DEPARTMENT OF CORRECTIONS

Meeting Minutes: Community Supervision Advisory Committee

Meeting Date: December 7, 2023
Hybrid Meeting: Minnesota Department of Corrections Central Office, Afton Room and via Webex

Members present in person were Tami Jo Lieberg, Kelly Mitchell, Jake McLellan, Ron Antony, Kurt Mortenson, Mike Schommer, Jon Schiro, Rebecca Muskat, Julie Atella, Brandon Alkire, and Nick Henderson

Members attending online: Scott Halvorson, Jon Priem, Jenna Kavanagh, Barb Weckmann Brekke, Tierre Caldwell, Carter Diers

Absent: Morgan Ironheart, Wally Kostich, Carter Diers

Also present were Commissioner Paul Schnell, Wendy Spry, Carli Stark, Sephria Reynolds-Tann, as well as additional members of the public. Meeting was recorded.

1. Call to Order & Roll Call
Assistant Commissioner Kelly Mitchell called the meeting to order at 9:03 am. Roll call was taken.

2. Approval of Draft Meeting Agenda (Action) and Approval of Draft meeting Minutes from November 9, 2023 (Action)

Motion to approve 1st: Jon Schiro
Motion 2nd: Mike Schommer
Approved by: Tami Jo Lieberg, Barb Weckman Brekke, Ron Antony, Kurt Mortenson, Scott Halvorson, Nicholas Henderson, Brandon Alkire, Jon Priem, Kelly Mitchell, Jake McLellan, Jenna Kavanagh, Rebecca Muskat, and Julie Atella

3. Approval of Draft Meeting Agenda (Action) and Approval of Draft meeting Minutes from September 29, 2023 (Action)
Upon update of minutes to reflect that Ron Antony was present at the September 29th meeting the minutes were approved

Motion to approve 1st: Julie Atella
Motion 2nd: Jon Schiro
Approved by: Tami Jo Lieberg, Barb Weckman Brekke, Kurt Mortenson, Scott Halvorson, Nicholas Henderson, Brandon Alkire, Kelly Mitchell, Jake McLellan, Jenna Kavanagh, and Rebecca Muskat
Abstained: Mike Schommer, Ron Antony, Jon Priem

4. Welcome and Introductions

As of this meeting, all positions have officially been filled. Committee members were asked to introduce themselves.

5. General Overview of Committee Purpose and Deliverables
Committee members reviewed the purpose of the Community Supervision Advisory Committee (see statute handout). The committee reviewed the statute that created the committee and defined its initial deliverables. Several members provided historical context for the committee, including the recent Justice Reinvestment work and work to develop a new funding formula for community supervision. The committee created as a space to continue the collaboration of all 3 delivery systems as an oversight body to ensure all voices are heard. The committee will be issuing a report to the Commissioner of corrections with recommendations for statewide policy.

6. Nominations and Election for Committee Chair
Motion made by Jon Shiro to elect Co Chairs Kelly Mitchell and Tami Jo Lieberg
Motion to approve 2nd Ron Antony
Approved by: Tami Jo Lieberg, Barb Weckman Brekke, Kurt Mortenson, Scott Halvorson, Nicholas Henderson, Brandon Alkire, Kelly Mitchell, Jake McLellan, Jenna Kavanagh, Rebecca Muskat,
Mike Schommer, Julie Atella

7. Community Supervision 101 – Tami Jo Lieberg
Tami Jo Lieberg went through an extensive explanation about the history of community supervision in Minnesota (see PowerPoint Presentation). She explained that Minnesota is currently ranked 4th highest for the rate of people on probation, the lowest state for funding, and one of the lowest for the incarceration rate. Tami Jo Lieberg also described the responsibilities of probation officers, which includes the entire process from Pretrial Supervision and, Bail Studies, to Probation supervision and Supervised Release. Some discussion ensued about how the work of probation officers has changed substantially over the years.

