

# OWI COURT

## July 22, 2025

**ATTENDEES:** Ms. Brenda Lee, Mr. Ben Meyer, Ms. Sarah Tienhaara, Ms. Jodi Baker, Ms. Dawn Susa, Ms. Annette Zortman, Ms. Jeri Driscoll, Honorable Mary M. Sowinski

**1. Call to order; Approval of Agenda:**

The regular meeting of the OWI Court Sub-Committee was brought to order at 8:33 a.m. by Ms. Sara Tienhaara. Tienhaara noted that the meeting had been properly posted and mailed in accordance with the Wisconsin Open Meeting Laws. Motion by Mr. Ben Meyer, seconded by Ms. Annette Zortman to approve the agenda as posted. All ayes; motion carried.

**2. Review Minutes from the June 24, 2025 OWI Court Sub-Committee Meeting:**

Motion by Mr. Ben Meyer, seconded by Ms. Jodi Baker to approve the minutes of June 22, 2024. All ayes; motion carried.

**3. Update on DOC Contract:**

We have a signed contract and can move forward. Mr. Meyer will look at OWI 3's and will instruct them to get the assessment done to ensure they are eligible for OWI Court. Ms. Baker will need to do the training to do the assessment. Assessment will have to be done in person.

**4. Handbook:**

We need the drug testing section added to the handbook. We will be doing drug testing twice per week. One with Ms. Driscoll at the Courthouse and one with Probation. Ms. Sara Tienhaara will get this information added to the handbook. Handbook will need to be approved by the CJCC, which will be meeting on August 14, 2025.

**5. Policies and Procedures:**

The group felt that we should just use the handbook to start out. The policy and procedure manual is our guide on how we run things. This will be an on-going project and we will continue to build the manual as we go.

We do need to have incentives, sanctions and service adjustments.

**6. Discussion from Training:**

The group felt that the training was good information and will help us put things together. We learned that jail sanctions should be the very last resort and no one should be surprised when they will be doing jail time.

**7. Incentives:**

We need to get things for incentives. The group brainstormed how we could get items for incentives. Mr. Ben Meyer will develop a letter to different places for incentive items.

We also discussed doing certificates, small incentives that are not childish such as round of applause, standing ovations, chips, candy bars etc.

The group talked about earning points. If we do this, we would have to have a visual at each court hearing so everyone knows where he or she are.

8. **Public Comment:** None

9. **Agenda Items for future meetings:**

- OWI Handbook wrap up and bring to CJCC.
- Incentives
- Referral Update

10. **Adjourn:** 9:22 a.m.

*Blue for S.T.*  
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Ms. Sara Tienhaara

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