Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: July 23rd, 2025
Hybrid Meeting: Afton Room of the Department of Corrections (DOC) and via Webex

Members attending in person (6): Kelly Mitchell, Kevin Glass, Traci Green, Jake McLellan, Kurt Mortenson, Jonathan Schiro.

Members attending online (11): Ron Antony, Julie Atella, Becky Bales-Cramlet, Amber Brown, Molly Bruner, Machelle Frisbie, Don Lannoye, Rebecca Muskat, Jon Priem, Layne Sutherland, Barb Weckman-Brekke.

Members Absent (3): Kim Britt, Scott Halvorson, Nicholas Henderson.

Also present: Will Cooley (MN Justice Research Center) Tracy Hudrlik (Justice Reinvestment Initiative (JRI) Working Group), Don Klick (DOC), Bridget Letnes (DOC), John Marsolek (JRI WG), Tessa Nelson (Risk and Needs Assessment (RNA) Working Group).

1. Call to Order & Roll Call

Co-Chair Molly Bruner called the meeting to order at 9:00 am. Roll call was taken.

Introductions were made for the two new CSAC members, Don Lannoye (MN County Attorney Association) and Layne Sutherland (Chief Public Defender's Office).

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from May 28th, 2025 (Action)

Motion to approve: Traci Green
Motion 2nd: Kurt Mortenson
Motion carried 15-0 (Amber Brown and Barb Weckman-Brekke arrived after vote)

3. Loss of Federal Funding (Discussion)

Funding for the Level of Service/Case Management Inventory (LS/CMI) Validation – Kelly Mitchell (DOC)
- MN has the funding to finish the LS/CMI validation.
- The research team from the University of Nebraska kicked off the process just before the end of the fiscal year. They have received the data and are working on the data analysis side of the work right now.
- This work is also reviewing whether the three agencies agree when they score LS/CMI. There will be some additional requests to the agencies for information regarding these scores along with some interview requests.

Case Planning Development and Additional Funding Needs – Jon Schiro (MACPO) & Jake McLellan (DOC) <mark>14:16</mark>

- The case planning project was developing a module within CSTS, our data management system. The module was developed with Strategic Technologies Inc. (STI), who is our data management system IT company and would be considered a "silver standard" right now. Not everything we wanted is there, but we are at a point where it is ready to be installed to our CSTS system.
- The next process will be to work with the CSTS executive board to figure out when we can have the enhancements, so it's added to our data management system. There is a list of enhancements that the executive committee approves, which is based on funding.
- The idea is that by early to mid-next year the case planning module will be approved and hopefully installed.

Co-Chair Assignment Updates (JRI Working Group & RNA Working Group) – Don Klick (DOC)
- JRI WG – Tracy Hudrlik (DOC), Rhonda VanSchoonhoven (MACPO), and John Marsolek (MACACC).
- RNA WG – Tessa Nelson (DOC), Eric Johnson (MACPO), and Dennis Stapf (MACACC).

4. Draft Policy / Document Review (Discussion)

Training-Coaching QA Policy [Deliverable 8] – Kevin Glass (Evidence Based Practices (EBP) Statewide Advisory Committee) and Bridgette Letnes (DOC)
- Last year, the Evidence Based Practices (EBP) Statewide Advisory Committee provided recommendations to CSAC for the DOC Commissioner. The commissioner provided guidance for aligning the next steps and this document is the draft that was put together.
- This document creates a consistent framework for statewide community supervision agencies that provide training, ongoing coaching, and quality assurance and evidence-based skills to increase knowledge for practitioners, improve client outcomes, and promote public safety.
- Definitions is an area where there might be some feedback. There might be some variation in definitions between the different deliverables. We would like to work to have standard definitions between deliverables.
- All agencies require initial base-level training in the five EBP skill areas for new supervision agents within the first year. Supervisors should be added to this requirement so that they are trained in these areas as well.
- All agencies will require all applicable staff participate in a minimum of 16-hours per year of ongoing EBP training to support skill proficiency and develop teams.
- All agencies will provide integrated EBP coaching with staff to ensure consistent application and support development of EBP skills and principles following initial training identified above.
- All MN community supervision agencies will document compliance with these requirements in their comprehensive plans.
- Review of implementation considerations revolving around training offered by the statewide training academy (STA), coaching to support skill development, and quality assurance to periodically review supervision practices and services to compare actual practices to the benchmarks.

Case Planning Policy [Deliverable 3] – John Marsolek (JRI WG)

- The purpose of the policy is to establish guidelines for assessment driven collaborative case planning across all Community supervision delivery systems in Minnesota. The goal is to ensure fair, equitable, effective, and consistent supervision practices that focus on identified criminogenic behavioral health needs for moderate and high-risk individuals, promoting behavior changes reducing recidivism and enhancing public safety.
- Like the prior policy, ensuring common definitions across the state was a concern that will need to be addressed.
- All applicable clients shall receive a case plan that is assessment-driven, targets criminogenic needs, and is responsive to individual strengths and barriers. The process will align with the Risks, Needs, and Responsivity (RNR) Model and utilize the Corrections Services Technology Solutions (CSTS) platform for documentation and ongoing updates.
- The plan must be a joint effort between the probation officer and the individual to maximize the likelihood of success.
- Agents shall case plan with all high-risk and very high-risk clients under supervision. Then, as capacity allows, agents shall case plan with medium-risk clients. Part of this goes back to LS/CMI validation and how we are going to define medium risk coming out of LS/CMI validation and what that's going to look like. We don't want to be too prescriptive and say that it must be a defined case planning model. We want to leave things open for counties and jurisdictions to have their own local procedures.

