



Board of County Commissioners Agenda Request

7A
Agenda Item #

Requested Meeting Date: January 8, 2019

Title of Item: Community Corrections Comprehensive Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Kameron Genz	Department: Community Corrections
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Presenter (Name and Title): Kameron Genz, Director	Estimated Time Needed: 10 minutes
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Summary of Issue:
 The Community Corrections department is required to develop a Comprehensive Plan for the Department of Corrections per MS 401 .1 1 . They Community Corrections Advisory Board reviewed the plan in November 2018 and approved the draft plan for initial submission to the Department of Corrections. It is now requested the final draft and grant agreement be approved by the Aitkin County Board.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Approve the Aitkin County Community Corrections Comprehensive Plan and approve signatures from Board Chairperson and County Administrator.

Financial Impact:
Is there a cost associated with this request? Yes No
What is the total cost, with tax and shipping? \$
Is this budgeted? Yes No *Please Explain:*



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December 26, 2018

Kameron Genz, Director
Aitkin County Community Corrections
204 1st Street NW

Dear Ms. Genz:

The Minnesota Department of Corrections has approved your two-year comprehensive community corrections plan. We thank you and your staff for all the hard work that went into updating and revising it, and appreciate your willingness to work with us on making plans consistent across the state.

We look forward to continuing a strong relationship between Aitkin County Community Corrections and the Minnesota Department of Corrections as we seek excellence in Minnesota corrections.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Solheid', written in a cursive style.

Ron Solheid, Deputy Commissioner
Community Services Division

C: Julie Harrison, Financial Services
Mary Dombrowski, Grants & Subsidies Unit Director
Heidi Heinzl, Grants Specialist Coordinator



Aitkin County
Community
Corrections

2019-2020
Comprehensive Plan

ACRONYM REFERENCE GUIDE

ACCC- Aitkin County Community Corrections

CJ-Criminal Justice.

CORE-CORE Professional Services- A sex offender treatment program for adult and juveniles. Also offering batterer's intervention programming and mental health assessments and services.

CSTS - An electronic records management system for probation/supervision agencies in Minnesota. It uploads information to the Statewide Supervision System.

DOC-Department of Corrections.

EBP-Evidence-Based Practices- Current best research evidence in corrections which administrators use in selecting programs designed to manage offenders, reduce recidivism, and increase public safety.

FTE-Full-Time Equivalent.

LS/CMI-Level of Service Case Management Inventory- An assessment that measures the risk and need factors of adult offenders. The LS/CMI is also a fully functioning case management tool.

MACCAC-Minnesota Association of Minnesota Counties- An association of counties who operate corrections programming within their communities under the provisions of the Minnesota Community Corrections Act of 1973.

OHP-Out of Home Placement.

POSIT-Problem Orientated Screening Instrument for Teenagers- A brief screening tool designed for adolescents 12 through 19 years of age to identify problems requiring subsequent in-depth assessment. It also can help determine a potential need for treatment.

YLS/CMI- Youth Level of Service Inventory, Case Management Inventory-A risk assessment tool to assess juvenile risk to reoffend, and to identify the youth's major needs, strengths, barriers, and incentives; select the most appropriate goals for him or her; and produce an effective case management plan.

DIRECTOR'S OPENING

The Aitkin County Community Corrections Department was formed on July 1, 2016 after dissolution of Central Minnesota Community Corrections, the long-standing Joint Powers Agreement with Crow Wing and Morrison Counties. I recently completed my first full year as Director of Aitkin County Community Corrections. Our agency has encountered numerous vacancies, resulting in four new staff, due to the previous Director and Case Aide taking new positions outside our agency, a new agent position, two retirements and intra-office shifts. Thus, onboarding, training new staff and team building has been a significant focus this past year and a half.

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens. The collaborative work that is demonstrated Aitkin County across departments is critical for the ongoing success of Aitkin County and its clients as we strive to meet our mission.

Our staff continues to utilize the standards related to evidence-based practices and have been trained in core skill sets, with the exception of our newest staff member who will be fully trained by the end first quarter 2019. Our department's goals for 2019 will focus heavily on the effective use of EBP and quality assurance. In addition, we will explore caseload numbers, types of offenses and gender statistics to look into options for more effective caseloads and case planning.

Aitkin County has struggled with lack of local resources and treatment options for offenders. The ACCC staff utilize the online programming for lower risk offenders and assists the client in locating treatment resources that will lead to the best chance for success in the community, including coordinating transportation when possible. Northern Pines and Northland Counseling both added branch offices in Aitkin in 2018, which should prove to increase offenders' ability to receive counseling and adult chemical dependency services.

Efforts have begun to take a systematic look at programming efforts and local needs with the intention of mindfully revising and enhancing our practices for more effective delivery. This includes working more closely with human services in endeavors to better treat our growing mental health population by assisting them with wrap around services. We continue to be challenged with the inclusion of creative alternatives and advancements due to the lack of resources and funding. Aitkin County is doing their best to deliver effective, affordable correctional services to the community. As Director, I am proud of the efforts my staff make every day to provide our clients with opportunities to be successful on probation and in the community.



