

**In Re: Appointment of Children’s Justice Initiative
District Lead Judge(s), District Administrative Staff,
And County CJI Judges – District 5**

AMENDED ORDER

WHEREAS, Judicial Council Policy 6.01 regarding the Children’s Justice Initiative (CJI) provides that the Chief Judge of each district shall appoint one or more district lead judges, county CJI judges, and district project staff,

WHEREAS, in 2006 the Chief Judge of this district issued an order making the required appointments, and

WHEREAS, a revision to that order is now required;

NOW, THEREFORE, IT IS HEREBY ORDERED:

1. Effective immediately, and until further order of the Chief Judge, the following judges are appointed as **County CJI Judges** for the 5th Judicial District, and Judge Michelle Dietrich is appointed as District Lead Judge, each with the responsibilities identified in Attachment A:

Blue Earth	Hon. Krista Jass
Brown	Hon. Robert Docherty
Cottonwood & Murray	Hon. Christina Wietzema
Faribault	Hon. Troy Timmerman
Jackson	Hon. Darci Bentz
Lincoln	Hon. Michelle Dietrich and Hon. Tricia Zimmer
Lyon	Hon. Michelle Dietrich and Hon. Tricia Zimmer
Martin	Hon. Michael Trushenski
Nicollet	Hon. Allison Krehbiel and Hon. Todd Westphal
Nobles	Hon. Gordon Moore
Redwood	Hon. Patrick Rohland
Rock & Pipestone	Hon. Terry Vajgrt
Watonwan	Hon. Stephen Ferrazzano

2. Cyndi Sutherland and Carol Weikle shall serve as **CJI District Staff** with the responsibilities identified in Attachment A.

3. All other provisions of the prior order remain in full force and effect.

Dated: October 23, 2018

BY THE COURT:

 Hon. Michelle Dietrich
 Chief Judge, Fifth Judicial District

ATTACHMENT A

CHILDREN'S JUSTICE INITIATIVE – ROLES AND RESPONSIBILITIES

Supreme Court Lead (Chief Justice Lorie S. Gildea)

- Co-chair of Advisory Committee, along with Commissioner of the Department of Human Services
- Liaison with the Department of Human Services
- Liaison with other stakeholder leaders, including the Board of Public Defense, the County Attorney's Association, Minnesota Association of County Social Services Agencies, etc.
- Serves as communications lead

CJI Advisory Committee (representatives of stakeholder leadership groups)

- Advises the Supreme Court, Department of Human Services, and other stakeholders statewide regarding the strategies and general direction of the CJI
- Serves in liaison for stakeholders and communicates CJI message to others
- Members advance CJI mission within respective stakeholder groups

District Lead Judge (1 or more per district as appointed by District Chief Judge)

- Participates in state-level CJI project planning and policy development through participation in periodic state-wide lead judge meetings
- Promotes and supports implementation of Judicial Branch Policy 601 regarding CJI in all counties in the district through regular district bench meetings, email communications throughout the district, and the provision of technical assistance to CJI County Judges and teams within the district
- Reviews county action plans and data reports on a regular basis in terms of compliance with performance measures for the Judicial Branch and DHS and consults with Chief Judge and others as necessary

County CJI Judge (1 or more per county as appointed by District Chief Judge)

- Establishes, chairs, and regularly convenes the CJI County Team
- Collaborates with the County Social Services Director to plan CJI team meetings, work assignments, best practice focus areas, performance measures needing improvement, etc.
- Serves as leader and "motivator" in promoting positive change among the stakeholders
- Reviews and communicates results of county data and other reports to the CJI team
- Participates in district-wide CJI initiatives and planning efforts as needed
- Ensures submission of county action plans

County Team Support Person (AKA "Team Secretary") (designated by County CJI Judge)

- Assists the County CJI Judge in arranging meetings, preparing agendas, and sending meeting notices
- Ensures accurate team meeting minutes are kept and distributed
- Provides written/oral status reports on county team activities as required by District Staff
- Helps to review and analyze data from DHS and MNCIS
- Forwards notices from State CJI to CJI team members and other child protection system stakeholders in the county

District Administrative Staff (1 or more per district as appointed by Chief Judge)

- Assists District Lead Judge and County CJI Judges in scheduling and conducting district-wide CJI planning/coordination meetings
- Assists with preparation of CJI materials, data, and information to be provided by District Lead Judges at District Bench meetings
- Reviews, summarizes, and discusses regularly with District Lead Judges any district/county performance measure reports (e.g., MNJAD reports, CJI data reports, DHS data reports, etc.) in terms of compliance with CJI performance measure expectations
- Reports regularly to District Lead Judges regarding best practices listed in the CJI County Practice Guide (e.g., timely hearings, appointment of GALs, caseload and calendaring issues, etc.) needing attention within the district/counties
- Collects, reviews, and regularly discusses with District Lead Judges information regarding status of county CJI teams
- Serves as a central information resource for CJI teams throughout the district, and as a primary contact for State CJI staff
- Provides written/oral status reports to State CJI Staff on status of the CJI in the District
- Assists with county team activities as needed and directed by the District Lead Judges
- Participates in District Staff bi-monthly conference calls

CJI Project Manager (State Court Administration Staff) (Judy Nord)

- Manages project statewide
- Advises the Supreme Court Lead, Chief Justice, CJI Project Chair, Department of Human Services, District Lead Judges, CJI County Judges, CJI county teams, stakeholder leaders, and others regarding the direction and general parameters of the CJI
- Provides general expertise and technical support to teams and individuals in terms of legal research, review of local procedures, CJI team activities, etc.
- Serves as project lead workers on development of statewide publications, reports and forms
- Serves as general resource liaisons to stakeholders like DHS, County Social Services, the County Attorney's Association, the ABA, etc.
- Obtains and coordinates expenditures of federal funding related to the CJI
- Monitors and evaluates status and improvements to support federal reporting requirements and general project planning and direction
- Receives and reviews status reports from the Districts and responds as needed