



## **Citizens Advisory Committee Meeting**

**December 19, 2025 - 12:00pm**

**Law & justice Center Atrium**

Mission: The Criminal Justice Coordinating Council, Citizen's Advisory Committee, and the Department of Criminal Justice Services exist to improve the safety of the citizens of Lewis and Clark County and ensure the equitable and efficient treatment of defendants, offenders, and victims.

### **1. Call to Order & Reading of the Mission - Tom Cordingley**

Chair Tom Cordingley called the meeting to order. Mark Nay read the Mission Statement.

### **2. Introductions - All**

**Members present:** Tom Cordingley, Karen English, Teresa Charlton, Moffie Funk, Jenifer Gursky, John Looney, John Lytle, Mark Nay

**Members absent:** Ara Babcock, Mike Cotter, Mike Mahoney, Joanne Romasko

**Ex-Officio members present:** Judge Abbott, Tom Rolfe

**Staff present:** Kellie McBride, Jess McDonald

**Others present:** Sheriff Leo Dutton, Shani Henry, Anne Hausrath, Mary Sivula, Tony Jewett, Joan Miles, Penny Copps, Jacquie Meafher, Eileen Robbins, Jon Rutkewske, Bob Fox, Laurie Gaffney, Jim Seymour, Valerie Hellerman, Veronica McWhitaker, Zia Kazimi, Lily Clarke, Shelby Rogula, Thelma Servica, Julia Cruse, Stephanie Heitshusen, Debby Johnson, Joe Vanderwall, Julia Cotter, Avery Skibicki, Patricia Bik, Pete Debelius, Margaret Smith, Collin Ahlemeier, Jennifer Thompson, Barbara Burkland, Sandi Ashley, Victoria Hill, Mindy McCarthy, Brett Heitshuser, Ashley Fischer

### **3. Action Items - Tom Cordingley**

The November 21, 2025, meeting minutes were approved.

### **4. Overview - How the Lewis and Clark County Sheriff's Office works with U.S. Immigration and Naturalization Service - Sheriff Dutton**

Sheriff Leo Dutton explained that the Lewis and Clark County Sheriff's Office follows the law, focuses on public safety, and does not seek out undocumented individuals

residing in the county. He stated that the Sheriff's Office does not participate in joint operations, intelligence sharing, or federal immigration enforcement efforts, unlike the Montana Highway Patrol.

Sheriff Dutton noted that if an individual is booked into the Lewis and Clark County Detention Center and is determined to be in the United States unlawfully, Detention Center staff notify Homeland Security.

He also clarified that Detention Center staff do not prevent any incarcerated person from meeting with their attorney; however, all attorneys must follow Detention Center procedures, including presenting a valid Bar Association card.

**5. Update – APPR Pathways to Pretrial Advancement: Strategic Planning Opportunity – Tom Cordingley**

Chair Cordingley reported that the application submission was approved by the Board of County Commissioners.

**6. CAC Member Binders – Kellie McBride**

Kellie McBride shared that binders were assembled for CAC members. The binders include member information, bylaws, strategic planning materials, the CAC resolution, and an overview of Robert's Rules of Order.

**7. Conflict of Interest Forms and Photo Releases Reminder – Tom Cordingley**

Chair Cordingley reminded members to complete and return conflict of interest and photo release forms to Jess McDonald.

**8. Public Comment**

Following the Sheriff's Office overview, members of the public asked questions and offered comments related to the role of local law enforcement in federal immigration matters, Detention Center procedures, and access to legal counsel

**9. Upcoming Dates:**

- **CAC: January 16, 12:00 p.m., Law and Justice Center Atrium**
- **CJCC: January 27, 4:15 p.m., Law and Justice Center Atrium**

**10. Adjourn**