Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: September 29, 2023
Hybrid Meeting: Minnesota Department of Corrections Central Office, Afton Room and via Webex

Members present were Tierre Caldwell, Carter Diers, Morgan Ironheart, Jenna Kavanagh, Tami Jo Lieberg, Jake McLellan, Kelly Lyn Mitchell, Kurt Mortenson, Rebecca Muskat, Michael Schommer, Barb Weckmann Brekke.

Also present were David D'Amora, Taya Moxley-Goldsmith, Danelle Gorra, Carli Stark , and Erin Thorvaldson, as well as additional members of the public.

1. Introductions
DOC Assistant Commissioner Kelly Mitchell commenced the meeting. She explained that there is no chair designated in statute, so she would be leading the meeting informally today. She also explained that a few member appointments were still in process, so it was recommended that the committee wait until all members were appointed to elect a chair. AC Mitchell welcomed committee members and asked them to each introduce themselves and which constituencies they represent.

2. Review Committee Charge
AC Mitchell briefly went over the one-pager describing the committee charge. The committee was established as a recommendation from the Council of State Governments Justice Reinvestment work to bring together all three probation delivery systems in moving forward with consistent policy and practices. The committee has numerous areas for which it has been tasked with making recommendations.

3. Committee Operations and Charter
Danelle Gorra assisted the committee in discussing some ground rules for operation.

Functional teams require:
- Trust
- Constructive conflict
- Commitment
- Attention to results
- Accountability

Proposed Ground rules:
- Communications
  - Respond to emails within 24 hours
  - DOC support staff will serve as the main communicator for meeting notices
  - Members requested that emails include some title to identify this group

- Acronyms
    - Avoid when possible
    - Be direct
- Ask for help
- Include everyone in discussions, those who are silent may be called upon
- Decision making ○ Majority rules, but our goal will be to reach a consensus of the quorum
    - Input from stakeholders
    - Roll call votes are required because of the hybrid meeting format
    - The committee can't always see everyone online, so anyone attending that way should feel free to raise their hand or call out when they want to speak
- Procedure
    - Discussion period on a decision before a vote
- Meetings will be held on a monthly basis
    - We'll hold a longer meeting in December (to ensure all members are appointed) to do a more extensive overview of community supervision and our charge
    - Flexibility to add additional meetings
- Team Roles
    - Chair, co-chair, recorder
    - Statute did not identify who the chair is
    - Hold off on selecting until all members are appointed

4. Open Meeting Law Review

Taya Moxley-Goldsmith explained that the Community Supervision Advisory Committee is a public body subject to the requirements of the open meeting law. See PowerPoint slides to review her presentation.

- Requirements ○ Must be open to the public, with limited exceptions
    - Decisions related to official business require a quorum or more of voting members
    - Training and team building not subject to open meeting law
- Use of email
    - Making decisions over email violates open meeting law
    - One way communication is okay
- Serial meetings (i.e., multiple meetings with groups smaller than a quorum) violation the open meeting law
- Fashioning an agreement outside of the meeting violates the open meeting law
- Types of meetings
    - Regular meetings: posted on website 10 days in advance
    - Special meetings 3 days advance posting on website: date, time, place, and meeting purpose of the meeting.
    - Emergency meetings
    - Closed meetings
        - Meetings can be closed if required or permitted by law
        - All closed meetings must be recorded with exception of attorney client privelege
- Meetings and technology
    - Format can include telephone meeting or interactive technology meetings
    - All members must be able to hear one another

- The public must be able to hear all attendees
- One member of the committee must be located in the regular meeting room
- Votes must be by roll call

• Meetings involving fewer than a quorum are not subject to the open meeting law requirements

5. Council of State Governments – Review Justice Reinvestment and Technical Assistance

Erin Thorvaldson and David D'Amora from the Council of State Governments provided an overview of the Justice Reinvestment project in Minnesota. Phase 1 was initiated by the counties and involved data analysis and stakeholder engagement to inform the development of policy options. Phase 2 involves policy implementation. Minnesota is finalizing its scope of work for phase 2, and the majority of that work will likely be related to the recommendations this committee is tasked with making. At the same time, Minnesota applied for and received technical assistance for implementation of post conviction risk and needs assessment. This technical assistance will include selecting a universal community supervision risk and needs assessment tool that is normed for the Minnesota population, developing consistent cutoffs for levels of supervision, and Implementation science training.

6. What else do you need to prepare for this work?

Committee members were asked to identify what would be helpful to them as the committee embarks on this work. Suggestions included:

• Identify existing workgroups that are working on issues included in this committee's list of responsibilities; have representatives come and present to this group.
• Provide an overview of the three delivery systems.
• Provide an overview of the history of evidence based practices and efforts.
• Define Risk-Need-Responsivity.
• Develop a glossary of terms; keep adding definitions; post this on the committee website.
• Develop a regular meeting schedule.