



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: November 21st, 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 24th, 2025 (Action)

Motion to approve: Traci Green
Motion 2nd: 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 2nd: 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 2nd: 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)

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 4th Wednesday of the month, except for November and December because of proximity to holidays. These months will be held:
 - November 18th
 - December 16th

9. Public Comment

There was no public comment.

10. Adjournment

The meeting was adjourned at 11:50 am.