Behavioral Response Grid Memo [Deliverable 6] – Tracy Hudrlik (JRI WG)
- This isn't a draft policy; it is a memo indicating a significant shift to what was previously recommended to CSAC.
- The recommendations in the memo are meant to be integrated into those things that we're already doing or proposing to be doing. The memo is discussing the purpose for the shift.
- The purpose and rationale of the memo go into the research on structured sanctions and whether they promote more positive outcomes. The memo focuses more particularly on incentives and more focusing on integrating responses and case planning within the RNR model.
- The memo discusses what is seen and what is wanted to be seen with cognitive behavioral intervention as core practices. Integrating the responses to client's behavior in the case planning process.
- Sanctions will still be used when they are clearly articulated and there's an individual approach.
- The memo also discusses not using therapeutic treatments as punishment.
- The recommendations within the memo will be worked into case planning, CSTS, and other policies and procedures.

Recommendations on the Development of a Pre-Screener [Deliverable 2] – Tessa Nelson (RNA WG)
- Used a State of Oregon Public Safety Checklist as a foundation for developing a Minnesota adult pre-screener tool. It is similar to some other risk assessment tools that are already in use across Minnesota.
- Static factors improve predictive ability in automated tools. Elimination of conditions that clients cannot control (i.e., age and sex) should not be used in the research model.
- Minnesota doesn't have a great collection of arrest data. This can be resolved by using charge-related offense information and disposition information from the Minnesota Court Information System (MNCIS).

- Sentences change over time so the type of stays or executed sentences for the first imposed sentence should be used in the research model.
- The tool would ideally be an automated screener using largely official records and it would not require an interview. The tool would be produced in CSTS, so it's a tool that agents already have access.
- Screener and LS/CMI should be well correlated and require the research team to use the results of the LS/CMI validation that is being conducted already.

5. Deliverable Review (Discussion)

Extension Requests – Kelly Mitchell (DOC)
- Intimate Partner Violence (IPV) Policy extension to August
- Risk Needs Assessment Policy extension to September

Additional Deliverable Updates – Don Klick (DOC)

Deliverable 1 (Statewide Supervision Standards) –
- The ISR Policy Update was implemented on 6/16/2025. There is a policy manual that has been posted online.
- The policy proposal for the IPV Policy Reunification Guidance is on the agenda for the Domestic Violence Steering Committee (DVSC). The initial draft has an extension to August.

Deliverable 2 (Risk and Needs Assessment Tools) – This was originally looked at as two policies. These policies are being rolled into one and there is an extension till September for submission to CSAC.

Deliverable 3 (Assessment-Driven Collaborative Case Planning) –
- The MNSTARR 3.0 policy is with the DOC Executive Team and is going to be reviewed in September.
- JRI WG will be asking for an extension to providing additional recommendations for supervision standards for misdemeanors not screened with LS/CMI. They are doing a bit of a pivot and are moving towards looking at the American Probation and Parole Association (APPA) standards. The WG is requesting an extension through December 2025.

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

- The Evidence-Based Practices (EBP) Statewide Advisory Committee met and is looking to get something to CSAC in a couple of months so they can get full vetting from the EBP Advisory Committee.

Deliverable 6 (Statewide Behavior Response Grid) – Discussed this item earlier.

Deliverable 7 (Performance Indicators for Supervision) – No Update

<u>Deliverable 8 (Statewide Training, Coaching, and Quality Assurance Systems)</u> – Reviewed policy earlier.

<u>Deliverable 10 (Plan to Eliminate Financial Penalty for Early Discharge)</u> –

- Leadership team has been established.
- After a few meetings the group is focusing on a survey to start collecting data specifically around areas of supervision cutoffs, caseloads, caseloads, types of positions, and caseload positions, including non-caseload positions.
- Another step will be working through the data sharing agreements so the necessary data to start diving into the study.

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

<u>Deliverable 11b (Review and Reassess the Workload Study)</u> – No Update

6. Other business

<u>Recruitment</u> – Don Klick (DOC)
- MIAC Representative replacing Brandon Alkire / working with Wendy Spry (Tribal Relations Liaison).
- There are also two new judge positions that are yet to be appointed.

<u>Next CSAC Meeting Information</u>
- The next CSAC meeting is Wednesday, August 27th from 8:00-11:00 to work with conflicting schedules of two of our committee co-chairs.
- CSAC members need to bring the draft policies and documents to their respective organizations for review and suggested updates. These updates should be sent to Don Klick (DOC) no later than one-week prior to the next CSAC meeting.

7. Public Comment

There was no public comment

8. Adjournment

The meeting was adjourned at 11:32 AM.