



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: March 26th, 2025
Hybrid Meeting: Scott County Government Center, Shakopee, MN and via Webex

Members attending in person (7): Kim Britt, Amber Brown, Molly Bruner, Kelly Mitchell, Kurt Mortenson, Rebecca Muskat, Barb Wekmann-Brekke.

Members attending online (7): Ron Antony, Julie Atella, Becky Bales-Cramlet, Kevin Glass, Scott Halvorson, Jake McLellan, Jon Priem.

Members Absent (4): Brandon Alkire, Traci Green, Nicholas Henderson, Jonathan Schiro.

Also present: Matt Cook (MN Association of Community Corrections Act Counties-MACCAC), Will Cooley (MN Justice Research Center - MNJRC), Becky Pogatchnik (Arrowhead Regional Corrections), Sephria Reynolds-Tanner (Council of State Governments-Justice Center – CSG), Julie Rud (Hennepin County), 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 February 26th, 2025 (Action)

Motion to approve: Rebecca Muskat

Motion 2nd: Barb Weckman-Brekke

Motion carried 12-0-2 (Becky Bales-Cramlet and Kelly Mitchell were not present for vote)

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

Jake McLellan presented an updated draft for Intensive Supervised Release (ISR) supervision standards based off suggestions received from committee members since February's CSAC meeting. He identified updates to release planning, electronic monitoring, supervision standards, contact standards, and transition planning. Members also discussed the process to increase supervision intensity, suicide, overdose, and violence against persons on supervision, and collaboration and communication with provider regarding case plans.

The policy will be reviewed by applicable agencies and voted for recommended adoption by CSAC at April meeting.

4. Discuss Feedback on Task Sequencing, Priorities, and Timelines – Erin Thorvaldson (CSG) and Sephria Reynolds-Tanner (CSG) (Discussion)

CSG provided an overview of the sequencing and timeline tracking document. Members discussed concerns with timelines and sequencing regarding the timeline of drafting policies, combining of complimentary policies into a single policy, and subcommittee duties.

5. Discuss Committee Progress and Feedback – Erin Thorvaldson (CSG) and Sephria Reynolds-Tanner (CSG) (Discussion)

Deliverable 1 (Statewide Supervision Standards) – The ISR Policy updates was already discussed at this meeting.

The working group drafting the Intimate Partner Violence (IPV) Reunification Policy indicated that it is not a formal part of CSAC but is in the beginning stages of determining how the drafting will take place. They are not planning on submitted a monthly report this month. The suggestion was made to hold a meeting with the leads involved to understand everyone's roles, the CSAC process, and how to coordinate.

CSG is currently compiling all the supervision standards or supervision policies from across the counties.

Deliverable 2 (Risk and Needs Assessment Tools) – Level of Service/Case Management Inventory (LS/CMI) validation work is starting to move forward. There've been conversations about the ongoing development of pre-screener tools. Is it appropriate for MNSTARR 3.0 to fall under the Risks and Needs working group or should it fall under Justice Resource Institute (JRI) II working group to oversee this? CSAC recommendation is that it should fall under JRI. Members also discussed items that should be addressed in the recommended tools.

Deliverable 3 (Assessment-Driven Collaborative Case Planning) – The Evidence-Based Practices (EBP) Statewide Advisory Committee established a subcommittee to help address the first part if this deliverable. This subcommittee is currently reviewing literature and sharing amongst the group in preparation for their first meeting. They will be working on a high-level policy that will create a framework for this planning.

Deliverable 5 (Gender Responsive, Culturally Appropriate, and Trauma-Informed Services) – A subcommittee for the second part of this deliverable met and began aligning focus on technical changes versus adaptive shifts in relation to implementation or recommendation around these three areas. The subcommittee should have a good sense whether they will hit the July 1st benchmark by May.

Deliverable 6 (Statewide Behavior Response Grid) – The working group reviewed what the current framework that had been developed in the fall looked like. A smaller, cross-delivery subcommittee will be working on developing some of the recommendations.

Deliverable 7 (Performance Indicators for Supervision) – No report.

Deliverable 8 (Statewide Training, Coaching, and Quality Assurance Systems) – There are two key activities. The working group is reviewing the CSAC recommendations and the commissioner's response; discussing what is needed going forward.

The working group identified that the commissioner requested a policy to support the recommendation at all Minnesota community supervision agencies for training, coaching, and quality assurance reviews of the five identified skill areas. The working group inquired whether this should be a high-level policy identifying each agency develop this or to create more specific minimum standards.

Deliverable 10 (Plan to Eliminate Financial Penalty for Early Discharge) – No report.

Deliverable 11a (Proposed State-Level Community Supervision Advisory Board) – No report.

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

6. Status Update on Subaward (Discussion) – Kelly Mitchell (DOC) and Erin Thorvaldson (CSG)

States are eligible to request \$500,000. MN applied and was awarded just under \$400,000. This has been earmarked for: the LS/CMI validation, technology enhancements in Corrections Services Technology Solutions (CSTS.), and case management efficiency.

It was originally thought that the subaward would need to be spent by September 2025. An extension to September 2026 which gives the committee a bit of breathing room to utilize the money.

7. Status Update on Workload Study (Discussion) – Jake McLellan (DOC)

The contract is still being circulated for approval signatures at the DOC. The vendor can begin work once the contract is signed.

Workplan is being laid out withing the Request for Proposal (RFP). Discussing a very aggressive timeline, shooting for a goal of October 2026.

Working to set up a leadership team. There will be a Leadership and design team created. Initially, we need to set up a leadership team that ideally will not exceed 10 people. Two leadership positions from each delivery system to start. The committee would like recommendations by mid-April. Please submit names to Jake McLellan.

8. Other business

Recruitment – Jake McLellan (DOC)

Welcome Amber Brown.

We did have another individual who could not participate as originally expected. Meeting with another applicant soon for a discussion of the committee.

There are bills going through both the House and the Senate to expand the language for persons with lived experiences and adding two judicial representatives, one prosecutor, and one defense attorney to the committee.

9. Adjournment

The meeting was adjourned at 11:11 AM.