

DOC Task Force on Justice Involved Women and Girls Meeting

Meeting Minutes

January 10, 2018

Present: *Taskforce:* Karmen McQuitty, Corey Sherman, Scott Behrands, Nicole Hertel, Luanne Buck, Caroline Palmer, Devyn Wallace, Vicki Hunter, Melissa Toavs, Kristi Cobbs, Gwen Lerner

DOC: Ron Solheid, Mary Dombrowski, Aubrey Steckelberg

Guests: Teresa Bina Zaffiro-Day, Sharon Brooks, Lois Mineau

Next Meeting: February 14th, 2018 (DOC-Central Office, Glendalough 1st floor North Entrance)

1. **Welcome, Introductions & Announcements**

- Introductions from Task Force members and guests.
- Women's Writing Program – There was a reading on January 2nd which featured 8 women. A woman from Stillwater has donated \$6,000 to the program so it can continue in Washington County for the next session. A grant was awarded for Sherburne County to continue the program. Compas, the publishing company, is working hard to keep this program running for the women. Ramsey County does not have the writing program any more, they have moved to a visual arts program due to problems they perceived from the women opening up and past history.
- Hennepin County had a Beyond Trauma class which has not been offered in a long time.
- Ron is going to contact Lydia Newlin, DOC Victim Assistance/Restorative Justice Director, to see if she will present about the work they do and its relation with domestic violence with their new monies.
- There was a work group that reviewed the HRU guidelines grid that is reconvening and are going to review the grid and release violator conditions.
- Ron is meeting with Native/Tribal leaders and working with them with the large Native population the DOC has, specifically the 22% female population in MCF-Shakopee.
- 2018 Conference – Conference is April 23rd, venue to be announced. The focus is on disparity in criminal justice for women. Kristine Riley, VERA Institute, and Kelly Mitchell, Rubina Institute, are key speakers and there will be many exciting breakout sessions to attend. Karmen will be sending out the save the date and there is a Facebook event page currently. Cost will be \$75, \$45 for students. There will be CLE's and CEU's, possible POST credits as well.
- TF Vacancies & Onboarding – There are currently 3 vacancies, one has been held for Andrea Hoffman, Karmen is going to reach out to her to see if she is going to apply or is still interested. Another seat is being held for Lisa Pederson, which leaves one vacancy. New members Caroline Palmer and Devyn Wallace signed Oath of Office papers and were given the new member packets. Aubrey will be compiling packets for the group for the next meeting along with Oath of Office Paperwork because many of the task force members do not recall ever receiving anything like this or signing the Oath of Office.

- Year-end report sub-committee – Previously there was a year-end report submitted to the Commissioner, this had fallen to the wayside but will bring this back, revisiting this topic after the conference is completed.
- Report from Amber, Vicki and Kristi re: AFJO – Vicki and Kristi (Amber not available) reported the AJFO conference in California was very insightful and full of information. Many of the topics related to trauma and the core of every session returned to trauma and healing.

2. **Housing out of Facility (HOF)**

- Mille Lacs Visit – This will be revisited after the group presents its preliminary proposals.
- Subcommittees meeting time:
 - o HOF Guidelines: Corey, Amber, Tracy, Nikki, Lisa, Roxanne, Vicki, Scott
 - o Local Jail Programming: Karmen, Melissa, Kristi, Jan, Gwen, Kahlee
 - o Long-term Policy: Luanne, Jan, Caroline
- Subcommittee reports – Jan , Corey, Karmen
Karmen would like to see a list of the guidelines the subcommittee has come up with ready at the next meeting.

DOC Task Force on Justice Involved Women and Girls Meeting

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February 14, 2018

Present: *Taskforce:* Karmen McQuitty, Corey Sherman, Scott Behrands, Amber Jochem, Nicole Hertel, Luanne Buck, Tracy Zabel, Kathlee Griffey, Roxanne Sanderson, Devyn Wallace, Gwen Lerner, Sharon Brooks, Lisa Pederson, Kelly Mitchell

DOC: Mary Dombrovski, Aubrey Steckelberg

Next Meeting: March 14th, 2018 (DOC-Central Office, Glendalough 1st floor North Entrance)

1. **Welcome, Introductions & Announcements**

- Introductions and announcements.

