



## Meeting Minutes: Community Supervision Advisory Committee

**Meeting Date:** November 21<sup>st</sup>, 2025  
**Hybrid Meeting:** MN Department of Corrections and via Webex

Members attending in person (6): Carter Deirs, Kevin Glass, Traci Green, Kelly Mitchell, Kurt Mortenson, Jon Schiro.

Members attending online (10): Julie Atella, Amber Brown, Molly Bruener, Jessica Fralich, Nicholas Henderson, Don Lannoye, Jon Priem, Toby Stephens, Layne Sutherland, Barb Weckmann-Brekke.

Members Absent (7): Ron Antony, Kim Britt, Machell Frisbie, Kami Genz, Marlin Meszaros, Rebecca Muskat, Jennifer Verdeja.

Also present: Alexis Finnegan (TBD), Don Klick (DOC), Tracy Hudrlik (JRI II WG), John Marsolek (JRI II WG), Carrie Scardigli (Hennepin County), Rhonda VanSchoonhoven (JRI II WG).

### 1. Call to Order & Roll Call

Co-Chair Kelly Mitchell called the meeting to order at 9:01 am. Roll call was taken.

### 2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from September 24<sup>th</sup>, 2025 (Action)

Motion to approve: Traci Green

Motion 2<sup>nd</sup>: Kurt Mortenson

**Motion carried 16-0**

### 3. Draft Policy Approval (Action)

- Case Planning Policy – John Masolek & Rhonda Schoonhoven (Justice Reinvestment Initiative (JRI II) Working Group)
  - Key Points:
    - Removed “moderate” risk language from the purpose section; replaced with “high” and “very high” risk.
    - Clarified and revised Key Component A2 regarding documentation of case planning at each planned client visit.
    - Updated definition of “Case Planning” to reflect a broader, framework-based approach.
    - Replaced “gift cards” with “certificates” under incentives due to policy concerns.

- Adjusted documentation expectations in CSTS and progress notes.
- Added clarification that case plans must align with the Risk-Need-Responsivity (RNR) model.

Motion to approve: Traci Green

Motion 2<sup>nd</sup>: Julie Atella

**Motion carried 16-0**

- Risk and Needs Assessment Policy – Tessa Nelson (Risk, Needs, and Responsivity (RNR) Working Group)
  - Pushed to December CSAC meeting.

#### **4. Workload Study Scope (Action)**

- Key inclusions: felony, gross misdemeanor, and misdemeanor (excluding non-DWI traffic), pre-disposition investigations

Motion to approve: Kevin Glass

Motion 2<sup>nd</sup>: Carter Deirs

**Motion carried without objection**

#### **5. New Policy Review (Discussion)**

- IPV Policy – Traci Green (DV/IPV Steering Committee)
  - Key Updates:
    - Clarified applicability to both agents and DOC facility case managers.
    - Added specificity to release of information requests.
    - Clarified training expectations, which will be further refined.
    - Added tribal court orders to the list of recognized protective orders.
  - Returned to sub-committee for revisions, review again in December.
- Gender, Culturally, and Trauma Responsive Training – Kevin Glass (EBP)
  - Key Points
    - Training to be in addition to the 16-hour EBP training requirement.
    - Definitions to align with other CSAC policies
    - Discussion on expectations for training content, delivery, and agency responsibilities.
    - Discussed the inclusion of tribal communities and training related to tribal-state relations.
  - Returned to committee for revisions.

#### **6. Deliverables Update (Discussion) – Did not Discuss**

## **7. CSAC Terminology Glossary Update (Discussion)**

- Held over till next month.

## **8. Other business**

- 2026 CSAC Schedule (Action)
  - Meetings will continue to be held on the 4<sup>th</sup> Wednesday of the month, except for November and December because of proximity to holidays. These months will be held:
    - November 18<sup>th</sup>
    - December 16<sup>th</sup>

## **9. Public Comment**

There was no public comment.

## **10. Adjournment**

The meeting was adjourned at 11:50 am.