



Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: September 24th, 2025
Hybrid Meeting: Wilder Foundation and via Webex

Members attending in person (6): Carter Deirs, Marlin Meszaros, Kelly Mitchell, Rebecca Muskat, Jon Schiro, Barb Weckmann-Brekke.

Members attending online (13): Julie Atella, Kim Britt, Amber Brown, Molly Bruener, Beck Bales-Cramlet, Machele Frisbie, Kevin Glass, Traci Green, Nicholas Henderson, Don Lannoye, Kurt Mortenson, Toby Stephens, Layne Sutherland.

Members Absent (4): Ron Antony, Jessica Fralich, Jon Priem, Jennifer Verdeja.

Also present: Grace Baehren (ADM), D'Augillique Jackson, Don Klick (DOC), Nicole Jacobson, Sam Lee, Nina Liss, Rhonda VanSchoonhoven.

1. Call to Order & Roll Call

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

2. Approval of Draft Meeting Agenda and Draft Meeting Minutes from August 27th, 2025 (Action)

Motion to approve: Barb Weckmann-Brekke
Motion 2nd: Marlin Meszaros
Motion carried 19-0

3. Introductions (Discussion)

The committee members ran through introductions for the newer members.

4. CSAC Overview Presentation (Discussion) – Molly Bruener & Kelly Mitchell

- A review of CSAC including background, membership, current deliverables, structure, and processes ([see attached presentation](#)).
- CSAC was created by the legislature in 2021 by [MN Statute § 401.17](#).
- There are individuals representing each of the following:

- The three delivery systems, Minnesota Association of Community Corrections Act Counties (MACCAC), Minnesota Association of County Probation Officers (MACPO), and Minnesota Department of Corrections (DOC)
- County Commissioners
- Behavioral Health Treatment Providers
- Tribal Nations
- Evidence-Based Practices (EBP) Advisory Chair
- Researchers
- People with lived experiences
- Victim Advocates
- Prosecutors
- Public Defenders
- Judges
- The following subcommittees have been working with CSAC to produce products/policies for the deliverables assigned:
 - EBP Advisory
 - Risk Assessment
 - Justice Reinvestment Initiative (JRI 2)
 - Domestic Violence (DV) Steering
 - Workload Study
- Reviewed the process for deliverable work and approval.
 - Assignment and work by subcommittees
 - Presentation to CSAC
 - Review by delivery systems and constituent groups
 - Approval by CSAC
 - Commissioner review / approval process
 - Go-Live Date for all delivery systems set
 - Implementation and adoption of policy / procedure
 - Development of comprehensive plans
- Status of Deliverables:
 - #1 – Statewide Supervision Standards
 - Intensive Supervised Release (ISR) Policy – Approved and Posted
 - Risk Assessment – In Process
 - Case Planning Policy – In Process
 - Intimate Partner Violence (IPV) Policy – In Process
 - Outlining and prioritizing a full set of supervision standards is being worked on by JRI 2
 - #2 – Risk and Needs Assessment Tool
 - Level of Service / Case Management Inventory (LS/CMI) is used as the primary risk and needs tool, and validation is being conducted by the University of Nebraska Omaha
 - Screener is being developed with the three delivery systems and modeled after the Oregon pre-screener
 - Risk Assessment Policy is in development

- #3 – Case Planning / #6 – Behavior Response Grid
 - Case Planning Policy is in development
 - The Behavior response grid concept will be incorporated into the case planning policy
 - Case planning module is in the prioritization queue for further development
- #5 – Gender-Responsive, Culturally Appropriated & Trauma-Informed
 - CSAC will formally review the first draft of this policy in November
 - Recommendations from subcommittee:
 - Ethics and Boundaries training
 - Focused responsivity training
 - Integrated more comprehensive skill practice with EBP
 - Enhancing hiring practices
 - Community engagement
 - The current policies that CSAC has been working on pertain to adult incarcerated people and not juveniles. The hope as we move forward is to start looking at that group next.
- #7 – Performance Indicators for Supervision
 - Statewide group working on metrics, definitions, and data standards
- #8 – Training, Coaching, and Quality Assurance
 - Policy has been approved by CSAC in September 2025.
 - Covers initial base-level training within the first year, minimum of 16-hours annual on-going EBP training, integrated EBP coaching on the five base-level training, and establishing quality assurance measures
- #10 – Plan to Eliminate Financial Penalties for Early Discharge / #11 – Workload Study
 - Leadership Group has already been assigned. There is a Design Group that will be created to identify variables for the study.
 - Goals of workload study
 - Understand and quantify tasks and time needed for community supervision
 - Quantify administrative costs for providing supervision
 - Provide recommendations for updating the capitated rate in a way that is equitable across delivery systems and promotes use of EBT
 - Early discharge will be examined in the context of the workload study
- Committee Breakouts. The members were broken into three groups to discuss the questions below.
 - What is the most exciting work that CSAC is currently working on?
 - Collaboration is better now than it ever has been.
 - LS/CMI validation.
 - The committee is not just discussing issues, there are updates happening.
 - Making policies that are consistent, uniform, and equitable across the state.
 - Breadth of the work in general.
 - Standardization and consistency throughout.
 - Focus on EBP.
 - The system and the way everything is working.
 - What are the most concerning issues that CSAC is working on?
 - Workload study funding.

- Shifts from federal and state governments to counties.
- Creating an equitable system of funding.
- Are resources available to carry out policies?
- What are the standards that the new policies are striving to address, and will those standards be consistent across the state?
- Ensuring that individual needs can be met.
- Recognizing that each justice partner may have different perspectives and goals as it pertains to their involvement in the bigger system.
- What is the process and timelines for these policies?
- What future topics should CSAC consider?
 - Juvenile specific policies.
 - Housing policies.
 - Reentry.
 - Elimination of fees.
 - Drug-testing and best practices.
 - The use of a trauma assessment.
 - How agents are implementing the new policies. Quality assurance checks.
 - How do counties balance all the changes?

5. Definitions Review (Discussion)

- Reviewed the document identifying terms in current and in-process policies.
- The terms will be taking to respective organizations for agreement of definitions and brought back next month for discussion.

6. Open Meeting Law Overview (Discussion) – Grace Baehren (ADM)

Grace Baehren (DPO) presented information regarding MN Open Meeting Law ([MN Statute § 13D](#)) requirements and restrictions pertaining to a state task force ([see attached presentation](#)).

7. Deliverables Update (Discussion)

Deliverable status covered in presentation above.

6. Other business

Next CSAC Meeting Information

- The next CSAC meeting is Wednesday, October 22nd from 9:00-12:00 at the Department of Corrections.
- Don will create a poll of potential dates 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 11:25 am.