Meeting Minutes: Community Supervision Working Group

Date: 11/6/2026
Prepared by: Don Klick
In-Person Location: Pung 1 Room, 1450 Energy Park Drive Suite 200, Saint Paul, MN 55108
Website: https://mn.gov/doc/about/legislative-info/community-supervision-working-group/

Member Attendance

- Safia Khan, Department of Corrections
- Kelly Mitchell, Department of Corrections
- Kwesi Pasley, Department of Corrections (virtually)
- Greg Kryzer, Wright County Administrator
- Bethany Cox, Washington County Commissioner
- Nicole Hansen, Otter Tail County Administrator (virtually)
- Neal Gaalswyk, Cass County Commissioner (virtually)

Also Present:

- Kendra Sanders, Department of Corrections
- Sarah Burdash, Department of Corrections (virtually)
- Kelly Haff, Department of Corrections (virtually)
- Emilio Lamba, Association of Minnesota Counties (virtually)
- Rhonda VanSchoonhoven, Minnesota Association of Probation Officers (virtually)
- Melissa Scheid, Minnesota Middle Management Association
- Nick Witter, Minnesota Middle Management Association
- Gus Froemke, Teamsters Local 320 (virtually)
- Katie Jackson, Teamsters Local 320 (virtually)
- Joe Broge, American Federation of State, County, and Municipal Employees (virtually)
- Carter Diers, Department of Corrections, Field Services
- Sarah Eischens, Department of Corrections, Field Services

Action Items

- Approval of Draft Agenda and Draft Minutes of October 12 meeting
    - Motion made by Safia Khan
    - Motion Seconded by Bethany Cox

- Votes in Favor: Khan, Mitchell, Pasley, Kryzer, Cox, Hansen, and Gaalswyk
- Votes Against: None

Meeting Notes

1. Consultations (Discussion)

- Minnesota Association of Probation Officers (MACPO)
  - Presenters: Rhonda VanSchoonhoven
  - Concerns with timing of transitions because budgets are due by May 1st.
  - Concern over the lack of a probationary timeframe when personnel transition to counties.
    - Discussion regarding employees not changing jobs and they have already gone through a probationary period. Though this does not highlight how well they will fit in with the new office environment.
    - If there are no disciplinary issues identified there is a level of trust that is expected. The receiving agency needs to see the employees' file for transitioning employees to verify disciplinary records.
  - Concerned that counties could be required to submit up to 3 comprehensive plans in a year due to transitions.
  - Transition studies. They have not looked at the full system. Third party studies have done better non-biased studies compared with in-house studies.
- Minnesota Middle Management Association
  - Presenters: Melissa Scheid and Nick Witter
  - PTO was an important item that has already been discussed.
  - Are PERA-employees allowed to retire?
    - This has not been discussed. MSRS and the PERA systems have mechanisms that talk, though there are some rules that must be looked at to ensure employees don't lose time.
  - The representatives also asked if employees could be given the option of transferring hours or cashing out rather than having a set bank. They noted the financial impact to the sending employer would be the same either way.
- Teamsters Local 320
  - Presenters: Gus Froemke and Katie Jackson
  - They have limited representation of county probation groups.
  - Collective Bargaining Agreements/Rights (CBA/CBR) need to be protected. Will need to be put in a Memorandum of understanding / Memorandum of Agreement to protect these rights as employees transition.
    - Representatives present do not have the knowledge to discuss the process.
    - Matt Begansky indicated that it would depend on the county and how the contracts are written. For example, the MAPE contract accounts for delivery system transitions.
    - Teamsters: the new contract cannot supersede the CBA/CBR. If they do, they will have issues. This topic needs further discussions.

        - The final language will go out to all labor representatives to ensure they can review.
    - Overall supportive of the process.
- American Federation of State, County, and Municipal Employees (AFSCME)
    - Presenters: Joe Broge
    - The major concerns are regarding wages and benefits. Both items have already been discussed.
- Department of Corrections, Field Services
    - Presenters: Carter Diers and Sarah Eischens
    - Are District Supervisors being considered for transition to counties?
        - This topic has not been discussed
        - For county supervisors transitioning to DOC positions, they are fitted into the closest state position that matches their position description. When the transition goes the other way, if there is not a supervisory position available in the county then there could be a layoff, though this has yet to occur.
    - Adding clarity to the statute is important.
    - Need to respect the people that this transition is affecting. The employee needs to be kept as whole as possible.
    - There have been situations where employees left instead of transitioning because of loss of wages, benefits, etc. There is a significant cost in training new employees.
    - There needs to be early and good communication to promote a good transition.
    - Suggestions:
        - Increase PTO transfer from 80 hours to 120 hours.
        - There is no sick leave transfer currently in the works. Recommend 120 hours of sick leave as well.
        - The receiving employer should be allowed to offer additional PTO.
        - If there is a financial barrier to making the transition, the county/state should be allowed to waive or forgive this compensation from one employer to another.
        - There is confusion about how positions should be handled when they are split between counties and only one of those counties is changing delivery systems. If an employee is performing at least 50% of work in one county and the county transitions, then the employee should be offered a position with the transition.
            - The CCA statute reads that the employee is displaced. Discussion was held regarding what constitutes “displaced”.
            - The consensus is that if the employee is laid off, then they are displaced. If there is not a similar job in the receiving agency, then the employee is displaced.

2. Past Delivery System Transitions (Discussion)

- Emilio Lamba (CCA) reported $75,000 for total funding need on the county side.
- IT/Facility costs should be considered. These can be itemized and reported.

3. Next Steps

- Upcoming Meeting Dates
  - Thursday, November 19, 2026, 1:00 pm – 3:00 pm
  - Thursday, December 3, 2026, 1:00 pm – 3:00 pm
  - Thursday, December 10, 2026, 8:00 am – 8:30 am
- Report due on December 15, 2026.