Lisa Pederson is officially off paper! Congratulations Lisa!

Sharon Brooks and Peace of Hope has begun transporting families for visits at the Shakopee facility. Scott Behrands reports HOF numbers are down, he spoke with an offender that was at Olmsted County Jail on HOF and has returned and she stated the jail has made changes and things are getting better for the women. HOF offenders are rumored to be returning to the facility in the near future due to the population at Shakopee being lower.

Luanne Buck/RS Eden and Devyn Wallace/Arrowhead Region Corrections both report a lot of great trainings are coming up.

Amber Jochem reports long and short term programs will be opening in Rochester soon.

Roxanne Sanderson reports the Moving On trainings are continuing and successful, she has a phone conference to add this program for juvenile girls.

Karmen was asked to provide a training for the 2nd Chance Coalition on the Task Force on March 16th, Amber has volunteered to assist with this.

Contact information updated for task force members.

- Women's Writing Program – Gwen Lerner reports the writing program has a reading in Washington County on March 7th, please email her if you would like to attend and arrive by 12:30pm. There will also be a reading at Sherburne County on April 4th.
- 2018 Conference – Conference agenda has been finalized and sent out. There will be a panel of formerly incarcerated women, an honorarium for those speaking, Ellen Berry will be coming from California to speak on litigation, and a final panel of women working in the profession. Please push for attendance from your groups, we need attendance to be high. Task Force members that are not on the conference committee and not presenting will need to pay for attendance. Conference is April 23rd, DoubleTree by Hilton N. Minneapolis.
- TF Vacancies & Onboarding – Kelly Mitchell signed her Oath of Office paperwork today. Lisa, Sharon and Teresa have been approved and will be appointed at the next meeting.

- Year-end report sub-committee – tabled until after the conference.
- Report from Amber re: AFJO – Amber reported the AJFO conference in California was very insightful and full of information. There was a very powerful opening ceremony. Amber recommends anyone that is able to attend to do so.

2. **Housing out of Facility (HOF)**

- Review of the preliminary recommendation report. A lot of great suggestions. This report will be reorganized with short-term and long-term goals and Corey will be sending it out again for review before the next meeting.
- Since women will be returning to the facility the urgency for getting this report to the Commissioner has lessened, more time can be dedicated to the recommendations and organized and presented better.

Next Meeting:

Wednesday March 14, 2018 10am-12pm. Pung 2 & 3

DOC Task Force on Justice Involved Women and Girls Meeting

Meeting Minutes

March 14, 2018

Present: *Taskforce:* Corey Sherman, Amber Jochem, Nicole Hertel, Luanne Buck, Tracy Zabel, Gwen Lerner, Lisa Pederson, Kelly Mitchell, Vicki Hunter, Jan Scott, Kristi Cobbs, Teresa Bina Zaffiro-Day

DOC: Ron Solheid, Mary Dombrovski, Aubrey Steckelberg

Next Meeting: May 9th, 2018 – Pung 2 & 3

1. Welcome, Introductions & Announcements

- Personal/Agency updates
There is a Second Chance Coalition 5K in St. Paul on April 22nd, Lisa will be attending with her two sons. This is a great opportunity, many members agreed and may attend also.
- Women's Writing Program- Great readings lately. The next is April 4th in Elk River.
- 2018 Conference-update from committee- Those planning to attend please get registered. Currently there are at least 96 registered, and they are still expecting quite a few to register.
- TF Vacancies & Onboarding
 - o Lisa Pederson Appointment-Congrats!
 - o One current vacancy, Melissa Toavs has resigned.
 - o All members present signed the Oath of Office and received the packet of papers that new members receive. Further review of the paperwork determined the need to update many items. Those members not present will sign at the next meeting.
- Year-end report sub-committee – tabled until after the conference.

2. Housing out of Facility (HOF)

- Preliminary report was discussed briefly. It has been suggested that some anecdotal stories from those in the jails be added to make it feel more personal.
- Next Steps – Set up meeting with Commissioner Roy to discuss this report. Ron has talked with the Commissioner's assistant and is working on getting an appointment set for this.

