Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: January 19, 2024
Hybrid Meeting: Minnesota Department of Corrections Central Office, Afton Room and via Webex

Members present in person were: Daryl Alkire, Jake McLellan, Jonathan Schiro, Kelly Mitchell, Kurt Mortenson, Michael Schommer, Nicholas Henderson, Rebecca Muskat, Scott Halvorson, Tami Jo Lieberg

Members attending online: Barb Weckmann Brekke, Kevin Glass, Ron Anthony, Erin Thorvaldson, Jenna Kavanaugh, Jon Priem, Kendric Holder, Wally Kostich

Absent: Julie Atella, Morgan Ironheart, Tierre Caldwell

Also present were: Carter Diers – online, Kevin Glass – online, as well as additional members of the public.

1. Call to Order & Roll Call
Assistant Commissioner Kelly Mitchell called the meeting to order at am. Roll call was taken.

2. Approval of Draft Meeting Agenda (Action)

Motion to approve 1st: Nick Henderson
Motion 2nd: Kurt Mortenson
Approved by: Kevin Glass

3. Approval of Draft meeting Minutes from December 7, 2023 (Action)

Motion to approve 1st: Nick Henderson
Motion 2nd: Kurt Mortenson
Approved by: Scott Halverson

4. Committee Updates (Discussion)

a. Evidence-Based Practices (EBP) Committee – Carter Diers, Kevin Glass
Carter Diers and Kevin Glass, the outgoing and incoming chairs of the Evidence-Based Practices Committee, described the committee's purpose and work. The committee was asked to assist with two of CSAC's deliverables (see Timeline of Deliverables), and the chairs expressed that they could do so.
b. Workload Subcommittee – Jake McLellan
The Workload Subcommittee is developing a request for information, to determine what a workload study could include and the potential cost. The subcommittee's goal is to provide a draft at the next meeting and to have the RFI published by March. The subcommittee will utilize information from the previous study as needed.

5. Supervision Fees Report Jon Shiro, Wally Kostich, Jake McLellan

a. Background: Jon Shiro, Wally Kostich, and Jake McLellan briefly provided some background on supervision fees, including when they are typically imposed, and what they are used for. The Legislature has sunsetted supervision fees as of August 1, 2027. Counties are required to report on their plans for phasing out supervision fees by August 1, 2025. It was reported that CCA counties use fees to offset levy dollars and to fund some probation-related positions. CPO counties are similar. DOC is slightly different in that revenue from supervision fees goes to the general fund. DOC has already phased out supervision fees for Felonies, fees used for programming, drug testing, and juvenile placement.
b. Discussion: What information should be included in the committee's supervision report?
CSAC is required to report on supervision fees by June 1, 2024. The committee discussed what should be included in the report. DOC is already required to issue an annual report on the supervision fees it collects, so at a minimum, CSAC's report could replicate the information and format in that report. Basic information about fee amounts will be reported in each county's comprehensive plan, so that data will be used to fulfill the data collection requirement. Members noted it is also important to include how the money is used and what the loss is going to be by county.

6. Prioritize Committee Deliverables and Develop Timeline (Discussion)

Tami Jo Lieberg led the committee through an exercise to help prioritize its deliverables under the statute. Standardization of data collection across three delivery systems is top priority of deliverables. It was noted that we will need to consider the cost of enhancements to collect, read and map data. The second priority is the need to consider long term goals for the CSAC committee. The third priority to focus on is the early discharge process and finding ways to eliminate financial penalty. CSAC members thought a subcommittee should be created to address this issue. See Tami Jo Lieberg PowerPoint and survey results.

7. Discuss Continuing Format of Committee Updates

The committee discussed ways to track and receive updates from the subcommittees and work groups tasked with various deliverable. There was a suggestion of creating a dashboard to review the progress of subcommittees. . CSAC reviewed the MN Justice Reinvestment Initiative workplan format as an example. See Tami Jo Lieberg handout for sub-committee updates.

8. Other Business? Next meeting is rescheduled for February 23, 2024

Committee members compensation explanation presented by Jake McClellan. See Compensation handout.

Meeting adjourned

Next Meeting Date: Friday, February 23, 2024 from 1pm to 3:30 pm

See Committee Webpage for instructions for viewing online:
https://mn.gov/doc/about/legislative-info/community-supervision-advisory-committee/