



WJCIA BOARD MEETING

June 5, 2026

Location: Black Wolf Room-Staybridge Suites

9:00 AM

AGENDA

- I. Call to order by President – Icebreaker: What do you value most in a teammate or co-worker?
 - a. Called to order at 9am
 - b. Kari, Kathy, Jodi, Jamie, Tonia Gilray, Stacy, Ashley, Katie, Morgan, Barb, Kerry, Tiffany, Cathrina, Rachel, Becky, Jason

Board Members excused: Kenny, Sarah, Amy

- II. Secretary's Report
 - a. Review minutes-emailed 6/1/2026
 - b. Motion to accept
 - i. Cathrina made a motion to accept the minutes from April's meeting.
 - ii. Kari provided a second to the motion.
 - c. Discussion:
 - i. Rachel: Enjoys having all the State Documents and links right in the minutes
 - d. A vote was taken to accept the minutes, and all were in favor. Motion passes.
- III. Treasurer's Report
 - a. Review report-emailed 6/1/2026
 - i. Morgan made a motion to accept the treasurer's report.
 - ii. The motion was seconded by Tiffany. There was no discussion on the motion, and all voted in favor of passing the motion.
- IV. Reports from State Agencies
 - a. DOJ – Kiley Komro – Kiley could not attend this month's board meeting; She had no updates to provide.
 - b. DOC/DJC – Michelle Buehl could not attend in person but did sent an update.
 - i. Facility updates:
 1. DJC has posted for a number of positions for the new Milwaukee facility (SERC), including youth counselor and teacher positions. SERC is still set to open in the fall.

2. SUD programming at CLS/LHS is done through a contracted provider – Dynamic Family Solutions.
3. Chrystal Reynolds has been hired as the DJC Safety Director. She previously worked at Ethan Allen and Southern Oaks School, then was a Corrections Field Supervisor with the Division of Community Corrections. Chrystal began May 17th.
4. Motivational Speakers: DJC used Opioid Prevention Grant funds to bring motivational speakers Sharmain Harris and Lester Young to speak with youth on supervision and at CLS/LHS.
5. Just a reminder that since Racine County has the only SRCCCY open to all counties, that is the only one you need to refer to, since Milwaukee is only taking their own youth.
6. If you have question about placement or programs at CLS/LHS, please reach out to Casey Gerber:
casey.gerber@wisconsin.gov

Facility:

Population as of 5/29/2026:

CLS	5
LHS	72
MJTC	34 males / 8 females
GROW	3
Total	122

ii. Administrator's Memo #26-02

1. Procedure for Admissions to DJC Type 1 Juvenile Correctional Facilities (sent out May 12, 2026)
2. Effective June 1, 2026, Division of Juvenile Corrections (DJC) will be implementing the following admissions procedures. Intakes will continue to occur on Tuesdays for juvenile commitments and adult commitments intakes will now occur on Wednesdays. All legal documents will need to be received and reviewed for accuracy prior to an intake/admission date being assigned to the youth. Appropriate legal documents must be reviewed and accurate by Friday at 12:00 pm for intake the following week. This change will allow DJC time to determine which Type 1 facility the youth will be placed at. DJC will determine placement of a youth based on bed availability, adjudicating county, and the youth's treatment needs. This memo includes the county document checklist for a JCI commit.

iii. Act 184

1. This bill authorizes group homes, shelter care facilities, and child welfare agencies that operate a residential care center for children and youth to use video surveillance and recordings in common areas, entrances, and exits without the consent of the child being surveilled or recorded, but must inform the child and the child's parent, guardian, legal custodian, or Indian custodian about the video surveillance and recording. (Signed by Governor)
2. ** Division of Safety and Permanence Licensing Memo 2026-13L, "[2025 Wisconsin Act 184 – Video Surveillance and Recording](#)"

iv. Act 98

1. relating to homeless individuals that need to register on the sex offender registry & GPS

v. Field:

1. Our Southeast Regional office hired a new agent – Tequella Underwood

vi. Grow Academy:

