Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: February 26th, 2025
Hybrid Meeting: Afton Room of the Department of Corrections (DOC) and via Webex

Members attending in person (6): Molly Bruner, Becky Bales-Cramlet, Jake McLellan, Kelly Mitchell, Kurt Mortenson, Jonathan Schiro.

Members attending online (7): Julie Atella, Kim Britt, Kevin Glass, Traci Green, Nicholas Henderson, Rebecca Muskat, Jon Priem.

Members Absent (5): Brandon Alkire, Ron Antony, Tierre Caldwell, Scott Halvorson, Barb Wekmann-Brekke.

Also present: Caroline Koerner (MN Information Technology – MNIT), Becky Pogatchnik (Arrowhead Regional Corrections), Sephria Reynolds-Tanner (Council of State Governments-Justice Center – CSG), Erin Thorvaldson (Council of State Governments-Justice Center – CSG)

1. Call to Order & Roll Call

Co-Chair Molly Bruner called the meeting to order at 9:02 am. Roll call was taken.

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from January 29th, 2025 (Action)

Motion to approve: Kurt Mortenson
Motion 2nd: Jake McLellan
Motion carried 13-0-1 (Becky Bales-Cramlet was not present for vote)

3. ISR Transformation Policy – Jacob McLellan (DOC) (Discussion)

Jake McLellan presented a draft policy for Intensive Supervised Release (ISR) supervision standards focusing on procedures and forms that were presented to the committee. Jake requested that feedback be provided to him by March 14th and noted that he would incorporate the feedback received and bring the revised policy back to the next meeting.

4. Sub Award Update – Erin Thorvaldson (CSG) (Discussion)

When a state is involved in justice reinvestment, there's an opportunity for a sub award for up to $500000 that is through CSG (the justice reinvestment grant to CSG is funded by the Bureau of Justice Assistance). MN applied for this award and was recently approved, and currently have just under $400,000 for different initiatives. With the sub award, CSG can work in MN until around September

2026.

There are four main areas that CSG is focusing the sub award funding with a lot of overlapping areas with the CSAC deliverables

1. Help facilitating technology enhancements in the CSTS data system. This will support deliverable #3 for assessment driven case planning.
    a. Some integration of the full case planning and responsibility appointment structure and some enhanced chronos for documentation
    b. The ability to create and match interventions to one or more of the risk need domains so the results of LS/CMI will be available. This will allow case plans to be targeted towards individual needs.
2. Validation of Level of Service/Case Management Inventory (LS/CMI) risk and needs tool on MN criminal justice population. A vender will be selected and awarded soon so that work can start. There is also an ongoing discussion of a prescreener which needs to be decided.
3. Creating enhanced reporting for MN multiple data systems and allow for more accurate and complete reporting to inform community supervision strategies.
4. Providing training and certification for MN's master trainer which will provide fidelity for implemented policy changes and support ongoing quality assurance efforts.

5. Subcommittee Report Timelines – Erin Thorvaldson (CSG) / Sephria Reynolds-Tanner (CSG) (Discussion)

CSG would like to make sure there is a regular reporting process for the different deliverables and tasks that CSAC is responsible for. This will ensure accurate tracking of the status of all deliverables. To achieve this, the following items will be discussed:

- Monthly Reporting Mechanism
    - CSG will be putting together a tracker for each committee based on specific tasks identified in the DOC Commissioner's Response. During CSAC monthly meetings, there will be an opportunity to share progress, challenges, and ultimately the status of these tasks.
    - CSG reviewed standard reporting tool what will be individualized for each working group. These reporting tools will identify:
        - Identification of the Deliverable
        - DOC Commissioner's Response
        - A status on progress for the deliverable
        - Key activities for the month
        - Challenges, needs, or support required
        - CSAC suspense dates
        - Point person to report deliverable updates

- Active Workplans
    - The monthly reports will feed into an overall workplan where CSAC will be able see all the progress made on the deliverables.

6. Report Formats – Erin Thorvaldson (CSG) (Discussion)

CSG is seeking CSAC guidance to finalize the sequencing and prioritization of deliverable tasks to ultimately make the trackers and workplans tools to help the committees and working groups know exactly what they are responsible for. Reviewed high-level CSAC Deliverable tracking document discussing the breakdown of each deliverable into specific tasks and ways to filter the document to find items within it.

The document also has tasks broken down and placed on a timeline so that tasks can be seen in relation to each other and the suspense date for each task. Multiple tasks were discussed:

- Statewide supervision standards. ISR and IPV have a due date within the next six months.
- Comprehensive outline and proposed prioritization and timeline for the full set of supervision standards have deadlines within the next six months.
- Additional recommendations around supervision standards for misdemeanors not screened with LS/CMI are due within a year. These recommendations should be drafted after the full set of supervision standards.
- Three things are happening right now:
    - Adopting the LS/CMI as a general risk and needs assessment tool
    - Continue identifying the statewide prescreener for probation clients
    - Studying and making recommendations for the formal integration of MinSTARR 3.0
- Statewide behavior response grid and pursuing language change are both identified within the next six months.
- Statewide training, coaching, and quality assurance systems and the policies around training are identified within the next six months.
- Workload study to analyze the impact of early discharge should be completed within the next year.

Another document was discussed which compiled the monthly reports of all the committees and working groups into one document. The idea for this document is that it is a living and breathing document of the current status of each deliverable.

Members discussed various processes for completion of deliverable tasks:

- CSAC needs to work within the DOC Policy Review Process to ensure annual reviews of policies are being completed in a timely manner.
- CSAC members need to take timeframes and deliverables back to their respective agencies to determine if there are discrepancies or unrealistic expectations so that CSAC can address those issues.

- Monthly CSAC documentation will be sent out to members no later than one-week before the meeting. CSG requests that monthly reports from committees and working groups be sent to them no later than the Monday before the meeting to allow them time to compile the information.

7. Other business

Recruitment Jake McLellan (DOC) – We are waiting on one more individual to get their application submitted, which will give us three applicants for two positions. Recommendations will be submitted to the DOC Commissioner for appointment.

10. Adjournment

The meeting was adjourned at 11:14 AM.