



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: May 28th, 2025

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

Members attending in person (2): Molly Bruner, Kelly Mitchell.

Members attending online (12): Julie Atella, Kim Britt, Becky Bales-Cramlet, Machelles Frisbie, Kevin Glass, Traci Green, Scott Halvorson, Nicholas Henderson, Jake McLellan, Rebecca Muskat, Jon Priem, Barb Weckman-Brekke.

Members Absent (4): Ron Antony, Amber Brown, Kurt Mortenson, Jonathan Schiro.

Also present: Will Cooley (MN JRC) Don Klick (DOC), Julie Rud (Hennepin County).

1. Call to Order & Roll Call

Co-Chair Molly Bruner called the meeting to order at 9:05 am. Roll call was taken.

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from April 23rd, 2025 (Action)

Motion to approve: Traci Green

Motion 2nd: Scott Halvorson

Motion carried 11-0 (Becky Bales-Cramlet, Machelles Frisbie, Nicholas Henderson arrived after vote)

3. Loss of CSG Facilitation and Federal Grant – Kelly Mitchell (DOC) (Discussion)

- It was confirmed shortly after last month's meeting that the federal funding that supported the sub-award that MN DOC had received and that funded the work that the Council of State Government's (CSG) had been doing had been cancelled.
- CSG did give us a file transfer of all materials that they had put together, especially on the justice reinvestment side of the project.
- The work that the CSG was vital to get to where we are at and provided CSAC with a lot of direction to move forward with this project.
- CSG did facilitate two groups, Justice Reinvestment Initiative (JRI II) and the Risk and Needs Assessment Working Group. JRI II provided insight on case planning policy and the risk needs response grid, while the Risk and Needs Assessment Working Group risk assessment-oriented policies, Level of Service/Case Management Inventory (LS/CMI) trainer tools, and pre-screener recommendations.
- The sub-award that CSG had awarded the MN DOC was supposed to fund the LS/CMI validation project. That project has already started and is being led by Professor Zachary Hamilton of the University of Nebraska-Omaha. The MN DOC has stepped in to pay for this project.
- The second project that the sub-award was going to fund was for updating the case planning policy, which includes updating the case planning module in Corrections Services Technology Solutions (CSTS), which is the case management system that all MN probation and supervised release agents use. We

have talked with the vendors to see what they can complete by June 30th. We may not get all the enhancements that we were hoping for, but it will be in a solid place.

- It also looks like the vendor will be able to complete a calculator for the supervision abatement policy that's related to the Minnesota Rehabilitation and Reinvestment Act (MRRA) by June 30th as well.
- The co-chairs discussed these two groups and the need for both. We think that each delivery system should identify a member that could co-chair each of those groups to ensure equal representation in the development of the deliverables the groups are responsible for.
- A vote was held to have JRI II and the Risk and Needs Working group continue to manage their assignments until they've completed their deliverables.

Motion to approve: Julie Atella

Motion 2nd: Jake McLellan

Motion carried 14-0

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

Deliverable 1 (Statewide Supervision Standards) –

- The ISR Policy Update has been approved by CSAC and DOC Legal. The policy update was briefed to DOC Executive Council on 5/20/2025 and is scheduled to be implemented on 6/16/2025.
- The policy proposal for the IPV Policy Reunification Guidance is on the agenda for the Domestic Violence Steering Committee (DVSC). The initial draft is anticipated to be ready for CSAC review by the end of June.
- Received the research and working documents from CSG. Materials are being reviewed for future actions.

Deliverable 2 (Risk and Needs Assessment Tools) – Before CSG left the Risk and Needs Working Group had created a subcommittee to look more in-depth at the pre-screener concept and where we could start and how we could approach it. Julie Rud from Hennepin County has been leading the charge on this.

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

Deliverable 5 (Gender Responsive, Culturally Appropriate, and Trauma-Informed Services) –

- The Evidence-Based Practices (EBP) Statewide Advisory Committee met with Christine Cicero who provided an overview of her work and an assessment tool that agencies can use to evaluate gender, trauma, and cultural responses, policies, and procedures. The subcommittee plans to conduct a practice run utilizing the assessment tool to identify what they can learn that can swerve to guide them towards recommendation.
- The baseline training for supervision probation staff was presented at the EBP Advisory Committee and the "core" EBP curriculum and incorporation of gender/trauma/culture focus through skill practices and training as questioned.

Deliverable 6 (Statewide Behavior Response Grid) – Reviewing several different behavioral response grids to guide the development of a statewide behavior response grid.

Deliverable 7 (Performance Indicators for Supervision) – No Update

Deliverable 8 (Statewide Training, Coaching, and Quality Assurance Systems) –

- The EBP Skill Area Training, Coaching, and Quality Assurance Policy is anticipated to be ready for presentation at the July CSAC meeting.
- The Staff Training Policy is scheduled to be reviewed at the next subcommittee on 6/5/2025 and then will be presented at the larger EBP Statewide Advisory Committee on 6/30/2025.

Deliverable 10 (Plan to Eliminate Financial Penalty for Early Discharge) –

- The Workload Study contract was signed on 5/27/2025. Waiting for it to be finalized at the Department of Admin and then work can begin.
- The leadership team consists of Carter Diers and Jake McLellan from the DOC, Molly Bruner and Corey Mavis Roe for MACACC, and Steve King and Mike McMillan from MACPO. We also have Julie Atella, Danette Buskovick, and Matt Cook.
- The first step will be to get information out to our MACACC and MACPO partners about the data sharing agreements so that they can be reviewed, signed, and back to our vendor. Then we can move forward with the first phase of the process.

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

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

5. Other business

Recruitment – Don Klick (DOC)

- MIAC Representative replacing Brandon Alkire / working with Wendy Spry (Tribal Relations Liaison).

9. Public Comment

There was no public comment

10. Adjournment

The meeting was adjourned at 10:03 AM.

