



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: December 22nd, 2025

Hybrid Meeting: MN Department of Corrections and via Webex

Members attending in person (8): Molly Bruner, Carter Deirs, Kevin Glass, Marlin Meszaros, Kelly Mitchell, Kurt Mortenson, Jon Schiro, Barb Weckmann-Brekke.

Members attending online (12): Ron Antony, Julie Atella, Kim Britt, Amber Brown, Kami Genz, Traci Green, Don Lannoye, Rebecca Muskat, Jon Priem, Toby Stephens, Layne Sutherland, Jennifer Verdeja.

Members Absent (3): Jessica Fralich, Machell Frisbie, Nicholas Henderson.

Also present: Andrea Bogie (Evident Change), Sarah Covington (Evident Change), Don Klick (DOC), Rhonda VanSchoonhoven (JRI II WG), Wendy Spry (DOC), Dr. Zach Hamilton (University of Nebraska, Omaha).

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: Julie Atella

Motion 2nd: Barb Weckman-Brekke

Motion carried 19-0 (Toby Stephens abstained)

3. Draft Policy Approval (Action)

- Risk and Needs Assessment Policy – Tessa Nelson (Risk, Needs, and Responsivity (RNR) Working Group)
 - Discussion
 - Applicability clarified for adult clients
 - Definition of “significant new information” refined
 - Reassessment required annually for clients engaged in case planning or when significant changes occur
 - Added timelines: LSCMI within 60 days and DRA within 90 days
 - Validations standards included

Motion to approve, with edits: Carter Diers

Motion 2nd: Kurt Mortenson

Motion carried 17-0 (Kim Britt, Amber Brown, and Toby Stephens abstained)

4. New Policy Review (Discussion)

- IPV Policy
 - Presented by Traci Green and Liz Richards
 - Applicability expanded to include DOC work release agents and facility case managers
 - Clarified roles in reunification process
 - Training requirements: Within first year, which is strongly encouraged for all staff
 - Policy to circulate for feedback; vote expected in February
- Gender, Culturally, and Trauma Responsive Training – Kevin Glass (Statewide Evidence-Based Practices (EBP) Advisory Committee)
 - Updates presented:
 - Removed language on ethics/boundaries
 - Added recognition of tribal nations
 - Clarified initial and ongoing training requirements
 - No fixed training hours assigned; flexibility maintained
 - Discussions:
 - Inclusion of tribally inclusive language
 - Direction to return policy to EBP for refinement
 - Consideration for statewide training academy alignment and future standardization
 - Revised draft returned to EBP to come back to committee in February.

5. Workload Study Update (Discussion)

- Presented by Andrea Bogie and Sarah Covington (Evident Change)
 - Goal is to inform funding formula based on time study
 - High survey response rate (93%)
 - Data collection planned for Spring 2026, analysis by year-end
 - Challenges: variability in supervision levels and standards
- Recruitment and pilot study beginning in early 2026

6. LS/CMI Validation Update (Discussion)

- Presented by Dr. Zacary Hamilton (University of Nebraska – Omaha)
- Large sample (130,000+ cases)
- Analysis includes predictive performance by race, gender, and county
- Interim report forthcoming: final report expected in June 2026

7. Deliverables Update (Discussion)

- Did not review all deliverables

8. CSAC Terminology Glossary Update (Discussion)

- Reviewed inconsistencies across policies
- Decision made to use latest definitions for all new policies
- Update older policies during annual review

9. Other business

- Recognition of outgoing co-chair, Jon Schiro, for his leadership and contributions
- Kevin Glass to assume co-chair role in 2026

10. Public Comment

There was no public comment.

11. Adjournment

The meeting was adjourned at 12:41 pm.