:

“Create a safer community by working collaboratively to employ data-driven decision making practices across the criminal justice system to improve the quality of services and achieve more successful outcomes for all.”

- 4.3 Values.** The values of the Ramsey County Criminal Justice Coordinating Council are:

- Collaboration
- Best Practices
- Data-Driven Decision Making
- Accountability
- Community
- Leadership
- Innovation
- Racial Equity

- 4.4 Goals.** The Ramsey County Criminal Justice Coordinating Council has the following goals:

- Enhance collaboration and communication among justice partners
- Engage community members
- Promote fairness and equity
- Reduce harm
- Foster public safety
- Prevent crime and victimization
- Promote offender accountability and change
- Reduce recidivism
- Promote system effectiveness
- Reduce racial disparities

ARTICLE 5: STRUCTURE AND ORGANIZATION

5.1 Structure and Organization. The Ramsey County Criminal Justice Coordinating Council consists of three levels:

1. Full Criminal Justice Coordinating Council
2. The Executive Committee
3. Project Teams/Task Groups

ARTICLE 6: THE FULL CRIMINAL JUSTICE COORDINATING COUNCIL

6.1 Purpose. The Full Criminal Justice Coordinating Council serves as a forum which engages system leadership in high level policy and system decisions. These decisions establish and affirm the direction, values, and greater principles of the criminal justice system in Ramsey County. In this role, the Full CJCC coordinates the work of existing and new cross-departmental and cross-agency efforts so that they align with its vision of the criminal justice system.

6.2 Duties. The Full Criminal Justice Coordinating Council will conduct business in a manner that: (1) takes a vested interest in promoting collaboration between organizations, (2) supports the common interests of the criminal justice system, (3) determines policy using analysis and best practices approaches, (4) ensures the strategic management of resources, and (5) ensures community input and involvement.

6.3a Membership. The Full Criminal Justice Coordinating Council will consist of each of the following Members:

- A Ramsey County Commissioner, approved by the Ramsey County Board
- A Saint Paul City Council Member, selected by the Saint Paul City Council
- A Suburban City Council Member
- The Ramsey County Attorney
- The Ramsey County Sheriff
- The Chief Judge, Second Judicial District
- The Presiding Judge of the Criminal Team
- The Ramsey County Manager OR County Manager appointed Deputy County Manager
- The Director of Ramsey County Community Corrections
- The Executive Director of Project Remand
- The Saint Paul City Attorney
- The Saint Paul Chief of Police
- A Chief, selected by the Ramsey County Chiefs of Police Association
- The District Court Administrator, Second Judicial District
- The Chief Public Defender, Second Judicial District
- A representative selected by the suburban prosecutors
- Up to two leaders appointed by the Deputy County Manager of the Ramsey County Health and Wellness Service Team
- Three Community Representatives from the Ramsey County community

6.3b Community Representatives. This category of membership is fulfilled as follows:

- All Community Representatives must live and/ or work in Ramsey County
- All Community Representatives may be compensated for their time as deemed appropriate by the Ramsey County Manager’s Office
- The CJCC coordinator will develop and implement a selection process that has received approval from the Full CJCC
- At least one of the three Community Representative must have lived experience as a participant within the Ramsey County criminal justice system within the last 25 years
- At least one of the three Community Representatives must be a resident of the City of Saint Paul
- At least one of the three Community Representatives must be a resident of any one of the suburban cities within Ramsey County

6.4 Terms. All members who are neither appointed, approved, nor selected maintain their membership for the duration of their tenure in their positions. All other members are expected to remain for at least three years. Those who have appointed, selected, or approved members change them as desired. There are no term limits for these members.

6.4 Meeting Frequency. The Full Criminal Justice Coordinating Council will meet quarterly.

ARTICLE 7: THE EXECUTIVE COMMITTEE

7.1 Purpose. The Executive Committee represents the CJCC leadership. It approves the agenda and oversees the direction of each Full Criminal Justice Coordinating Council meeting.

7.2 Membership. The Executive Committee is comprised of the elected officers of the Criminal Justice Coordinating Council. These include:

- Chairperson
- Vice Chairperson
- Secretary
- At-large

7.3 Representation. The Executive Committee is comprised of the following representation:

- One officer must be a CJCC member employed by Ramsey County
- One officer must be a CJCC member employed by a government agency that is not a department or service team of Ramsey County
- One officer must be a Community Representative CJCC member

7.4 Terms. All officers will serve terms of two years. No officer may serve more than two terms consecutively. However, there is no limit to the total number terms an officer may serve.

7.5 Elections. Every two years, officers are elected. Only current members may run for election. Only voting members may vote for officers.

7.6 The Council Chairperson. This position is tasked with:

- Commitment to supporting the vision for the CJCC and consensus building within council meetings toward aligned system reform.
- Presiding over Executive Committee meetings, and ensuring appropriate facilitation of focused conversations for the Full CJCC meetings
- Setting the goals and the agenda for each meeting.
- Regularly communicating with members and organizations about the status and progress of the CJCC's work and subsequent impacts.
- Working with the Coordinator and Executive Committee members to prepare for and follow up on Council meetings or issues that arise within Project Teams/ Task Groups
- The Chairperson shall have the power to call special meetings of the Full CJCC, or the Executive Committee

7.7 The Council Vice Chairperson. This position is tasked with:

- Assuming the role of the Chair when the Chair is absent.
- Attending Executive committee meetings.
- Commitment to supporting the vision for the Ramsey County Criminal Justice Coordinating Council and consensus building within council meetings toward aligned system reform.

