

OWI COURT

June 10, 2025

ATTENDEES: Ms. Brenda Lee, Mr. Ben Meyer, Ms. Sarah Tienhaara, Ms. Jodi Baker (Zoom) Ms. Dawn Susa, Ms. Beth Hoerchler, Honorable Mary M. Sowinski (9:00 a.m.), Ms. Heather Kierzek, Office of State Courts

1. Call to order; Approval of Agenda:

The regular meeting of the OWI Court Sub-Committee was brought to order at 8:30 a.m. by Ms. Brenda Lee. Lee 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. Dawn Susa to approve the agenda as posted. All ayes; motion carried.

2. Review Minutes from the May 13, 2025 OWI Court Sub-Committee Meeting:

Motion by Mr. Ben Meyer, seconded by Ms. Sara Tienhaara to approve the minutes of May 13, 2024. All ayes; motion carried.

3. Heather Kierzek, Presentation:

- Ms. Heather Kierzek, State Wide Treatment Court Coordinator from the State Court's Office presented to the group. She does trainings on Rules and Responsibilities, Sanctions, Treatment Court Standards or anything that we struggle with as well as can observe our OWI Court.
- Ms. Kierzek asked if we have a policy and procedure manual, which we do not. She sent Grant Counties Treatment Court Policy and Procedure Manual for us to use as a guide. We will also need a UA procedure. Ms. Sara Tienhaara will work on developing a policy and procedure manual.
- Eligibility criteria is missing from our handbook.
- In Oneida County, we will be using our OWI Assessor to do pre-assessments to make sure the individual is eligible. Ms. Kierzek will send us assessments that we can use.
- Ms. Kierzek is willing to come to Oneida County and do a ½-day training with the OWI Court group on Roles and Responsibilities, Incentives and Sanctions. Mr. Ben Meyer will reach out to Judge Sowinski regarding a day that would work for her and then be in contact with Ms. Heather Kierzek.
- There is a training put on by Allrise on August 11th and 12th that may be beneficial. Ms. Kierzek will send this to us.

4. Update on DOC Contract:

The contract is moving forward. The DOC needed two documents sent to them, which was completed. The target date to be approved is July 1, 2025

5. OWI Court Coordinator Update:

Ms. Sara Tienhaara will be the OWI Court Coordinator and will coordinate this meeting.

6. Final Review of Handbook:

We need to add eligibility requirements as well as look at things Ms. Kierzek suggested. Mr. Ben Meyer will update.

7. **OWI Court Process:**

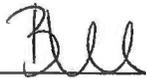
Ms. Heather Kierzek will send us examples of team releases.

8. **Public Comment:** None

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

- Handbook
- Policy and Procedure Manual
- DOC Update
- Training with Ms. Heather Kierzek

10. **Adjourn:** 9:30 a.m.



Ms. Brenda Lee

June 10, 2025