Kameron Genz
Aitkin County Community Corrections Director

HIGHLIGHTS

Aitkin County has completed its second year as a stand-alone community corrections agency after a dissolution of a Joint Powers Agreement with Crow Wing and Morrison counties. All Aitkin office staff were retained after the dissolution and we made a relatively seamless transition in services. We continue to participate in the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County for 2018.

MACCAC Quality Assurance Model

Aitkin County Community Corrections continues to be dedicated to improving and maintaining quality assurance regarding supervision and programing for offenders. We continue to work in maintaining the MACCAC quality assurance model. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

Staff have received training in these five key areas but, with the changes in our agency and new staff in the last couple years, there is a need to focus on training new staff and then reinforcing these skills for quality assurance. We are currently working to add intervention tools for interactions with our highest risk population.

Aitkin County continues to provide a 32-hour “Thinking for a Change” group for higher risk adult offenders. Aitkin County is operating Driving with Care, a cognitive-behavioral based program for DWI Offenders.

The Aitkin County Sobriety Court continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin’s specialty court with county funds and legislatively appropriated grant funds for at-risk specialty courts.

Aitkin County continues to provide juvenile diversion and restorative justice services via referrals from the Aitkin County Attorney’s Office.

We are excited about recent changes in CSTS, DOC policies and continuing education. All of these pieces allow for better collaboration and working together to provide our clients with the best opportunities for positive change!

INTRODUCTION

Aitkin County is located in central Minnesota. The region is dominated by services and trade in the tourism, lumber and agriculture industries. Since the region is a tourism and retirement destination, the population fluctuates greatly, often close to doubling in summer months.



Aitkin County is governed by a five-member county board employing the county administrator model of management. Aitkin County is in the Ninth Judicial District. The Ninth Judicial District consists of seventeen counties in Northwest to North Central Minnesota, including Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

As of July 1, 2018, the US Census Bureau noted a population of 15,829 persons in Aitkin County. Aitkin County is comprised of 1,995 total square miles and the City of Aitkin is the county seat.

Population

Population	15,829
Under age 5 ⁺	3.6%
Under age 18 ⁺	16.8%
Over age 65 ⁺	32.4%
Female ⁺	49.3%
Median Age	55.4 years
Veterans, 2012-2016 ⁺	1.2%

Race

White ⁺	94.8%
Black ⁺	0.6%
Native American ⁺	2.7%
Asian ⁺	0.3%
Multi-Racial ⁺	1.5%
Hispanic/Latino ⁺	1.5%

Housing and Income

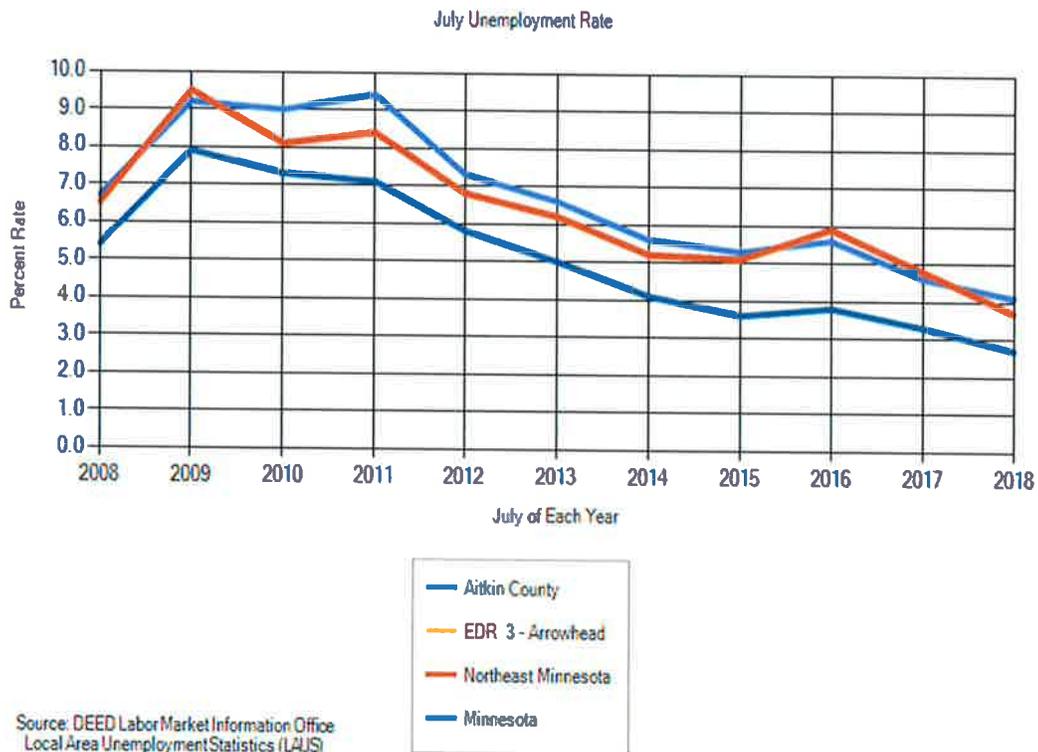
Housing units	16,781
Homeownership rate, 2012-2016 ⁺	82.6%
Median Home Value of owner-occupied housing units ⁺	\$165,300
Median Household income ⁺	\$44,524
Persons in Poverty ⁺	13.1%
*Unemployment ⁺	4.1%