3. Brainstorming next initiative

- Updating the History of the Task Force document. Gwen will send Aubrey the documents and information she has. It was discussed that it would be beneficial to go over this document at the next meeting, any members with historical information about the task force feel free to bring it with to the next meeting.
- Corey, Vicki, Tracy, and Amber would like to review the applications for the Task Force as a group, Aubrey will email them with this information and they will discuss for recommendation who will be the next member of the task force.
- It was suggested that the group return to the list of initiatives that was created approximately last year to determine what the next initiative be.

4. Other

- Ron would like a group photo, there were several members not at this meeting so it will be taken at the meeting in May.

- The current website is going to be moving. There is currently no set date for when the current site will be disabled. Aubrey is working with Communications on what information needs to be moved to the new site. The new site will be on the public Department of Corrections webpage, this is already began and can be viewed [here](#). If members have thoughts on what information should move to the site please let Aubrey know. As of right now, meeting minutes, history of the task force, member list, and strategic report will be moved. The mission statement, description of the group, and some links have been moved.

Next Meeting:

Wednesday May 9th, 2018 10am-12pm. Pung 2 & 3

DOC Task Force on Justice Involved Women and Girls Meeting

Meeting Minutes

May 9, 2018

Present: *Taskforce:* Karmen McQuitty, Sharon Brooks, Gwen Lerner, LuAnne Buck, Devyn Wallace, Nikki Hertel, Kelly Mitchell, Caroline Palmer, Teresa Bina Zaffiro-Day, Corey Sherman, Tracy Zabel

DOC: Ron Solheid, Aubrey Steckelberg, Guy Bosch (in place of Scott Behrends)

Guests: Julie Allen, Debra Landwehr

Next Meeting: June 13, 2018 – Glendalough

1. Welcome, Introductions & Announcements

- Personal/Agency updates
 - o DOC- there is two weeks left at the legislature, requesting money but not receiving as much as needed. ISR Conference is coming up.
 - o SHK- 100 women ran the 5K Second Chance Coalition run, it was a great event and the women really enjoyed it.
 - o Other updates: Rice County is hosting WRNA training in July and August, applications are closing in June for this training. Robina Institute is researching intersection of health and probation and separating men and women. MNCASA-annual training symposium is June 26-29th in Cohasset MN. Corey-Ramsey County is hosting a warrant solution day Saturday for those with outstanding warrants to clear them. Guest Debra Landwehr is opening a private mental health practice and will be offering free support groups (see handout). Peace of Hope's contract is ending in September, working on expanding services. RS Eden is hiring a program director. Arrowhead Regional Corrections is moving forward with gender responsive training and caseloads.
- Women's Writing Program
 - o There have been 29 books/sessions since 2012 put in the library system and the program is looking at getting the book online for more access. June 6th is next reading at Sherburne County Jail. Let Gwen know if you want to attend.
- 2018 Conference
 - o Update will be in June to give the conference committee time to meet and discuss the conference.
 - o Discussion amongst the task force of what things went well and what did not, and suggestions made for other locations and expanding the attendees to include more males.
- 2019 Conference Committee
 - o Suggestions given for several locations. Planning has begun for the next conference.
- TF Vacancies & Onboarding
 - o One current vacancy
 - o Create sub-committee

- Tracy, Caroline, and Devyn will review and make recommendations for onboarding and advance names to Corey and Karmen to then advance those names to Ron and the Commissioner.

2. Housing out of Facility (HOF)

- Update from meeting with Commissioner Roy
 - Gave policy proposals and HOF contract language. Commissioner would like to see specific contract language and technology use for HOF.
- Next Steps
 - 2 sub committees created based on technology; one for education/programming, one for family contact. Another subcommittee will be created for the contract language.
 - After this project is completed it was suggested to look at opioid/meth use and transition services.

3. Other

- Ron would like a group photo, there were several members not at this meeting so it will be taken at the next meeting.
- The new website is active. The new site is on the public Department of Corrections webpage and can be viewed [here](#). If members have thoughts on what information should be on this site please let Aubrey know.

