



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: October 22nd, 2025
Hybrid Meeting: MN Department of Corrections and via Webex

Members attending in person (8): Molly Bruner, Carter Deirs, Kami Genz, Traci Green, Kurt Mortenson, Jon Schiro, Jennifer Verdeja, Barb Weckmann-Brekke.

Members attending online (7): Ron Antony, Julie Atella, Machell Frisbie, Kevin Glass, Don Lannoye, Marlin Meszaros, Layne Sutherland.

Members Absent (8): Kim Britt, Amber Brown, Jessica Fralich, Nicholas Henderson, Kelly Mitchell, Rebecca Muskat, Jon Priem, Toby Stephens.

Also present: Don Klick (DOC), Emilio Lamba (MACCACC), John Marsolek (JRI II WG), Tessa Nelson (RNR WG), Julie Rud (Hennepin County), Rhonda VanSchoonhoven (JRI II WG)

1. Call to Order & Roll Call

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

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from September 24th, 2025 (Action)

Motion to approve: Julie Atella

Motion 2nd: Kurt Mortenson

Motion carried 14-0 (Barb Weckmann-Brekke arrived after vote)

3. New Draft Policy Review (Discussion)

- Risk and Needs Assessment Policy – Tessa Nelson (Risk, Needs, and Responsivity (RNR) Working Group)
 - Purpose: Standardize use of risk and needs assessments across all supervision agencies in Minnesota.
 - Reviewed [Draft Risk and Needs Policy](#) discussing:
 - Use of key tools: Level of Service/Case Management Inventory (LS/CMI), Dynamic Risk Assessment (DRA), and pre-screener. Including tool validation/revalidation and training requirements.
 - Consistency in terminology with all policies.
 - Agencies must conduct a pre-screener and/or LS/CMI within 60 days of case assignment.

- Reassessments must occur annually for medium and high-risk clients and/or when significant new information arises.
 - Do agencies have the capacity to conduct for medium risk?
 - Should Very-High risk be included?
 - Policy will be brought to supervision agencies for review and feedback. Policy will be discussed and either sent back for updates or voted on during November's meeting.
- Intimate Partner Violence (IPV) Policy – Traci Green (Domestic Violence Steering Committee-DVSC)
 - Purpose: Provide safety and establish consistent, victim-centered reunification procedures
 - Reviewed [Draft IPV Policy](#) discussing:
 - Changes to policy since last presentation.
 - Clarified language around “at-risk persons.”
 - Strengthens language from principles to expectations.
 - If working with IPV cases, training must be completed within the first year of employment.
 - Concerns discussed about requiring signed release for communication with victims.
 - Suggestions to broaden “victim services” language.
 - Policy will return to the subcommittee for revisions and brought back in November.
- Case Planning Policy – John Masolek & Rhonda Schoonhoven (Justice Reinvestment Initiative (JRI II) Working Group)
 - Purpose: Establish expectations for case planning with high and very-high risk clients.
 - Reviewed [Draft Case Planning Policy](#) discussing:
 - Limitations in case planning for medium-risk clients. This will be revisited once deliverables are complete.
 - Full funding not received from legislature
 - Pending LS/CMI validation
 - Workload study is ongoing
 - Supervision standards are underdevelopment
 - Evidence-based case planning process.
 - Integration with Corrections Services Technology Solutions (CSTS).
 - Roles and responsibilities within case planning.
 - Quality assurance and data collection.
 - Policy will be brought to supervision agencies for review and feedback. Policy will be discussed and either sent back for updates or voted on during November's meeting.

4. Workload Study Update (Discussion) – Carter Deirs (DOC)

- Reviewed timeline and phases of the study.
- Phase 2 (Design) begins December 2-3.

- Discussed topics in scope/out of scope
 - **In Scope:** Felony, gross misdemeanor, targeted misdemeanors, Pre-Sentence Investigations (PSIs), and bail evaluations.
 - **Out of Scope:** Diversion or deferral from prosecution cases, pretrial supervision, and non-targeted misdemeanors.
- Discussed the inclusion of pre-dispositional investigations (PDIs) into scope.
- This will be brought to supervision agencies for review and feedback and brought back to CSAC for action in November. Design team will proceed under draft scope until formal vote by CSAC in November.

5. CSAC Terminology Glossary Update (Discussion) – Molly Bruener

- Ongoing effort to standardize definitions across policies.
- Document tracks variations and will be finalized once more policies are drafted. These definitions will be brought to supervision organizations for review and feedback of definitions.
- Suggestion to have Evidence-Based Practices (EBP) assist with final wordsmithing.

6. Deliverables Update (Discussion) – Don Klick

Deliverable 1 (Statewide Supervision Standards)

- The ISR Policy Update was implemented on 6/16/2025. It has been posted in the DOC Policy Manual on the public website.
- IPV Policy was reviewed at October meeting (see above). Policy brought back to subcommittee for updates.
- JRI 2 is in the process of reviewing APPA supervision standards and is drafting an outline in the coming months.

Deliverable 2 (Risk and Needs Assessment Tools)

- The LS/CMI study is ongoing by the University of Nebraska – Omaha.
- Risk and Needs Policy was reviewed at October meeting (see above). The policy is going to the supervision agencies for review and feedback.
- MNSTARR 3.0 is current in use. A policy will be reviewed by the DOC Executive Team.

Deliverable 3 (Assessment-Driven Collaborative Case Planning)

- The Case Planning Policy was reviewed at October meeting (see above). The policy is going to the supervision agencies for review and feedback.
- CSTS enhancements are on hold.

Deliverable 5 (Gender Responsive, Culturally Appropriate, and Trauma-Informed Services)

- Policy will be brought to CSAC during November meeting.

Deliverable 6 (Statewide Behavior Response Grid)

- Behavior Modification Memo was approved by CSAC at August 2025 meeting.

Deliverable 7 (Performance Indicators for Supervision)

- No Update

Deliverable 8 (Statewide Training, Coaching, and Quality Assurance Systems)

- Policy was approved by CSAC at August 2025 meeting.

Deliverable 10 (Plan to Eliminate Financial Penalty for Early Discharge)

- Workload study was discussed at October meeting (see above). Recommendations for in scope and out of scope were sent to supervision agencies for review and feedback.

Deliverable 11b (Review and Reassess the Workload Study) – No Update

- The workload study is finalizing the agency survey and has two overarching goals:
 - Get the lay of the land in terms of practice across the state so that it can identify the counties to reflected and which counties should be prioritized to participate to get the information needed.
 - Get a sense of the different case types across the state so that we are prepared to go into the workload study design stage understanding which discrete case types we will be studying.

7. Other business

- Rescheduling of November and December CSAC Meetings
 - Friday, November 21st, 9:30 am – 12:30 pm
 - Monday, December 22nd, 9:30 am – 12:30 pm
 - Move future CSAC Meetings from 9:30 am – 12:30 pm

8. Public Comment

There was no public comment.

9. Adjournment

The meeting was adjourned at 11:31 am.