1. Reach out to Terry Jones with any placement questions for the Grow Academy. Terry.jones@wisconsin.gov
- c. DCF – Jada Hrubes – Jada wasn't available this month, but as she gets into her new roll with DCF she is interested in collaborating with the board.
- d. WCWPDS – Lindsay Campbell Ebben- Lindsay couldn't attend this weeks board meeting, but emailed the following updates.
- i. WCWPDS is nearly done with the very first cohort of WiLearn YJ, which started at the end of 2025. We are excited to continue to learn with them how this program works and gathering feedback as we continue. The second cohort has been underway, and the third cohort is just starting. There are 4 elements that are YJ specific- Trauma Informed Practice, Culturally Responsible Practice, Engaging Families, and Case Practice with American Indian Tribes.
 - ii. YASI eTraining (“**YASI Booster 3 – Hybrid**”), which counts toward the annual booster training credit, will be rolling out soon. Email Communications will start going out soon, so keep an eye out for that. The etraining consists of a 5-week period where online modules are assigned, followed by a 1.5-hour huddle. When you sign up for this booster, you sign up for the huddle date you can attend, and then you will be assigned the online modules 5 weeks prior to that date (so they won't get the modules until those 5 weeks prior to the huddle date they choose). We are currently planning on one date in Aug, one date in Oct, and one date in Dec.
 - iii. **Youth Justice Philosophy and Case Process (YJPCP)** is officially one year old. We are offering two additional Youth Justice Philosophy and Case Process orientations for Supervisors on May 20th from 11am-12pm and October 16, from 11am – 12pm. The orientation sessions are intended to give supervisors a run-through of the YJPCP training in the event they have not been able to attend but wish to support their new professionals post-training. Anyone simply interested in what is in the training are also welcome. No need to RSVP – Just show up. Access the sessions via these Zooms links.
 1. YJPCP Orientation for Supervisors:
 - a. May 20, 11am-12pm
<https://uwmadison.zoom.us/j/9646086317>
 - b. October 16, 11am-12pm
<https://uwmadison.zoom.us/j/9646086317>
 2. If you have any questions, the main contact for Youth Justice Philosophy and Case Process is: Mindy Mattson
mattson5@wisc.edu.
- iv. As a reminder, starting this year all new Youth Justice Professionals are automatically enrolled in YJPCP. This also includes new staff whose primary function may NOT be YJ but do have some YJ responsibilities. Please remember that this course is open to ALL

YJ professionals, CPS professionals, and supervisors. If the professional is not auto enrolled, they can self-register through PDS online. We have also had several agency partners attend as observers - you can request an observer spot for an interested partner by contacting us at WCWPDS.

- v. **YJPCP** is also now pre-requisite to the last two days of YASI CCW training for all new Youth Justice Professionals (primary and secondary) - so you may have seen some correspondence regarding this. If new YJPs are being auto enrolled, we are scheduling those trainings to meet the pre-requisite requirement.

vi. **Human Trafficking Training**

1. Wisconsin is not immune to the continuing crisis of human trafficking. **Since 2007**, the National Human Trafficking Hotline has identified **1,002** cases of human trafficking and **2,029** victims in Wisconsin.
2. In **2023 alone, 72 victims or survivors** of human trafficking **contacted the hotline**.
3. We are fortunate to be able to continue our work with the Sower Education Group to offer the training, “**Ending the Game Supporter Training**.” The founder of Sowers, Rachel C. Thomas has worked tirelessly to sow seeds of human trafficking awareness and survivor empowerment. All Ending the Game trainers are required to have survived sex trafficking or commercial exploitation.
4. The goal of the training is to foster advanced level understanding of coercion in sex trafficking, as well as provide a focused look at how to spark and support survivors' resiliency. We will be offering 1 more in-person session in 2026 and we hope to add 1 more sessions/locations in the latter part of the year. **Register in PDS Online**.
5. June 25: Madison
 - a. **Pre-Work**
 - i. The prework for this training are the web-based modules, “Understanding Child Sex Trafficking in Wisconsin.” The modules can be found on the WCWPS website: Understanding Child-Sex Trafficking in Wisconsin – Wisconsin Child Welfare Professional Development System – UW–Madison