Source: July 2017 estimates, U.S. Census Bureau

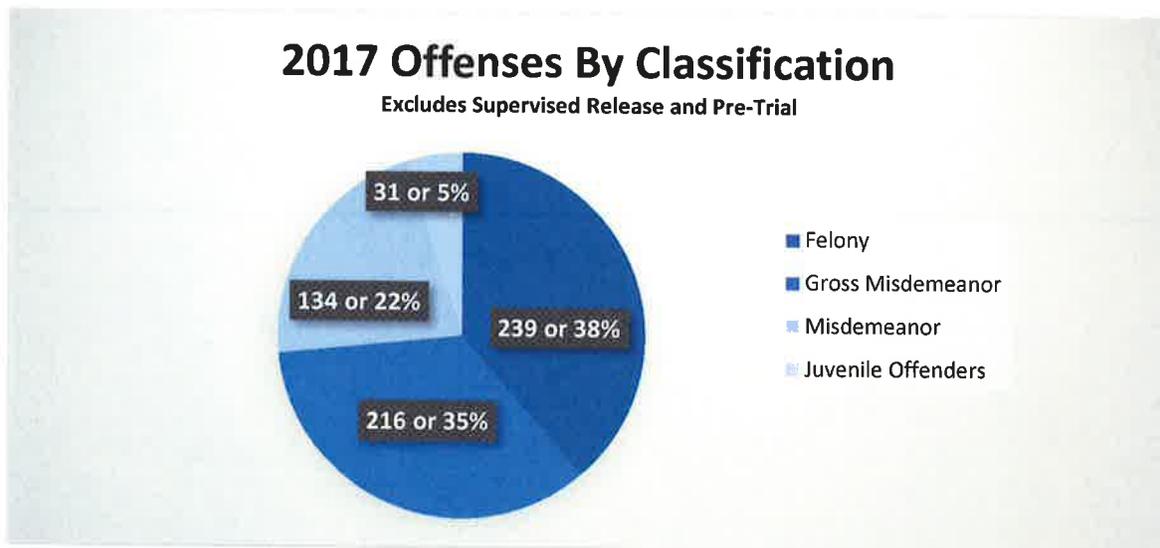
⁺Higher than national rate

⁺Lower than national rate

*Source: July 2018 estimates, MN DEED



Probation Rates by Offense Level



Total Offenses = 620

Graph data was drawn from the 2017 Probation Survey Report and is only indicative of active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.

“Part I” offenses include murder, rape, aggravated assault, robbery, burglary, larceny, Theft of MV and arson. “Part II” offenses include simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, public drunkenness, runaways, sex offenses, stolen property, vandalism, vagrancy, and weapons offenses.

Total Adult Arrests Per Agency	Part I Crimes	Part II Crimes	Total Adult
Statewide Total	32,495	116,039	150,036
Judicial District 9	1,652	8,157	20,199
Aitkin County	45	346	391

Source: 2017 Bureau of Criminal Apprehension Uniform Crime Report Arrest Information

Total Juvenile Arrests Per Agency	Part I Crimes	Part II Crimes	Total Juvenile
Juvenile Statewide Total	5,977	1,492	21,864
Aitkin County	8	36	44

Source: 2017 Bureau of Criminal Apprehension Uniform Crime Report Arrest Information

CRIME RATE AND CHANGE

Over the past 10 years, the general crime rate continues to decrease across the state of Minnesota. However, there has been a continued incline of felony offenses. This trend is continuing into 2018, and there are currently 335 adult felony files currently being supervised by Aitkin County Community Corrections. This equates to 43% of the adult caseload, excluding files transferred to other counties or states. These statistics do not include the felony offenders on supervised release or those participating in Aitkin County Sobriety Court. Since 2009, supervised release cases in Aitkin County have increased from 22 offenders to 26 offenders in 2017 to 30 offenders currently on supervised release.

In Aitkin County, we are working with the County Attorney's Office and the Court in an attempt to discharge lower level offenders earlier, by classification and assessment, who pose less risk to the community noted by validated risk assessments and programming.

Crime Trends by Offense Group

DWI offenders continue to be a large population served within our agency across all offense levels, equating to 37% of all offenses currently supervised on traditional probation by Aitkin County Community Corrections. We have chosen to utilize the validated program, Driving with Care, to focus on prevention of future offenses in a cognitive-based approach. This program was implemented in fall 2016.

Drug cases are also a larger portion of caseloads in Aitkin County. Drug cases make up 24% of probation cases under traditional supervision.

Assault/domestic assault include 7.5 % of the offenders on traditional probation in our community. An attempt was made to form a specialized caseload for this subset of offenders. The numbers are not high enough to dedicate one agent to, but we will continue to look at options for specialized programming.

