

**WASHTENAW COUNTY
CRIMINAL JUSTICE COLLABORATIVE COUNCIL
INFORMATION SHARING AND INTEGRATION COMMITTEE**

COMMITTEE CHARTER

Approved by Information Sharing and Integration Committee: July 20, 2005

Approved by CJCC Steering Committee: _____

**WASHTENAW COUNTY
CRIMINAL JUSTICE COLLABORATIVE COUNCIL
INFORMATION SHARING AND INTEGRATION COMMITTEE
COMMITTEE CHARTER**

**SECTION I
GENERAL**

Sec. 1.1 **Committee Name:** The Committee described within this Committee Charter shall be known as the "Information Sharing and Integration Committee."

Sec. 1.2 **Background:** At the January 2005 CJCC meeting, the committee was established.

Sec. 1.3 **Purpose.** The purpose of the Information Sharing and Integration Committee is as follows:

- To provide the CJCC with regularly updated information about the entire criminal and civil justice system that will inform discussions and decisions;
- To recommend opportunities and action plans for integrating data systems within the public safety and justice community of interest;
- To review business processes and current information systems used throughout the criminal and civil justice system in order to facilitate integration efforts;
- To brief the CJCC Steering Committee on committee progress and upon direction of the Steering Committee, and to brief the CJCC on committee progress.

Sec. 1.4 **Progress.** Progress toward this purpose shall be outlined by the committee in the form of a plan. This plan shall include the following summary elements:

- Milestones that are planned for the committee each month;
- How the committee plans to measure its success;
- Date at which the committee plans to make its final recommendations.

Sec. 1.5 **Duration.** The committee shall exist until its purpose has been fulfilled. After the purpose has been fulfilled, the CJCC may establish another committee to assist with implementation of the recommendations made by this committee. The CJCC may also, through voted action, dissolve this committee at any time and for whatever reason.

**SECTION II
TEAM COMPOSITION**

Sec. 2.1 **Members.** All CJCC committees should include membership that is consistent with the CJCC mission. Committee members are expected to represent the interests of their

agencies, while working toward the goals outlined in this charter. Members are also expected to keep their agencies informed on the progress of this committee. Membership for the committee was determined through volunteer of the CJCC members and their staff. Membership was determined as:

- (a) David Behen - Director, Information and Technology Division (Chairperson)*
- (b) Uma Harithsa - Information and Technology Division Representative
- (c) Andy Brush - Information and Technology Division Representative
- (d) Paul Bunten – Local Police Department Representative*
- (e) Karen Edman - Clerk/Register Representative*
- (f) Steve Hiller – Prosecutor’s Office Representative*
- (g) Mark Ptaszek - District Court Representative*
- (h) Scot Cannell - Systems Manager, Courts Representative*
- (i) Jan Nelson - Probation Representative*
- (j) Troy Bevier - Sheriff Representative*
- (k) Rick Visel - Sheriff Representative
- (l) Gary Greenfield – Sheriff Representative
- (m) Delphia Simpson, Public Defender Representative*
- (n) Sheila Blakney, Public Defender Representative
- (o) Julie Chaffee - Community Corrections Representative*
- (p) Bob Canell- Friend of the Court Representative*
- (q) Township Representative (TBD)*
- (r) Bar Association Representative (TBD)*
- (s) Keith Zeisloft – 15th District Court Representative*
- (t) Scott Patton - CJCC Staff/Facilitator
- (u) George Siasoco - CJCC Intern

* Voting Member

Sec. 2.2 Term of Committee Members Committee shall meet until final recommendations are made to the CJCC. If any member is unable to continue to participate for whatever reason, the corresponding agency will be contacted to determine an appropriate substitute and be allowed to appoint a new member at their discretion.

Sec. 2.3 Additional Membership If the membership is not determined not to be consistent with the CJCC mission, the Chairperson may appoint additional members to the committee. The Chairperson may also invite or encourage individuals who may have particular expertise to advise the committee either in a committee meeting or through other arrangements.

SECTION III COMMITTEE MEETINGS

Sec. 3.1 Meetings; Quorum; Voting; Record of Meetings. The committee shall hold regular monthly meetings. The committee shall operate from consensus. Dissenting opinions

about recommendations shall be reflected in the minutes. All official positions and recommendations from the Team shall be reached and recorded in one of the following manners:

- The committee will reach a recommendation or take an official position by consensus of committee members.
- In the event that a consensus cannot be reached, then the official recommendation/position of the committee shall be reached by majority vote of those present, with any minority positions also entered into the meeting minutes.
- The committee shall keep written minutes of their meetings. These meetings shall be posted on the CJCC website for review by CJCC members or the public.

Sec. 3.2 Officers; Services.

- (a) The committee shall elect from among the committee members a Chairperson. The Chairperson shall preside over meetings and be responsible for establishing the agenda for committee meetings.
- (b) In the event that the Chairperson is not present for a meeting, the committee shall elect a Convener to preside over that meeting.
- (c) Staff for the committee shall provide written minutes for the meetings, arrange meeting space, advise members on meeting times and locations, update information on the CJCC website, support the Chairperson in developing and distributing meeting agendas, and otherwise support the committee and Chairperson as needed.

Sec. 3.3 Norms for Operating/Decision Making. The Committee has established the following norms for operating and decision making:

- Attend all meetings and be on time or notify the committee if unable to attend;
- Use Outlook Calendar for indicating meeting attendance;
- Last minute changes to meeting attendance requires special communication to members (telephone, etc.);
- Staff will set up all meetings on the Outlook Calendar;
- Be honest and kind at meetings;
- Share all relevant information;
- Commit to reasonable amount of work outside of the committee meetings for the benefit of the committee;
- Keep the discussion focused during meetings;
- All members are expected to participate;
- Disagree openly with any member of the group when appropriate;
- Focus on interests, not positions;
- If the Chairperson deems it appropriate for whatever reason, he/ she may invoke Roberts Rules of Order.

Sec. 3.4 Authority Level. The committee's level of authority is to make recommendations to the CJCC. The committee is not responsible for implementing, managing, or evaluating

those recommendations. However, individual members of the committee may share these responsibilities or scope of the committee may change at the direction of the CJCC.

Sec. 3.5 Resources Available to Team. Resources for the committee shall be limited to the staff support of the CJCC. Any additional resource needs will need to be evaluated on a case-by-case basis. As the CJCC has no budget, these needs may need to come from the various budgets of members.

Sec. 3.6 Reporting Requirements. The committee will report directly to the CJCC Steering Committee on a monthly basis. The content of this report includes progress toward goals, timelines, and other issues of interest as determined by the CJCC Steering Committee. The committee shall also post meeting minutes on the CJCC website so that any interested individual can access the minutes and be informed of the committee's proceedings.

Sec. 3.7 Charter Changes. CJCC Information Sharing and Integration Committee can amend the charter at any time. Once amended, the CJCC Steering Committee will be notified.

The foregoing Charter was adopted by the voting members of the CJCC Information Sharing and Integration Committee on *July 20, 2005*.

David Behen - Director, Information and Technology
Division (Chairperson)

Jan Nelson - Probation Representative

Paul Bunten – Local Police Department
Representative

Troy Bevier - Sheriff Representative

Karen Edman - Clerk/Register Representative

Delphia Simpson, Public Defender Representative

Steve Hiller – Prosecutor’s Office Representative

Julie Chaffee - Community Corrections
Representative

Mark Ptaszek - District Court Representative

Bob Canell- Friend of the Court Representative

Scot Cannell - Systems Manager, Courts
Representative

Township Representative

Bar Association Representative