V. President's Report

a. Executive Committee updates

- i. Discussed transition planning – will share documents once completed
 1. Timeline of when things should be done for President and President-Elect. With expectations of the roles.
- ii. Found the meetings with new and newer board members have been beneficial and have added to getting members involved. Learned what people are interested in and how they see themselves getting involved.
- iii. Cathrina and Katie would like to be renominated for their roles as secretary and treasurer. If anyone else would like to be nominated

make sure to communicate it to help during Thursday's board meeting.

VI. County Updates/Case Discussion

a. June 2026-Transition planning with retiring board members

i. Kathy-

1. Frustrating to see members on the board over the years who haven't done anything to help on any committee.
2. It is important to remember to delegate tasks and make sure to include everyone.
3. Supervisor was a founding member of WJCIA, her advice when Kathy joined the board was "become secretary you have to pay attention." Kathy did become the secretary for a while, and it helped build confidence.
4. If you want to be president - ask questions and take a turn running for vice president
 - a. It is a big role that is important.
 - b. Looks good on your resume
5. The board is highly acknowledged throughout the State, take pride in your role

ii. Jodi-

1. Everything that occurs for the board is important and nothing is hard to learn.
2. You can always jump in and become a committee chair. If you coordinate the meeting committee members will help with tasks.

iii. Kerry-

1. It has been huge help to know what the other counties around the state are doing.
2. Regional meetings are important to bring workers together outside of conference.
 - a. Stacy asked if someone would fill her shoes from Chippewa County. Kerry believes someone else will as there is interest, but maybe not this coming year.

iv. Barb- Might be retiring from the board next year so will be looking for someone to learn about the Carey Guides training.

VII. Break/Possible Board photo

VIII. Committee Reports

A. By-Laws: Ashley

- a. Nothing currently
- b. Stacy praised Ashley's work at pulling everything together to update the By-Laws.
 - i. The process was very sought out. There are no changes believed to be needed anytime soon
 - ii. There was thought about the near future that we may have to deal with

B. Conference: Cathrina/Rachel (Vendors: Kerry; Raffle: Ashley)

- a. Talked about the survey and if there are any different questions we may want to be asking to provoke different feedback.

- b. A change this year will be we will not be providing entertainment after hospitality on Wednesday night. After hospitality ends at 7pm, people will be on their own.
 - i. Discussed it is not our responsibility to “entertain” people all night, we are all adults and people should be responsible enough if they want to leave.
 - c. Jason will be the point person for purchasing hospitality beverages. If you do end up purchasing something, such as a snack, save your receipt and get it to Katie.
 - d. Vendor- bingo, in good shape
 - i. Jamie volunteered to take over after this year
 - e. Raffle –
 - i. If you plan to donate something let Ashley know
 - ii. Discussed tickets/buckets – Ashley and Cathrina will connect to figure out if we have enough
- C. Conference Site: Cathrina/Kenny
 - a. Ruby is no longer with the Kalahari
 - b. Barb and Bart is who Kathy believes will be contacts
- D. Finance: Kathy/Katie/Kenny
 - a. Kathy always thought there was only one credit card in the past until Katie joined and we now have two
 - b. Barb questioned if the president should have a card
 - c. Kathy questions about fees that could be associated with getting another card when changing the name of the president every year
 - d. Katie will talk with the bank to check on fees.
- E. Grant: Stacy
 - a. No grants available right now
 - b. Looking for someone to shadow to learn her role
- F. Legislative:
 - a. Think about who would like to be chair
 - i. Tiffany and Jason would be willing to co-chair next term
- G. Membership: Rachel (Intake Directory: Kerry/Amy)
 - a. Clothing store – site is up and open
 - b. Depending on how this goes – maybe open back up during conference
 - c. Open till August
 - d. Could do a different design for conference
- H. Goals and Statements of Philosophy: Ashley
 - a. All good to go, did not meet
- I. Newsletter: Katie
 - a. a plan for next year’s newsletter
- J. Nomination: Stacy
 - a. Had received a nomination prior to this month’s meetings.
 - b. Nomination committee makes a unanimous motion to have Toniah Gilray join the board effective immediately.
 - c. Kathy seconded the motion made by the nomination committee.
 - i. Tonia talked about why this is a good time for her to join the board in her career.
 - ii. Tonia will have Morgan to follow at conference to learn what is expected.
 - d. Recruitment
 - i. There will be five open spots available on the board come Conference after current members step down.