Next Meeting:

Wednesday June 13, 2018 10am-12pm. Glendalough

DOC Task Force on Justice Involved Women and Girls Meeting

Meeting Minutes

June 13, 2018

Present: *Taskforce:* Karmen McQuitty, Sharon Brooks, LuAnne Buck, Devyn Wallace, Nikki Hertel, Caroline Palmer, Teresa Bina Zaffiro-Day, Corey Sherman, Tracy Zabel, Amber Jochem, Jan Scott, Kahlee Griffey, Vicki Hunter

DOC: Ron Solheid, Aubrey Steckelberg, Scott Behrends

Guests: Jessica Melnik, Rachael Schneider, MaryAnn Bergum, Lois Mineau

Next Meeting: August 8, 2018

1. **Welcome, Introductions & Announcements**

- Personal/Agency updates
 - o Other updates: MNCASA annual symposium is coming up, if you'd like to attend register online. Nikki got married June 2nd – Congrats Nikki!! Kahlee has returned from maternity leave – Congrats Kahlee on the new baby!! Peace of Hope is providing a free, luxury ride via limo to MCF-Faribault for families to visit their loved ones for 15 people. Also received funding assistance to offer free rides for 200 children to visit their family members across the state.
 - o DOC: Legislative session is over, this one focused on bonding, the DOC received money for asset preservation for facilities.
- Women's Writing Program
 - o Sharon attended the reading in Sherburne County, was wonderful and encourages everyone to attend at some point if they have not.
- 2019 Conference Committee
 - o 2019 conference will be May 20th in Coon Rapids at Bunker Hills Event Center focusing on Marginalized Populations within the Criminal Justice System.
- TF Vacancies & Onboarding
 - o One current vacancy
 - Tracy, Caroline, Devyn, and Amber sent two recommendations to Karmen and Corey, they will review and send the selection on to Deputy Commissioner Solheid and Commissioner Roy.
 - Need to follow up with those not selected.
- Year-end report
 - o Corey, Karmen, Nikki, and Kristi will work on this report as a recap of all things the task force has done.

2. **Discussion:** Access to feminine hygiene products, Jessica Melnik Girls United MN

- Guests; Jessica Melnik, high school student and president of Girls United which she began in 7th grade and Rachael Schneider, researcher in psychology department at University of Minnesota, and work with menstrual health awareness and accessibility.
- All offenders at Shakopee are now offered tampons and pads free, if they want name brand that can be ordered through canteen, pads have always been offered. In depth discussion around feminine

hygiene products and alternatives for those in the criminal justice system. Suggested that a survey be created to send to all the jails about what is offered/provided.

- Representative Alice Hausman and Senator Sandy Pappas brought this issue to the legislature, Corey will reach out to them to invite them to a future meeting and draft a thank you letter for their support.

3. Housing out of Facility (HOF)

- Subcommittee meeting time (please choose a subcommittee)
 - o Programming Technology: Caroline, Nikki, Kelly, Tracy
 - o Family Contact: Sharon, Teresa, Devyn, Lisa, Kaylee, Kristi, Vicki, LuAnn, Amber
 - o Groups are asked to research other jurisdictions for articles and information. Karmen will be creating a Google Drive for these to be able to share information. Karmen and Corey will be supporting each group as needed.

4. Other

- After the HOF project is completed it was suggested to look at opioid/meth use, transition services, Trump Pardon – finding a MN compelling case and supporting it if possible.
- NO JULY MEETING
- Outstate Meeting: Shakopee Visit?

Next Meeting:

Wednesday August 8, 2018 10am-12pm. Glendalough

DOC Task Force on Justice Involved Women and Girls Meeting

Meeting Minutes

August 8, 2018

Present: *Taskforce:* Karmen McQuitty, Sharon Brooks, LuAnne Buck, Devyn Wallace, Nikki Bentley, Caroline Palmer, Corey Sherman, Amber Jochem, Jan Scott, Kahlee Griffey, Vicki Hunter, Scott Behrends, Gwen Lerner, Kristi Cobbs, Lisa Pederson, Michelle Moran
DOC: Ron Solheid, Aubrey Steckelberg, Kathleen Lonergan, Mary Dombrovski
Guests: Lois Mineau

