



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: August 27th, 2025

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

Members attending in person (6): Traci Green, Kelly Mitchell, Kurt Mortenson, Layne Sutherland, Jennifer Verdeja, Barb Weckman-Brekke.

Members attending online (12): Ron Antony, Julie Atella, Becky Bales-Cramlet, Kim Britt, Amber Brown, Molly Bruner, Mabelle Frisbie, Kevin Glass, Nicholas Henderson, Don Lannoye, Rebecca Muskat, Jon Priem.

Members Absent (1): Jon Schiro.

Also present: Will Cooley (MN Justice Research Center) Don Klick (DOC), Bridget Letnes (DOC), John Marsolek (JRI WG), Becky Pogatchnik, Liz Richards (DOC), Timothy Schammel (DV/IPV Steering Committee), Rhonda VanSchoonhoven (JRI WG).

1. Call to Order & Roll Call

Co-Chair Kelly Mitchell called the meeting to order at 8:02 am. Roll call was taken.

Jack McLellan will no longer be with CSAC as he has taken a new position with Anoka County. DOC will have a new member appointed for September's meeting.

Introductions were made for the new CSAC member, Jennifer Verdeja (Metro Area Judicial Representative).

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

Motion to approve: Kurt Mortenson

Motion 2nd: Nicholas Henderson

Motion carried 12-0 (Ron Antony, Amber Brown, Mabelle Frisbie, Traci Green, and Barb Weckman-Brekke arrived after vote. Kim Britte abstained from the vote).

3. Previously Presented Policy Drafts (Action)

- Draft Training Coaching QA Policy (Kevin Glass – EBP)
 - Worked on ensuring definitions were aligned for all the policies being proposed or are already in place.

- Written EBP coaching with staff to ensure consistent application and support development.
- Removed the implementation plan from the policy and offering it as a guide for all agencies.

Motion to approve: Kevin Glass

Motion 2nd: Julie Atella

Motion carried 16-0 (Ron Antony & Amber Brown abstained from the vote).

- Draft Case Planning Policy (John Marsolek & Rhonda VanSchoonhoven)
 - A definition for interventions was added to the policy.
 - There is concern regarding assigning a two-year implementation timeframe into the policy because smaller agencies may not be able to meet this requirement.
 - There has also been discussion about the idea of case planning around minimum risk individuals.
 - There needs to be a consistent standard that identifies the different cut points (very high, high, and medium) to ensure consistency throughout the state. The LS/CMI Validation is being worked on, and this will get the standard cut points that are being requested.
 - Suggestion was made to remove language that was defining general and specific responsibility and added language around risk principle.
 - The policy is substantially changed from last month and after discussion, the policy will Go back to JRI 2 for additional work.

4. Direction on Previous Recommendations

- Behavior Response Grid (John Marsolek)
 - There have been no additional changes to the Behavior Response Grid since the August CSAC Meeting.
 - CSAC requests that JRI 2 workgroup take the recommendation presented during August's meeting and continue to build them into the Case Planning Policy.
- Pre-Screener Development (Molly Bruner)
 - MACCAC is in support of the recommendation to develop a statewide pre-screener.
 - Hoping that this becomes an automated function in CSTS that everyone can use and is tied to LS/CMI.
 - DOC is willing to put resources towards development of the pre-screener. Other counties that have similar research departments will be tapped to work on this project as well.