- ii. This year with the new by-laws there will be no nominations being accepted from the floor.
 - iii. Reach out to those who work in surrounding counties who would a good fit
 - 1. Committed
 - 2. Discussed northern state not having representation. When talking with those counties see if they have barriers to joining the board or even attending conferences.
 - iv. Cathrina will send names from previous ballot that were written in.
- K. Recognition: Rachel
 - a. No nominations have been received yet, will work on getting an email prepared to send out.
- L. Technology: Kari
 - a. Still receiving emails about an individual from an anonymous email account
 - b. If you have updates for the website, email Kari with them.
- M. Training: Barb for Sarah
 - a. Training in August has 6 people currently registered
 - b. Chippewa has seats open for ART training in August
 - c. Discussed hosting Spring training
 - i. April 2027: dependent on speakers
 - 1. Nikki L. on advanced training topics
 - 2. Derek Mosely- unconscious bias, going to take a look to see what he cost/availability
 - ii. Has not had in a while, talked about member/nonmember fee
 - 1. 2 session limits of 40 in each room (2 sessions)
 - 2. CEU's potentially
 - d. June 30 at 10am meeting virtually

IX. Regional Meeting Updates

- Region 1 – Sarah
 - Nothing at this time
- Region 2/5 - Kathy, Jamie, Kenny, Jodi, Amy, Becky, Jason, Stacy (no current Region 2 members)
 - Nothing at this time
- Region 3 – Kerry, Rachel
 - July 31 hosted by St. Croix County
 - FBI coming to talk
 - December meeting being hosted in Dunn
- Region 4 - Kari, Cathrina, Morgan
 - Meeting 2nd Wednesday every month for staffing cases
- Region 6 - Katie, Ashley
 - Consensus was to do virtual meetings but planning for this summer
- Region 7 – Tiffany, Barb
 - May 12, Barb was out of office
 - Mini training on the DRAI and the history
 - People were interested in sex offender training

X. Special Assignments

- A. WJJN-Rotating based on dates/location – Kari
 - a. Next meeting July/August

- B. Governor's Juvenile Justice Commission – Ashley
 - a. May 12 – focused on MKE facility opening and then they stated only MKE kids
 - b. MKE now in SACWIS
 - c. Nov 10 – tour of MKE facility
 - d. Capital on hill
 - i. If you want to write letter keep to 1 page
- C. YJ Advisory Committee-Stacy
 - a. July 22 is the next meeting
- D. Other Special assignments

XI. New business/Unfinished Business/Case Discussion

- a. Old Business: Sunshine fund
 - i. Review Amy's list of recommended acknowledgements
 - 1. Amy was absent from this month's meeting
 - ii. Decision about whether funds would be overseen by Executive Committee
 - 1. Funds would be kept separate from WJCIA's accounts
 - 2. If you have recommended acknowledgements reach out to Amy
 - 3. Will people want money back if they are no longer on board?
 - 4. Discussion among members what spurred this topic.
 - iii. Suggestion of someone that keeps track of when to do a card and not put money aside up front
- b. New Business: Transition planning
 - i. Committee transition reports due by 9/1/2026

XII. Adjourn

- a. Morgan makes a motion to adjourn the meeting. Kathy provided a second to the motion.
 - i. There was no discussion from board members.
 - ii. Everyone was in favor of the meeting adjourning
 - iii. Meeting was adjourned at 11:32am.