Next Meeting: September 12, 2018

1. **Welcome, Introductions & Announcements**

- Welcome new TF member Michelle Moran!
- Personal/Agency updates
 - o WRNA (Women's Risk/Needs Assessment) will be piloted in the Litchfield district, several agencies have sent staff to training in this assessment
 - o ACA conference is currently in town, many tours have occurred at MCF-Shakopee for ACA attendees
- Women's Writing Program
 - o Next reading is at Washington County at 1pm. Please be checked in by 12:30pm if attending. If you'd like to attend please let Gwen know.
- 2019 Conference Committee
 - o 2019 conference will be May 20th in Coon Rapids at Bunker Hills Event Center
- Year-end report subcommittee: Karmen, Corey, Kristi, Nikki – Tabled for next meeting
- Chair transition/election
 - o Karmen is stepping down as chair of the task force
 - o Corey Sherman elected as next chairperson, with Vicki Hunter as Co-Chair – Congratulations and Thank you

2. **Old Business:** Access to feminine hygiene products

- Corey will be drafting a letter to legislators on a bill relating to feminine hygiene products from the task force
- Research what is going on nationally, what jails are doing locally, and talk with legislatures about passing a bill to formally put this into effect.
- Star Tribune did an article about this topic, passed as a federal bill

3. **October (Outstate) Meeting**

- Shakopee, Wednesday October 10th, 2018 10am-12pm, then TF lunch
- Goals for visit/meeting
 - o Would like to meet with staff around the facility, possibly the librarian, case worker, warden, medical, and offender council member.
- Initiatives (HOF, technology, others?)
 - o Discuss these with the staff when meeting

4. **Housing out of Facility (HOF)**

- Subcommittee updates
 - o Programming Technology: Caroline, Nikki, Kelly, Karmen, Tracy

- Doing information gathering, brainstorming ideas
- Family Contact: Sharon, Teresa, Devyn, Lisa, Kaylee, Kristi, Vicki, Luanne, Amber
 - Nothing yet

Next Meeting:

Wednesday September 12, 2018 10am-12pm
Glendalough Room

DOC Task Force on Justice Involved Women and Girls Meeting

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September 12, 2018

Present: *Taskforce:* Kelly Mitchell, Michelle Moran, Scott Behrends, LuAnne Buck, Kristi Cobbs, Roxanne Sanderson, Devyn Wallace, Tracy Zabel, Karmen McQuitty, Nikki Bentley, Caroline Palmer, Kahlee Griffey, I assume not everyone signed in-who else was there that is not listed? Kristi emailed said Suzanne and Anita Duckor was joining and Lois but Anita did not sign in so not sure if she showed?
DOC: Ron Solheid
Guests: Lois Mineau, Suzanne Weinstein,
Next Meeting: October 10, 2018 at Shakopee

1. Welcome, Introductions & Announcements

- Commissioner Roy addressed the Task Force. He spoke about prison reform being led by the Federal system and they are over capacity by 25-30%. NIJ Director was here and toured SHK and LL. Dr. Mullhausen toured MCF-Shakopee and was impressed.
- Women's Writing Program – Gwen was unable to attend but emailed an update for the writing program. The current session at the Washington County Jail ends Thursday 9/13. A couple of members are planning to attend. The WCA Foundation awarded COMPAS \$14,000 in new funding for the writing program. Gwen and Joan Linck went to their offices to make a presentation as a last step in the application process.
- 2019 Conference – nailing down speakers, on track. Will be at the Bunker Hills Event Center. Karmen has secured a national speaker.
- Year-end report sub-committee: Karmen, Corey, Kristi, Nikki
- Task Force September presentation at Shakopee – 9/24/18 for Recovery Month.
- Corey talked about updating our Task Force materials for when we get a new member.
- Meeting room issue has been resolved.

2. Old business

- Access to feminine hygiene products:
 - We again discussed hygiene products at MCF-SHK. Task Force wants to inquire with the HOF jails and she what hygiene products they issue.

3. October (Outstate) Meeting

- Shakopee Meeting
 - Volunteer to coordinate with Shakopee prior to visit?
 - Volunteer to find and reserve location for TF Lunch?

4. Housing out of Facility (HOF)

- Subcommittee Updates and Work Group Time
 - o Programming Technology: Caroline, Nikki, Kelly, Karmen, Tracy
 - o Family Contact: Sharon, Teresa, Devin, Lisa, Kahlee, Kristi, Viki, Luanne, Amber

5. Other

Ashland University – Pell Grant at MCF-SHK and MCF-STW. Tablets issued to 11 women.