Adult Female Offender Populations

Female offenders account for 27% of offenders on supervision in our community, adult and juvenile combined. Of the total 620 offenses in Aitkin County in 2017, females were accounted for as follows: 66 adult felony; 52 adult gross misdemeanor; and 36 adult misdemeanor. In Aitkin County, we are making referrals to programs that are gender based, when available, in an effort to increase opportunities for the female clientele. Such programs include, but are not limited to: Journey Home; Aurora Four Winds; Recovering Hope. An attempt was made to form a specialized caseload for this subset of offenders. The numbers are not high enough to dedicate to one agent, but we will continue to look at options for specialized programming.

Minority Offender Rates

Minority offenders currently account for a low percentage of our total offender population, with the most common being American Indian. Of the total 620 offenses in Aitkin County in 2017, the ethnic breakdown is as follows: 474 white; 57 American Indian; 47 other; and 11 black. ACCC does not operate any minority driven programs, but the agents will make referrals to programs for specific populations, as applicable and as available, to meet the individual needs of clients. Including services and programs through Mille Lace Band including the Batterer's program, Mish-Ka-Wisen, Aurora Four Winds. We strive to maintain a good working relationship with the Mille Lace Band of Ojibwe and their human services department.

ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Effective supervision and opportunity for change are essential to increasing rehabilitative and restorative programming and assisting offenders in increasing their skills and reducing their risk to continue to commit crimes

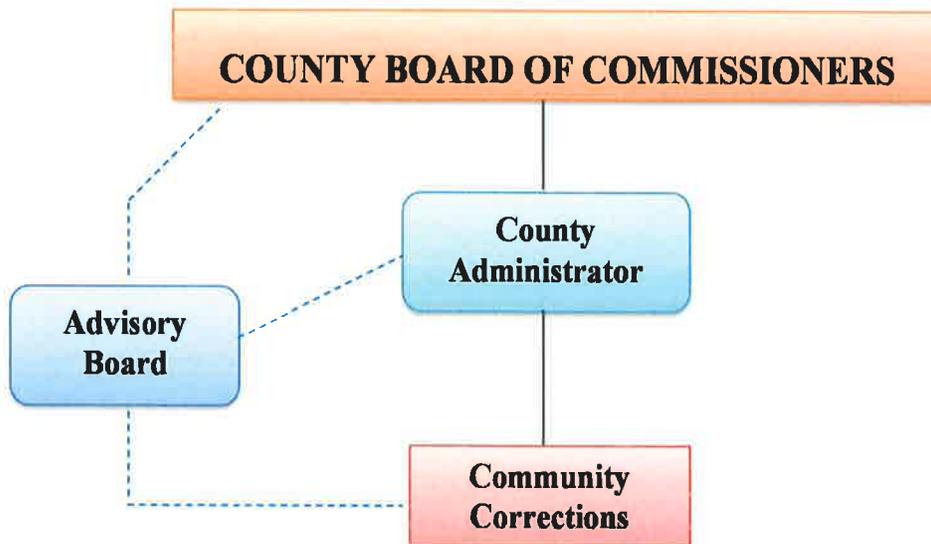
VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services, and actively providing offenders opportunities to become law-abiding citizens.

ORGANIZATIONAL STRUCTURE





Aitkin County Board 2018

This Aitkin County Board is comprised of the five county commissioners from each district.

J. Mark Wedel	District #1
Laurie Westerlund (Vice Chair)	District #2
Donald Niemi	District #3
Bill Pratt	District #4
Anne Marcotte (Chairperson)	District #5

The county board's role in regard to Community Corrections is: 1) Establish the budget for the Community Corrections Department. 2) To determine, establish, continue, modify and terminate Aitkin County correctional services and programs with input from the Director and the Corrections Advisory Board. 3) Approve and authorize the application of the annual comprehensive plan. 4) Ensure compliance with the Community Corrections Act. 5) Establish all matters of policy in relation to correctional services under its authority.

Aitkin County Corrections Advisory Board 2018

The Advisory board is appointed by the Aitkin County Board to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is approved by the Board.

Members

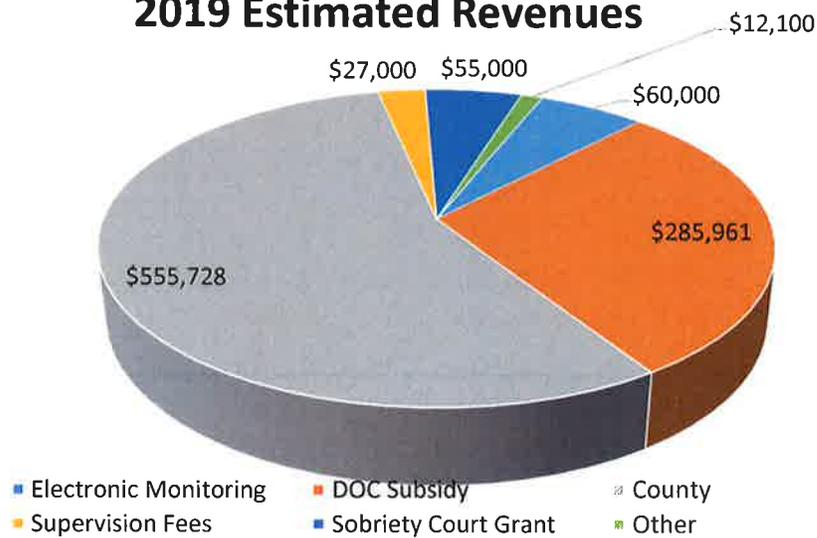
J. Mark Wedel	Commissioner, Aitkin County
Anne Marcotte	Commissioner, Aitkin County
Honorable David Hermerding	Judiciary
Sheriff Scott Turner	Law Enforcement
Attorney James Ratz	Prosecution
Attorney Jeff Haberkorn	Defense
Kim Larson	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member (Board Chair)
Vacant	Citizen Minority
Gabrea Anderson	Victim Services