7.7 The Council Secretary. This position is tasked with:

- Assuming the role of the Chair when the Chair and Vice Chair are absent.
- Attending Executive committee meetings.
- Commitment to supporting the vision for the Ramsey County Criminal Justice Coordinating Council and consensus building within council meetings toward aligned system reform.

7.8 The Council At-large Officer. This position is tasked with:

- Assuming the role of the Chair when the Chair, Vice Chair, and Secretary are absent.
- Attending Executive committee meetings.
- Commitment to supporting the vision for the Ramsey County Criminal Justice Coordinating Council and consensus building within council meetings toward aligned system reform

ARTICLE 8: THE CRIMINAL JUSTICE COORDINATING COUNCIL COORDINATOR

8.1 Appointment. The Coordinator shall be appointed by the Chair to support the CJCC, in consultation with the Executive Council, and may be employed by any CJCC member organization pending approval of the organization's leader.

8.2 Term. The Coordinator shall have no defined term limit and serve at the discretion of the Chair and the leader of the Coordinator's organization, in consultation with the Executive Council.

8.3 Duties and Responsibilities. The Coordinator is tasked with the following:

- Providing direction and coordination to achieve the goals and desired outcomes of the CJCC.
- Transforming CJCC strategic initiatives from concept to implementation.
- Supporting all aspects of the Criminal Justice Coordinating Council, including facilitating timely and accurate communications among all organizations; collecting data and information; and preparing meeting agendas, reports, presentations, and documentation.
- Organizing the strategic planning for the Full CJCC and developing processes to evaluate progress.
- Serving as liaison between organizations and partners, as applicable.
- Identifying community concerns related to the goals of the CJCC and the criminal justice system
- Maintain relationships with all project teams, elevating accomplishments and needs as appropriate.

8.4 Assistant Coordinator. The Chair and Coordinator may appoint an Assistant Coordinator. The Assistant Coordinator will support the Coordinator, Chair, and CJCC. The Assistant Coordinator may be employed by any organization, pending approval of the organization's leader.

ARTICLE 9 PROJECT TEAMS

9.1 Purpose: Ad Hoc Project Teams shall be created by the CJCC to implement system reform or policy development imperative to achieving the CJCC's vision. Existing collaborative efforts, with their agreement, may also be designated as Project Teams acting under the CJCC's strategic vision. Project Teams will remain in communication with the CJCC Coordinator and may need to engage with the CJCC as they make significant progress or need support to overcome barriers.

ARTICLE 10: RESPONSIBILITIES, RULES, AND GUIDELINES

10.1 Responsibilities of Members. All members have the following responsibilities, regardless of level of service:

1. Attend quarterly Full Criminal Justice Coordinating Council meetings.
2. Serve as a liaison to the constituency, organization, or area represented.
3. Carry key discussion points back to their respective organization.
4. Report feedback and concerns.
5. Commit the time, energy, and creativity needed to assist the CJCC in realizing its goals and objectives.
6. Respond to communications from staff and leadership.
7. Be accountable to the goals of the CJCC.
8. Make staff available for data collection and other duties as needed.

10.2 Ground Rules and Operating Norms. Members shall hold each other accountable for adherence to the following ground rules and operating norms:

- Attend meetings on time and stay for the entire meeting.
- Be fully engaged during meetings.
- Commit to attend all meetings.
- Prepare in advance of each meeting by reviewing the material.
- Test **assumptions**.
- Rely on data and evidence.
- Be mindful of caucusing. Assume everyone's best intentions.
- Use "straight talk" and communicate authentically.
- Respect confidentiality.
- Robert's Rules of Order shall apply to the procedures of the CJCC

10.3 Continuity. Justice partners shall promote and provide continuity and consistency with regard to attendance and participation.

10.4 Decision Making Guidelines: Members shall agree to the following decision making guidelines:

- Decisions will be reached by consensus whenever possible. However, if 100% agreement is not reached on a topic/issue, the CJCC will work to gain at least acceptance on that issue; everyone must be able to "live with" the decision made by the group.
- If a member is unable to attend a meeting involving a vote, that member may submit their vote through a designated attendee.
- An agenda and materials for each meeting will be electronically transmitted to all Council members at least five (5) business days prior to the meeting.

10.5 Quorum. Two thirds of the CJCC members shall constitute a quorum. Approval of all matters requires a unanimous vote of the members present at a meeting at which a quorum is present.

ARTICLE 11: REMOVAL OF MEMBERS

11.1 Removal Process. Any member of the CJCC may recommend removal of any organization and/or member whom they believe is no longer appropriate for membership. Lack of attendance by a member may be cause for removal from the CJCC. Resignation of CJCC members shall be submitted to the Chair and brought to a vote of the Executive Committee. Involuntary removal of any member of the Executive Committee may only occur upon approval of the Executive Committee.

ARTICLE 12: COMPENSATION

12.1 Compensation and Expenses. Members shall not be entitled to compensation incurred in attending meetings or performing other services as a member. All Community Representatives are exempt from this article (See 6.3b).

REVISIONS

Revised May 4, 2015, following yearly CJCC planning session on February 2, 2015

Revised July 15, 2019