8. Working Group Introductions
The committee heard from several workgroups who are doing work that is related to the committee's statutory goals and deliverables.

Justice Reinvestment Phase II – Erin Thorvaldson from the Council of State Governments (CSG) explained the Justice Reinvestment Phase II group. Justice Reinvestment is a program wherein CSG takes a multidisciplinary approach to review practices and make recommendations for improving criminal justice systems (see PowerPoint presentation). That review was done in Phase 1, and a number of recommendations were made. Many of those recommendations are reflected in the charge of the Community Supervision Advisory Committee. Phase II involves implementing some of those recommendations. CSG is still working with its funder to finalize the work plan for Minnesota.

Risk and Needs Assessment Committee – Sephria Reynolds-Tanner, from CSG explained the Risk and Needs Assessment Committee (see PowerPoint Presentation). Minnesota is receiving technical assistance to implement national guidelines for the use of risk assessment in delivering supervision using the risk-needs-responsivity model.

Upon adopting the national guidelines, technical assistance in MN will support the use of a universal community supervision risk and needs assessment tool and consistent cutoffs for levels of supervision

CSTS Committees -

What is CSTS? – Julie Rud, current Chair of CSTS Committee explained that CSTS is a publicly owned software used by community supervision agencies (see handout). It is managed by user groups of all three corrections delivery systems (Community Corrections Act, County Probation Officers, and Department of Corrections), which allows for cost-sharing of updates and enhancements and IT support. The CSTS Executive Committee oversees other user groups that address: Design//Enhancements, standards, training, data, facilities admissions. CSTS is not a single database but resides on each agency's separate server, so select data are transferred from the separate systems to the Statewide Supervision System.

CSTS Data Committee – Dylan Warkentin, Chair of the Statewide Data Committee, explained that the data committee's goals are to establish recommended supervision outcomes, create ad hoc reports and data needs to assist decision making, assess feasibility and availability for legislative reporting, define specific data elements needed for new reports to ensure accurate, timely and complete data, recommend data retention schedules, and recommend audit requirements on documented, approved data elements.

ISR Transformation – Jake McLellan, Department of Corrections, explained the work of the ISR Transformation Committee. Intensive Supervision Release is currently a surveillance-heavy form of supervision. There are very strict rules with those on ISR of programing and it has been broken into three time-based phases, with Phase 1 being the most restrictive. The Work Group has been working to change culture of ISR to focus on risk needs and responsivity and providing clients with needed interventions.

Once all committees had finished presenting, the committee confirmed with the work groups that they can assist with developing recommendations for certain deliverables as noted on the Workgroups and Deliverables handout. At a future meeting, we will hear from the EBP Advisory Committee and the Domestic Violence Committee

9. Confirm Workload Study Subcommittee Participants

At the November meeting, the Committee proposed creating a Workload Study Subcommittee to identify the components we are looking for in a workload study. The proposed members are Julie Atella, Tami Jo Lieberg, Jake McLellan, Jon Shiro, Carli Stark and possibly a researcher from one of the counties. Julie Rud was suggested, or someone she might recommend.

Motion by Jon Shiro to approve proposed committee members
Motion 2nd Ron Antony
Approved by: Tami Jo Lieberg, Kurt Mortenson, Scott Halvorson, Scott Halvorson, Nicholas Henderson, Brandon Alkire, Kelly Mitchell, Jake McLellan, Jenna Kavanagh, Rebecca Muskat, Mike Schommer, Julie Atella

10. Confirm Regular Meeting Schedule

Kelly Mitchell asked committee members to establish a regular meeting time. When surveyed, the most popular time appeared to be 1-3:30 on the third Friday of the month. Committee members generally agreed with that time.

11. Other Business? Next meeting is 1/19/24

Meeting adjourned 3:03pm

Next Meeting Date: Friday, January 19, 2024 from 1pm to 3:30 pm

See Committee Webpage for instructions for viewing online: https://mn.gov/doc/about/legislative-info/community-supervision-advisory-committee/