Next Meeting:

Wednesday, October 10, 2018 10am-12pm

Shakopee-Tour, meeting, then lunch

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October 10, 2018

Present: *Taskforce:* Karmen McQuitty, Sharon Brooks, LuAnne Buck, Nikki Bentley, Caroline Palmer, Corey Sherman, Scott Behrends, Kristi Cobbs, Michelle Moran, Kristi Cobbs.
DOC: Kathleen Lonergan

Next Meeting: November 14, 2018 at Shakopee

Members met via tele-conference due to lack of meeting space at the DOC and cancellation of the visit to Shakopee. Members discussed the recent meeting at Shakopee between Task Force Members and incarcerated women. The following items were discussed:

Programming Concerns:

- Lack of Support for Longer Term women and “Lifers”
 - Per Scott Behrends, this was provided at one time, but was ~~terminated~~ I reiterated it was put on hiatus due to lack of inmate participation. The Task Force will have an opportunity to address this at the November meeting which will be held at Shakopee. Scott will provide the Task Force with the number of women at Shakopee who are currently considered to be Longer Term or serving a life sentence.
- Inadequate Mentorship Programs
 - Shakopee currently utilizes the Amicus program through the VOA. They are in the facility on a weekly basis. Women may be able to get mentorship upon release through the Prison Fellowship Academy. There are also mentorship opportunities through the ~~Native American~~ American Indian Prison Project. There may be some barriers to women understanding that they have these services available to them. I feel there are no barriers as we sent out Quarterly Programming schedules that the offenders sign up for The Task Force will have an opportunity to address this with staff at the November meeting.
- Lack of Healthy Relationship Programming
 - This appears to be programming that would be of great interest to the women in Shakopee. A group of staff has been working on implementing a program that is modeled after curriculum that is being used in a facility in Iowa. The process has been ongoing over the course of about two years. The Task Force will have an opportunity to address this with staff at the November meeting.
- Lack of Support for LGBTQ+ Inmates
 - There is currently no programming or support for LGBTQ+ women and the Task Force strongly supports programming for this segment of the Shakopee population. The Task Force will have an opportunity to address this with staff at the November meeting.

- Lack of Programming for Short Term Offenders
 - This is a DOC wide issue and there is an acknowledged lack of programming for short term offenders in general. The Task Force will have an opportunity to address this with staff at the November meeting.

Mental Health Concerns:

- Lack of Dialectical Behavioral Therapy
 - The Task Force will have an opportunity to discuss Shakopee's treatment modality at the November visit with clinical staff.
- Inadequate Mental Health Crisis Response
 - The Task Force will have an opportunity to discuss Shakopee's response at the November visit with clinical staff.
- Lack of access to medications
 - Per Scott Behrends, women are given access to medication and women are not precluded from prescription medication. The Task Force will have an opportunity to discuss this with clinical staff at the November meeting.

Policy Concerns:

- Disparate Funeral Policies for Incarcerated Men and Women
 - Currently, Shakopee is considered to be a "Level 3" facility which means women can attend the deathbed of a relative and a viewing of a deceased loved one, but are not allowed to attend funerals. Men who are at facilities designated as less secure would be allowed to attend funerals for loved ones. The Task Force would support a classification system that would allow low risk women to participate in funerals for their loved ones. The Task Force will have an opportunity to address this with staff at the November meeting.
- Disparate "No Touch" Policies for Incarcerated Men and Women
 - The express policy in this area is unclear; however, anecdotally, it appears that Shakopee may have a more severe practice in this area than the men's facilities. It is understood that this is an area governed by PREA. Karmen McQuitty will be reviewing PREA and Kristi Cobbs will follow up with the DOC PREA Director. Also, the Task Force will have an opportunity to address this with staff at the November meeting.

The following topics were also discussed: No CIP for long term offenders, visitation with Grandparents, and Tribal participation on the Task Force. The CIP program is statutory, and the Task Force does not feel that it would be able to effectively advocate for statutory changes at this time. Also, it appears that Grandparents are already given visitation rights subject to general visitation guidelines. The Task Force would like to actively recruit Tribal participation on the Task Force and fill the next open membership slot with a Tribal participant.

Nicole Bentley will draft a thank you letter in hopes that it will be published in the newsletter at Shakopee. She will work with Scott Behrends to get it out. The Task Force would like to have ongoing meetings and presentations at Shakopee.

Next Meeting:

Wednesday, November 14th AT SHAKOPEE