DEPARTMENT OF CORRECTIONS

# Community Supervision Advisory Committee

**Meeting Date:** September 30th, 2024
**Hybrid Meeting:** Afton Room, Minnesota Department of Corrections Central Office, 1430 Energy Park Drive, St. Paul, MN 55108 and via Webex

## 1. Call to Order & Roll Call

Chair Kelly Mitchell called the meeting to order at 1:03 pm. Roll call was taken.

Members present in person (6): Ron Antony, Molly Bruner, Kelly Mitchell, Jacob McLellan, Kurt Mortenson, Jonathan Schiro.

Members attending online (7): Julie Atella, Kim Britt, Kevin Glass, Nicholas Henderson, Wally Kostich, Rebecca Muskat, Jon Priem.

Members Absent (7): Brandon Alkire, Tierre Caldwell, Scott Halvorson, Morgan Ironheart, Tami Jo Lieberg, Michael Schommer, Barb Weckman-Brekke.

Also present: Jamie Bain, Matt Cook, Kendric Holder, Mongkol Teng, Sephria Reynolds-Tanner, Erin Thorvaldson.

Quorum was present.

## 2. Approval of Draft Meeting Agenda (Action)

**Motion** by Kurt Mortenson and second by Jon Schiro to approve the meeting agenda.
**Motion carried** on a unanimous roll-call vote (13-0).

## 3. Approval of Draft meeting Minutes from August 14th, 2024 (Action)

**Motion** by Julie Atella and second by Jon Schiro to approve the minutes of the August 14, 2024 meeting.
**Motion carried** on a unanimous roll-call vote (13-0).

## 4. Election of New CCA and CPO Co-Chairs (Action)

At the August meeting, CSAC adopted a new charter requiring three co-chairs, one from each community supervision delivery system. There being a vacancy in the CCA and CPO co-chair positions, the committee held an election to fill those positions.

CCA Co-Chair Election

**Motion** by Wally Kostich and second by Ron Antony to nominate Molly Bruner as CCA Co-Chair.

**Motion carried** to elect Molly Burner as CCA Co-Chair on a unanimous roll-call vote (13-0).

CPO Co-Chair Election

**Motion** by Kevin Glass and Second by Ron Antony to nominate Jon Schiro as CPO Co-Chair.
**Motion carried** to elect Jon Schiro as CPO Co-Chair on a unanimous roll-call vote (13-0).

## 5. Timeline Review – Jamie Bain (Discussion)

(**SEE ATTACHED PRESENTATION**) Jamie Bain from Management Analysis Division (MAD) provided a brief high-level overview of where the committee is on the eleven deliverables. The committee will receive reports on several deliverables at the next two meetings in October and November. The committee will be seeking an extension on some deliverables as work has yet to be started.

After the November 4th meeting MAD will work to draft the report to the Commissioner before the November 15th meeting. This report will then get approved and will be submitted to the Commissioner of Corrections on December 5th. He will then have 45 days to respond to this report.

There was some discussion on the time allotted for various deliverables at the next meeting. Given the time needed to present those deliverables, members questioned whether there would be sufficient time to conduct the necessary business at the next meeting. Members agreed to extend the meeting to 4pm. Room reservation has been modified. It is confirmed that the next meeting will have a run time of 3 hours 1pm-4pm.

## 6. Update on Commissioner's Response to Deliverable 1: ISR Transformation Recommendation (Discussion)

Kelly Mitchell provided an update on the Commissioner's response to the ISR Transformation recommendation. The Commissioner is supportive of the recommendation. However, the response has been delayed because it must include a timeline for action, and as this is a new process, some consideration needs to be given to how policymaking will work. For example, DOC is working through whether a new approval process is needed for DOC Policy vs Statewide Policy. The timeline also needs to also consider MACCAC and MACPO and their approval process for policies, including being able to bring information back to their stakeholders and obtaining feedback. Finally, DOC is launching MRRA in 2025, and has to consider how that will affect the timing of policymaking in other areas.

Some discussion ensued about whether policy would need to come back through CSAC before being enacted. Mitchell said it is anticipated that CSAC would have an opportunity to at least comment on policy before it would be finally enacted.

## 7. Review Reunification Principles from the Domestic Violence Steering Committee

The Committee reviewed the IPV Reunification Principles, which had been initially presented at the August meeting. MACPO directors' group did review this past Friday the 27th, and they were in support of the guidelines and principles. MACCAC is also supportive of these principles and guidelines.

Members highlighted the importance of getting the victim's input on what they would like to do to help create healing and safety plans. This enables probation officers to work with families and clients, as well as hearing all voices. The principles embrace these concepts but also recognize the risks that are always associated with reunifications.

The Committee had some discussion about whether the principles themselves would be policy or would be attached to a policy. It was suggested that they could potentially be attached to a policy on case planning.

**Motion** by Wally Kostich and seconded by Rebecca Muskat to approve Deliverable 1 recommendations. **Motion carried** on a unanimous roll-call vote (13-0).

## 8. Discussion and Approval of Deliverable 11(b): Workload Study – Draft Progress Report (Action)

The Committee reviewed a draft of the final report on deliverable 11(b) relating to the workload study. This document was a test run of how the final report will address each deliverable. Committee members offered some feedback on the draft but did not take vote to allow for updates to be made in line with their feedback.

## 9. Subcommittee Updates

*See written submissions by Risk and Needs Assessment Committee and JRI Phase 2 Committee.*

No major updates from subcommittees. All subcommittees are getting ready to present on 10/29. They are continuing to have working groups so recommendations can be finalized.

## 10. Other business

Resignation received from Morgan Ironheart; the position has been posted on the Secretary of State website.

The meeting was adjourned at 2:28 pm without objection.