Ex-Officio Advisory Board members

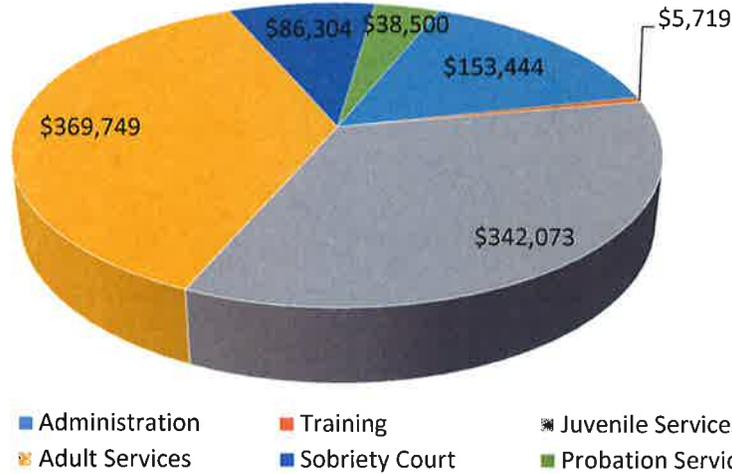
Victor Moen	State Liaison, Minnesota Department of Corrections
Kameron Genz	Aitkin County Community Corrections

DEPARTMENT BUDGET *see appendix for full department budget*

2019 Estimated Revenues



2019 Estimated Expenditures



FTE'S BY PROGRAM AREA

PROGRAM AREA	DESCRIPTION	FTE's
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and as the liaison with stakeholders. A part-time Administrative Assistant/Agent Assistant provides confidential support to the Director as well support to adult and juvenile services.	1.725
ADULT PROBATION	Corrections Agent provide services to adult offenders sentenced to probation and supervised release offenders in Aitkin County.	4.0
Specialty Court Agent	Corrections Agent provides full-time services to the Aitkin County Sobriety Court.	1.0
JUVENILE PROBATION	Corrections Agent provides services to juveniles sentenced to probation in Aitkin County, as well as diversion programs.	1.0

SALARY ROSTER

Position	Salary Range	FTE's
Administrative Assistant/Agent Assistant (1)	28,110	.725
Corrections Agents (6)	53,540-83,034	6.0
Director (1)	72,208	1.0

SIGNED BOARD RESOLUTION/SIGNATURE PAGE *please see appendix*
(not attached - to be included with final draft)

STAFF TRAINING

Aitkin County Community Corrections remains committed to providing the opportunity for staff to access training and educational opportunities that keeps them current on professional practices. The Director has regular meetings with staff to determine training needs and available resources. We attempt to maximize limited training resources by facilitating in-house or online training when it is possible and by collaborating with outside agencies for training in evidence-based practices (EBP).

VOLUNTEERS

Aitkin County utilizes volunteers primarily in the role of Field Service Interns. Intern and volunteer requests are reviewed by the Director. Prospective applicants make a formal application and complete a short interview process. Internship and volunteer appointments are unpaid. All volunteers receive a general orientation to correctional services and may specialize in adult or juvenile departments.

We also offer a job shadow program where students from community colleges and universities may spend up to one day assigned to a corrections agent. This allows students to gain practical knowledge of the field of corrections early in their academic careers. Students have also interviewed staff for various academic works during their course of study. Overseeing interns and job shadow students is encouraged for the Career Corrections Agent as part of their role in the department.

The Aitkin County Restorative Justice Program utilizes volunteers who were formally trained to facilitate the group. The program is focused primarily on juvenile offenders and the Aitkin County juvenile agent remains an integral part of the client's participation efforts.

RESEARCH AND EVALUATION EFFORTS

Aitkin County Community Corrections does not employ a full-time employee in the evaluation program area. The responsibility of data collection and management is completed by the Director or designee as required to monitor programs and data within our department.

Staff utilizes CSTS to effectively manage caseloads. Data is collected from CSTS regarding caseload sizes, offender supervision and risk levels, fee collection rates, predatory offender rates, work load reports, agent work reports, and violation reports.

All department staff are up to date regarding CSTS enhancements and the latest technological updates. Further, the Director informs the staff of the latest information regarding evidence-based practices and strives to ensure a learning environment.

JUVENILE FIELD SERVICES AND PROGRAMMING

Juvenile offenders that come to the attention of Aitkin County Community Corrections are processed and supervised traditionally or through diversion programming. The Aitkin County Attorney's Office in consultation with the Corrections Department has determined Corrections will operate youth diversion programming in Aitkin County. All juvenile offenders placed on probation are screened to determine level of supervision required. Troubled youth may continually be assessed and monitored for improvement.