Motion to approve: Traci Green

Motion 2nd: Barb Weckman-Brekke

Motion carried 18-0

5. New Draft Policy Review (Discussion)

- Draft IPV Policy (Traci Green)
 - Policy framework prioritizes victim survivors' safety and autonomy while ensuring that reunification efforts are handled with care, consistency and alignment across all supervision delivery systems. These principles create a standardized victim centered approach that maintains public safety while addressing the unique needs of survival.
 - Policy values address victim driven and victim centered approaches.
 - Case managers and supervising agents actively initiate and develop ongoing collaborative working relationships with community based domestic violence advocates in their area that there needs to be flexibility based on individual victim needs.
 - Working with not only the victims but also being aware of and addressing at risk people who might be in the lives of our clients, who have a history of domestic violence or intimate partner violence.
 - Case Managers for individuals who are leaving prison should also be subject to these policies.
 - There has been discussion on a recommendation that within the first year of employment, Supervising Agents and DOC facility case managers must complete a standardized training on IPV reunification principles.
 - Draft policy will be brought back to DV/IPV Steering Committee for revisions. The committee will also reach out to Amy Lauricella (DOC) to have her review the draft policy for structure recommendations. They anticipate it will be ready for the October CSAC meeting for another review.

- Gender-Responsive, Culturally Appropriate, and Trauma-Informed Services Recommendation
 - This recommendation is yet to be put into policy format.
 - The DOC Commissioner recognized that Trauma is a big part of supervision, and we should be aware of trauma in all aspects.
 - Recommend that all staff with client contact receive statewide, mandatory boundaries and ethics training with an emphasis on gender, culture, and trauma-informed care. This curriculum should be given by experts in trauma-informed and gender-responsive care.
 - The policy has quite some way to go before it is ready for review/approval. Estimate November before it comes back to CSAC for review.

6. Deliverable Updates (Discussion)

Deliverable 1 (Statewide Supervision Standards) –

- The ISR Policy Update was implemented on 6/16/2025. It has been posted in the DOC Policy Manual on the public website.
- The policy proposal for the IPV Policy Reunification Guidance is being returned to the subcommittee for revisions. Expect it back at the October CSAC meeting.
- JRI 2 is in the process of reviewing APPA supervision standards and is drafting an outline in the coming months.

Deliverable 2 (Risk and Needs Assessment Tools) –

- The LS/CMI study is pending, and the use of pre-screener was discussed earlier in the meeting. Recommendations will not come before CSAC until October.
- MNSTARR 3.0 is current in use. A policy will be reviewed by the DOC Executive Team next week.

Deliverable 3 (Assessment-Driven Collaborative Case Planning) –

- The Case Planning Policy is going back to JRI 2 for further revisions.
- CSTS enhancements are on hold.

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

- The recommendations were discussed and returned to the EBP Statewide Advisory Committee for drafting of a policy. Anticipate that this will come back to CSAC in November.

Deliverable 6 (Statewide Behavior Response Grid) – CSAC recommends that the recommendations be worked into the Case Planning Policy.

Deliverable 7 (Performance Indicators for Supervision) – No Update

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

- This document will be a living document incorporating additional trainings as other policies are accepted.

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

- See Workload study update.

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

- The workload study is finalizing the agency survey and has two overarching goals:
 - Get the lay of the land in terms of practice across the state so that it can identify the counties to be reflected and which counties should be prioritized to participate to get the information needed.
 - Get a sense of the different case types across the state so that we are prepared to go into the workload study design stage understanding which discrete case types we will be studying.

6. Other business

Recruitment – Don Klick (DOC)

- Carter Deirs, Jake McLellan's replacement, will be appointed by September's meeting.
- The judicial member representing greater Minnesota is still vacant.
- There is still an open vacancy for a position that will close on September 1st and will hopefully be filled for the September meeting.

- MN Indian Affairs Council (MIAC) is meeting this week, and the DOC liaison has indicated that the appointment of the representative is on the agenda.

Uniform Policy Effective Date – Kelly Mitchell (DOC)

- As we look at the core components of the policy work (Training Policy, Risk Assessment Policy, and Case Planning) they are really the building blocks of good supervision. As a committee we might want to think about recommending a uniform effective date for those things so that they are put out as a package.

Next CSAC Meeting Information

- The next CSAC meeting is Wednesday, September 24th from 9:00-12:00 at the Wilder Foundation.
- Don will review room availability for the CSAC meetings in November and December since the normal schedule will put them on the day before Thanksgiving and Christmas Eve.

7. Public Comment

There was no public comment

8. Adjournment

The meeting was adjourned at 10:24 AM.