DEPARTMENT OF CORRECTIONS

Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: February 23, 2024
Hybrid Meeting: Minnesota Department of Corrections Central Office, Afton Room and via Webex

Members present in person were: Tami Jo Lieberg, Kelly Mitchell, Kurt Mortenson, and Barb Weckmann Brekke

Members attending online: Ron Antony, Julie Atella, Kevin Glass, Scott Halvorson, Nicholas Henderson, Jenna Kavanagh, Jake McLellan, Rebecca Muskat, Jon Priem, and Jonathan Schiro

Absent: Daryl Alkire, Tierre Caldwell, Morgan Ironheart, Wally Kostich, and Michael Schommer

Also present were: David D'Amora – online, as well as additional members of the public.

1. Call to Order & Roll Call
Co-Chair Kelly Mitchell called the meeting to order at 1:00pm. Roll call was taken.

2. Approval of Draft Meeting Agenda (Action)

Motion to approve 1st: Nick Henderson
Motion 2nd: Kurt Mortenson
Motion carried unanimously on a roll-call vote.

3. Approval of Draft meeting Minutes from January 19, 2023 (Action)

Motion to approve 1st: Nick Henderson
Motion 2nd: Kurt Mortenson
Motion carried unanimously on a roll-call vote.

4. Committee Updates (Discussion)

a. Co-Chair Mitchell directed the committee's attention to the written progress reports that had been submitted by several work groups. There were no questions.

b. Workload Subcommittee – Jake McLellan
The Workload Subcommittee has been working to develop a request for information (RFI) so that we can gain information on what it would take to complete a workload study, including the scope, timeline, and cost of the study. The subcommittee provided a draft of the RFI and solicited feedback from the committee.

Committee members primarily raised questions about the timing of the workload study and funding. The RFI will be posted in March for a period of about 60 days. This will help us understand the cost and determine if it is necessary to make a request to the legislature for funding. Some discussion ensued about whether we should then use the information to put out an RFP immediately or wait. If we wait, the study won't begin until a year from now. However, our ability to move forward is also contingent on funding. DOC has committed to paying for the study. The unknown is whether the RFI responses will indicate that the study can be done at a cost the DOC can absorb, or whether more funding will be needed. (The APPA study was about $50,000; current inquiries have indicated that $350,000-$500,000 is more likely.) Some members asked if there was a possibility to ask for funding now since the legislature is currently in session. Another asked whether it might be possible for the delivery systems to cost share. It was also suggested that we might be able to set up the contract in phases to spread the cost over multiple budget years.

Motion was made to move forward with the RFI and for some members of the committee to work with AMC to inquire about funding in the current session.
Motion: Barb Weckmann Brekke
Motion 2nd: Kurt Mortenson
The motion was approved unanimously on a roll-call vote.

c. Risk and Needs Assessments Committee – David D'Amora

The Risk and Needs Assessment Committee has been working on the deliverable relating to use of a uniform risk and needs assessment tool. The committee discussed options for other tools that might be used in Minnesota, but concluded that there is not enough benefit to changing to a different tool. The LS/CMI is already broadly in use across the state and training is in place. If we move forward using this tool, then the focus can shift to strengthening other areas such as quality assurance and using the results in case planning. For these reasons, the committee is recommending that we continue to use the LS/CMI. However, the LS/CMI has not been validated statewide, which is an issue. Tools need to be validated locally and sometimes county-wide. Therefore, the committee is also recommending that we move forward with validation. The funding to validate is available from BJA as part of our Justice Reinvestment work. Members noted that staying with this tool does not mean we do not have room to grow. We may find that a different tool is more useful in the future, but for now, it is recommended that we stay with LS/CMI.

Motion was made to approve the recommendation to continue using the LS/CMI statewide and to move forward with a statewide evaluation of the tool.
Motion: Tami Jo Lieberg
Motion 2nd: Ron Antony
The motion was approved unanimously by a roll-call vote.

5. Confirm Membership for Early Discharge Subcommittee(related to funding formula)

The committee confirmed the membership for the Early Discharge Subcommittee, which will be tasked with the deliverable to determine how to eliminate the financial penalty incurred by a jurisdiction that successfully discharges individuals from supervision before the supervision term concludes. Anyone else wishing to participate on the subcommittee should reach out to the Co-Chairs. The subcommittee

will also determine if any outside individuals with expertise in this area should be invited to participate in the discussion.

6. Committee Meeting Date – Review Survey Results (Discussion)

We do not have all of the responses to the survey to discuss. Please complete your response. We will continue to collect to see if there is a better time for meetings.

7. Other Business?

There being no other business, the meeting was adjourned.