The juvenile agent is under the administrative authority of the community corrections department Director. One FTE supervises all juvenile files in Aitkin County. This caseload averages approximately 50-70 clients, of which approximately 40-50% are diversion clients. The agent facilitates a cognitive behavioral based program for diversion and/or offers one-on-one meetings with the clients. The agent is also part of a restorative justice initiative for traditional clients.

The juvenile agent also provides direct support services to the juvenile court. The agent is present at all hearings to make recommendations, record orders, and coordinate activity with our department. Furthermore, the agent is responsible to make contacts with victims, prepare social history reports, certification studies, Extended Juvenile Jurisdiction studies, and make referrals for chemical dependency or mental health assessments. The juvenile agent also attends detention hearings and provides temporary supervision during investigations. The role of the juvenile agent also includes working closely with Health and Human Services to provide the most holistic of services possible for the youth and their families.

Prevention

ACCC is completed a brochure to distribute to our educational professionals working with teens. The brochure will focus on criminal sexual conduct laws and sexting as a method of prevention. By focusing on healthy relationship and describing the current laws that affect this population we are hopeful we can prevent these types of offenses from occurring in our community. Discussions with school administrators are occurring to provide an agent for the 2018-2019 school year, who can facilitate presentations at each school as a prevention method.

Our juvenile agent also participates on local Children's Justice Initiative committee to stay informed on legislative changes and rules of Court, and to maintain a network to discuss local issues. The juvenile agent is also active on the Child Abuse Prevention Council. The agent continues to work with the social workers intricately to deal with files proactively.

Juvenile Diversion

The Aitkin County Probation Agent currently administers a Juvenile Diversion Program in conjunction with the Aitkin County Attorney's Office. Diversion level youth are typically first time, lower risk petty or status clients. The County Attorney's Office will petition more serious offenses or juveniles with prior legal or diversion history. Eligibility criterion is established by the Aitkin County Attorney's Office. Services provided to Juvenile Diversion clients by ACCC include a cognitive-behavioral component. Juvenile clients are not assessed by a formal assessment tool for risk. Each juvenile on diversion provides service work in the community, an education component and school attendance tracking. Approximately 20 clients are on diversion and/or participating in the restorative justice as a diversion method at any given time.

Restorative Justice

The Aitkin County Juvenile Agent oversees the Aitkin County Area Restorative Justice Program for juvenile clients. The program is generally for person or property crimes, and often times is a requirement of diversion for applicable offenses. The program includes a face-to-face encounter between victim(s), the offender, individuals who support them, and community members or others affected by the incident. Led by the facilitator(s), this voluntary process seeks to identify, repair and, ultimately prevent, harm. The Juvenile Agent is responsible to oversee the process and document progress of the terms and conditions of the Restorative Justice Contract. Initially the case is referred by the Aitkin County Attorney's Office, the agent prepares a file and contacts the facilitators. The facilitators contact the parties and schedule initial meetings and the conference. At the conference, the parties determine the conditions of the contract. Contract duration varies depending on offense and conditions and the agent maintains contact with the juvenile to help ensure compliance with the contract. The facilitators submit a completion packet to the agent when conditions satisfied, and the agent notifies the County Attorney of the completion.

Juvenile Risk/Needs Assessment

Aitkin County Community Corrections utilizes the YLS/CMI Assessment Tool for assessing non-petty/status offenders. Supervision expectations and policy are in line with statewide standards of supervision. A mental health screening is completed on applicable cases in accordance to M.S. § 260B.157 subd. 1.

Administrative Supervision

These cases are provided low-administrative services and include juveniles that have been involved with petty or traffic offenses. Juveniles under administrative supervision are assigned to the juvenile agent. After an initial meeting with the child and parent(s) to

clarify expectations, the agent monitors compliance with court-ordered conditions. Conditions may include community service work, chemical and/or mental health evaluations, educational programs, restitution and/or fines.

Traditional Supervision

Traditional supervision is targeted at juveniles between the ages of 10-19 placed on probation by the Courts. Extended Jurisdiction Juveniles, when ordered by the Court, may be supervised until age 21. Traditional supervision provides structured supervision of juveniles in the community. Our agent provides direct supervision of juveniles and typically has close contact with others involved with that juvenile, including parents, schools, social service agencies and various treatment providers. Payment of fines or restitution and completion of community service work are used as measures of accountability and efforts to assist juveniles in making reparations for the harm caused by their illegal behavior.

Agents received training in case management and motivational interviewing skills. Goals are discussed with the offender, identifying behaviors which will be addressed during the probation supervision period.

Sex Offender Supervision

The juvenile agent has completed specialized training in assessing and supervising juvenile sex offenders and all juvenile cases involving a sex offense are assigned.

Aitkin County considers any untreated juvenile sex offender to be high risk/enhanced and therefore exempt them from initial risk assessment. These offenders are supervised at an intensive level for the first year of treatment. After a year the juvenile's progress is reviewed and may be reduced to high supervision. After completion of treatment the juvenile will be supervised in accordance to his/her risk/needs tool.

