



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: April 23rd, 2025

Hybrid Meeting: Afton Room of the Department of Corrections (DOC) and via Webex

Members attending in person (7): Molly Bruner, Becky Bales-Cramlet, Kelly Mitchell, Jake McLellan, Kurt Mortenson, Jonathan Schiro, Barb Wekmann-Brekke.

Members attending online (8): Ron Antony, Kim Britt, Amber Brown, Machele Frisbie, Kevin Glass, Traci Green, Rebecca Muskat, Jon Priem.

Members Absent (4): Brandon Alkire, Julie Atella, Scott Halvorson, Nicholas Henderson.

Also present: Matt Cook (MN Association of Community Corrections Act Counties-MACCAC), Don Klick (DOC), Caroline Koerner (Minnesota Information Technology – MNIT), Becky Pogatchnik (Arrowhead Regional Corrections)

1. Call to Order & Roll Call

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

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from March 26th, 2025 (Action)

Motion to approve: Bard Wekman-Brekke

Motion 2nd: Kurt Mortenson

Motion carried 9-0 (6 members Abstained: Amber Brown, Becky Bales-Cramlet, Machele Frisbie, Kelly Mitchell, Rebecca Muskat, Barb Weckman-Brekke)

3. Committees Progress and Updated Documents – Don Klick (DOC) (Discussion)

Deliverable 1 (Statewide Supervision Standards) – Jake McLellan (DOC) will be updating the committee shortly.

Deliverable 2 (Risk and Needs Assessment Tools) – No new updates

Deliverable 3 (Assessment-Driven Collaborative Case Planning) – No new updates

Deliverable 5 (Gender Responsive, Culturally Appropriate, and Trauma-Informed Services) – No new updates

Deliverable 6 (Statewide Behavior Response Grid) – No new updates

Deliverable 7 (Performance Indicators for Supervision) – No new updates

Deliverable 8 (Statewide Training, Coaching, and Quality Assurance Systems) – No new updates

Deliverable 10 (Plan to Eliminate Financial Penalty for Early Discharge) – No new updates

Deliverable 11a (Proposed State-Level Community Supervision Advisory Board) – No new updates

Deliverable 11b (Review and Reassess the Workload Study) – No new updates

4. Report Out on Progress from CSTS Committee – Erin Thorvaldson (CSG) (Discussion)

This item was skipped because CSG was not present to give an update.

5. LS/CMI Validation Vendor, Work, and Next Steps – Kelly Mitchell (DOC) (Discussion)

- The University of Nebraska, Omaha is our vendor for the validation of Level of Service / Case Management Inventory (LS/CMI). Professor Zachary Hamilton will be leading that work.
- An advisory committee has been created between the delivery systems. Names have already been received from the Community Corrections Act (CCA) Counties. The DOC has not selected their representatives. Not sure if names have been received from County Probation Officers (CPO); will follow-up.
 - The advisory committee will assist the vendor by tracking areas that the vendor will need additional information.
 - A second phase will deal with inner-rater reliability, making sure agents who are scoring LS/CMI are doing it in a consistent way across the state. There will need to be volunteers from each of the delivery systems to score test cases to get the vendor raw material that they need to understand how we're doing it.
- Validation is expected to take about 9-months, so completion is around January 2026.

6. ISR Transformation Policy Update – Jake McLellan (DOC) (Action)

- Draft went out to all groups as well as the policy directors at the DOC.
- Reviewed changes from feedback received over the last months that was mostly wording changes that didn't substantially affect the overall draft.
- The policy is currently on two tracks simultaneously, CSAC approval and policy approval, the policy is currently with department legal for the policy approval track.

Motion to approve: Jon Schiro

Motion 2nd: Barb Weckmann-Brekke

Motion carried 15-0

- ISR Conference is scheduled for May 21st and 22nd. The policy will be broken into three sections: pre-release, supervision, and transition. Scenarios will be built to specifically challenge agents' mindsets in relation to application of this policy.

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

- The contract is currently with the vendor for review. Nearing the finish line for this. We are waiting to hear any feedback from the vendor and if there are changes adjust and move it through the Department of Administration for finalization.
- Would like to get the leadership team identified, even before finalization of the contract, so the first leadership meeting can be scheduled with the vendor. The following names were discussed: Corey Mavis Roe (MACACC), Molly Bruner (MACACC), Danette Buskovich (MACACC), Stephen King (MACPO), Mike McMillan (MACPO-*possible*), Carter Diers (DOC), Jake McLellan (DOC), Julie Atella (CSAC), and Matt Cook (MACACC).

8. Other business

Recruitment – Jake McLellan (DOC)

- Welcome to Machel Frisbe (person with lived experience)

9. Public Comment

There was no public comment

10. Adjournment

The meeting was adjourned at 9:51 AM.