DEPARTMENT OF CORRECTIONS

Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: January 29th, 2025
Hybrid Meeting: Itasca Room of the Department of Corrections (DOC) and via Webex

Members attending in person (5): Molly Bruner, Becky Bales-Cramlet, Jake McLellan, Kelly Mitchell, Kurt Mortenson.

Members attending online (6): Julie Atella, Kevin Glass, Traci Green, Rebecca Muskat, Jonathan Schiro, Barb Wekmann-Brekke.

Members Absent (7): Brandon Alkire, Ron Antony, Kim Britt, Tierre Caldwell, Scott Halvorson, Nicholas Henderson, Jon Priem.

Also present: Matt Cook (AMC), Jennifer Kisela (CSG), MacKenzie Strum (Lutheran Social Services MN), Evon Westcott (Brown County Probation).

1. Call to Order & Roll Call

Co-Chair Kelly Mitchell called the meeting to order at 9:00 am. Roll call was taken.

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from November 4th, & November 15th, 2024 (Action)

Motion to approve: Kurt Mortenson
Motion 2nd: Julie Attella
Motion carried on a unanimous roll-call vote.

3. Welcome and Introduction of New Committee Member – Traci Green (MACPO)

4. Sub-Award Update (Discussion) – Kelly Mitchell (DOC)

- The Sub-Award was approved to fund the LS/CMI validation and changes to Corrections Services Technology Solutions (CSTS) to facilitate case planning changes that were recommended. Moving to put the Sub-Award contracts in place. Recently received notice of all grant funding being put on hold by the federal government. All processes are currently on hold to determine how this will affect the committee and to determine the next steps. The Council of State Government – Justice Center (CSG) will share updates as they are available.

5. Workload Study Update (Discussion) – Jake McLellan (DOC)

The Workload Study Subcommittee met on January 13th for an initial review of the submissions in response to the request for proposal (RFP) after which follow-up questions were submitted to respondents. An additional meeting was held on January 23rd to review final scoring and final deadline was January 27th for scoresheet submission. DOC will then apply the cost score to the RFPs and the Subcommittee will make a recommendation on vendor selection to the MN Department of Administration after that.

6. JRI II Update (Discussion) – Kelly Mitchell (DOC)

The focus has been to review the DOC Commissioner's Response and determine how it affects the work the group already had planned. They are in the preliminary stages of this review.

CSG is providing support for CSAC meetings through July. They have been reviewing the Commissioner's Response and beginning to outline priorities for 2025. Additionally, they are working on developing a supervision forecast model to support the funding formula work.

7. Risk and Needs Committee Updates (Discussion) - Jennifer Kisela (CSG)

The risk and needs assessment committee has been meeting monthly and has been looking at the possibility of developing a Minnesota specific pre-screener. They are also looking at potential recommendations for offense-specific and gender-responsive risk assessment tools, including parameters that counties can follow when choosing to use these additional assessments.

8. Review of DOC Commissioner's Response (Discussion) – Molly Burner (MACCAC) / Kelly Mitchell (DOC)

Chair Bruner reviewed the Commissioner's response at a higher level, identifying concurrence and variations from CSAC's original recommendations. Members then went into small groups to discuss the Commissioner's response.

- Overall small groups were appreciative of the DOC Commissioner's support of CSAC's recommendations.
- Members noted that CSAC should have a voice in community probation issues and that there should be an avenue if there is a disagreement between CSAC and DOC Commissioner
- Members also noted that the timelines that were recommended by CSAC are very tight which will lead to another busy year
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CSAC then reviewed the deliverables in-depth for initial review of timelines, priorities/work plans, and responsibilities.

The committee broke into small groups to discuss highest priorities of the items/deliverables discussed earlier.

- Members said they would like to have points where victims are asked for input. Need to also have input from all those who are affected (i.e., clients, personnel working in the system, etc.).
- Members also stressed the importance of being intentional in the implementation, because a lot of these deliverables overlap.
- Members focused in on the importance of developing the outline of supervision standards because this will be the roadmap for not only the current deliverables, but the long-term vision for community supervision.

9. Other business

Recruitment – Still recruiting for Individuals who have been on supervision in Minnesota. A few new applications have been received to fill the position that has been sitting vacant for a while. We also have a committee member, someone with lived experience, who has not been able to participate, and we are working on opening that position as well.

10. Adjournment

The meeting was adjourned at 11:56 AM.