Juvenile Programs

Program resources are scarce in Aitkin County. The juvenile agent refers to other counties for chemical dependency treatment. Some of these programs include: Ron Brusven, Independent Counselor; Northern Pines; Nystroms; Maple Lake; and Recovery Plus. In addition, some detention or non-secure facilities offer chemical dependency and/or mental health services.

Program	Description
3rd Millennium	Online offender education courses for alcohol violations, misdemeanor drug violations, shoplifting violations and tobacco classes are available.
Alcohol and Drug Testing	Juveniles ordered by the Court will have drug and alcohol testing at no cost to the juvenile.
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for juveniles and GED program.
Aitkin County Area Restorative Justice	Juveniles referred to this program participate in mediation with the victim. See description above.
Alive at 25	This is a driver education course.
CORE	Provides juvenile sex offender treatment with active agent involvement.
Family Group Decision Making Conference	The family and support persons of the juvenile meet to identify a child's needs and sets up supports for those needs.
In-Home Family Counseling	In-home counseling with the juvenile and the parents focused on appropriate rules and consequences in the home.
Northern Pines Children's Mental Health	This program provides contracted mental health services and housed within the Aitkin High School. Similar programs existing in McGregor and Hill city schools.
Diagnostic Assessment	Monthly an on-site Doctor provides diagnostic assessments for juveniles referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services.

Out-of-Home Placements

The philosophy for out of home placements in Aitkin County encompasses public safety factors as well as the individual needs of the juvenile. Prior to placement consideration all appropriate community based resources have been reviewed and/or attempted. Currently, ACCC does not operate any juvenile institutions, so referrals are made to neighboring counties when possible and if appropriate.

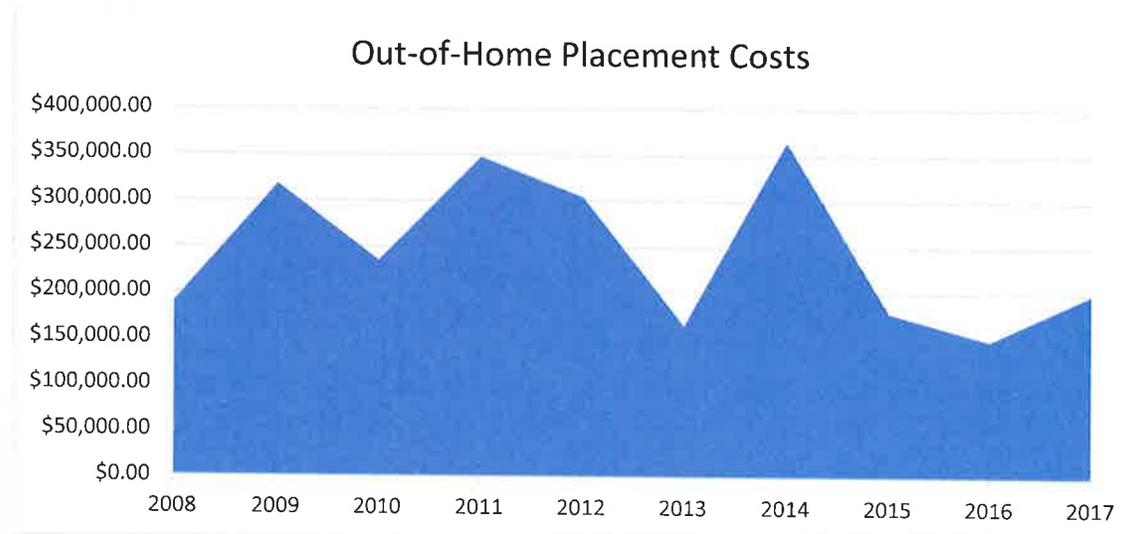
The juvenile agent is part of the Screening Team. The team consists of the probation agent, a social worker, an assistant county attorney and/or other appropriate professionals. A mental health worker or chemical dependency evaluator is also part of the screening team as requested by the probation agent and/or the social worker. The team addresses the best interests of the juvenile for placement to ensure that least

restrictive alternatives have been attempted or will not meet the needs of the juvenile and/or protect the community. A plan for a successful transition to the community is developed with the agent and treatment personnel.

Community Corrections considers itself an integral part of the placement process in assuring the Screening Team is successful in its mission and purpose. The juvenile agent appearing before the Screening Team is required to be professionally prepared to address his/her cases being reviewed, answer team questions and make recommendations based on the best interests of the child and community safety. The practice of considering the least restrictive sanctions whenever possible is followed and required. Frequently, the probation agent makes a joint recommendation with an assigned social worker and in many cases Social Services is active with the client and client family prior to corrections involvement.

Out-of-Home Placement Costs

The following graph reflects corrections costs related to placements during the past ten years.



All costs for corrections out-of-home placements are expensed to the Aitkin County Community Corrections. Community Corrections and Social Services work in collaboration in regard to the best interests of our juvenile populations. Collaboration is necessary and may also include the County Attorney's Office, Public Defender's Office and Court. Together new and existing programs are reviewed statewide to remain proactive in addressing needs of the juveniles and at the most reasonable expense to the county. Family preservation and/or reunification is the favored outcome, when possible.

ADULT FIELD SERVICES AND PROGRAMMING

Adult services are under the administrative authority of the Director. This includes direct staff supervision. Administrative services are provided by the Director in alliance with Aitkin County Policies and Procedures.

Aitkin County Community Corrections provides programs and services in support of its mission and the vision of the Aitkin County Board. Programs and services are directed toward protecting the public by reducing the probability of future criminal behavior and holding offenders accountable for repairing the harm caused by crime to victims and communities.

Adult Caseloads

As of September 1, 2018, there are 791 active adult clients on probation and supervised release. The Aitkin office is comprised of five full-time agents who provide supervision to adult offenders. One agent is responsible for the specialty court supervision and the caseload is approximately 20 clients at any given time. Another agent in the office is responsible for supervising supervised release/sex offenders and high risk clientele. This caseload varies between 70-90 offenders. Currently there are 74 cases. Our office did some restructuring during the 2016-2017 year so more resources can be utilized toward this population and the case load numbers were reduced to allow more effective supervision. The other three remaining agents supervise a combination of administrative, low, medium and high risk offenders. These three agents also conduct Pre-Sentence Reports, restitution studies, complete transfer requests, provide electronic monitoring hookup and monitor clients who are not transferrable.

Adult Risk/Needs Assessment

The Wisconsin Risk Assessment is used to pre-screen all felony cases (unless a pre-sentence investigation is completed), gross misdemeanor cases and all misdemeanor crimes against a person offense cases. An elevated score of 14 or above on the Wisconsin Assessment requires an LS/CMI be completed.

Aitkin County Community Corrections continues to correlate services with the needs and risk level of the offender. Aitkin County Community Corrections has established supervision guidelines based on the risk level of the adult. High risk sex offenders in treatment receive high level supervision including agent involvement in sex offender programming and home visits at least quarterly. High traditional adults are seen at least twice monthly, with a home visit at a minimum of every 90 days. Medium risk adults are seen at least once a month, and low risk adults are seen at least once every three months. All adult cases require collateral contacts as necessary. Specialty Court clients are high risk offenders and receive enhanced supervision. Felony DWI offenders are also seen at a more intense level for the first 90 days. Thereafter, the risk assessment is utilized to

determine the supervision level. Non-person misdemeanor offenders are unclassified and supervised at an administrative level.

Administrative Monitoring Supervision

Administrative Monitoring supervision includes cases where monitoring of court conditions needs to occur, but active supervision does not.

Administrative Non-Monitoring Supervision

Administrative Non-Monitoring supervision includes cases where all conditions are completed and there is no longer a need for active supervision per policy. It may also include cases where an offender is not eligible for an early discharge from probation, per Aitkin County Community Corrections or Court policy.

Traditional Supervision

This would include the typical supervision of offenders on probation or supervised release, according to risk levels. This would include high, medium and low offenders who are supervised by Aitkin County Community Corrections staff.

Aitkin County Drug Court

Aitkin County operates a Sobriety Court. Aitkin County Community Corrections provides a full time probation agent in this program and provides for related costs to the program.

Adult Programs

Program	Description
AEOA and Aitkin Workforce Center	A work program through the government that can offer employment for Adults and a GED program.
Alcohol and Drug Testing	Adults ordered by the Court will have random drug and alcohol testing at no cost for instant testing. Confirmation testing is the responsibility of the client.
Carey Guides	Agents have been trained in the purpose and use of the guides and utilize this option to assist offenders toward motivated change.
Cognitive-Behavioral Programming	Thinking for a Change (T4C) is a cognitive-behavioral curriculum designed to assist with changing the criminogenic thinking of offenders. T4C is a cognitive-behavioral therapy (CBT) program that includes cognitive restructuring, social skills development, and the development of The curriculum is designed to be implemented with small groups of 10-12 high risk, higher medium risk offenders.
Driving With Care	Driving With Care is a 12-week Level II education program specifically for individuals convicted of repeat DWI offenses. The curriculum utilizes cognitive-behavioral approaches to help participants understand how problem behaviors are learned, gain insight into their impaired driving behavior and the negative consequences of chemical use. Program participants are able to develop strategies to prevent further problems of use, involvement in DWI behavior, and relapse prevention.
Electronic Home Monitoring	A house arrest program, which utilizes electronic equipment to monitor the offender while they serve a custodial sentence at home.
Institutions	The sheriff's office is responsible for the detention and incarceration of pre-trial and sentenced offenders, as well as for the operation of treatment programs in the jail. NERCC in the Arrowhead Region is being discussed as another option for Aitkin County offenders.
MADD Panel	A two-hour panel presentation regarding the impact on victims of drinking and driving.
Diagnostic Assessment	Monthly an on-site Doctor provides diagnostic assessments for adults referred by probation, the Court and/or social services. The cost is covered by Aitkin County Health and Human Services. Additional services are referred to the community.
Sentence-to-Service	The Aitkin County Sheriff administers the STS program. STS is a valuable opportunity for the offender to give back to the community.
Sex Offender Programming	Sex offenders are referred to neighboring counties for treatment. The sex Offender supervision maintains active attendance with each program and/or Communicates with agent from neighboring counties to ensure compliance and involvement in the therapy.
Victim Services	General crime victims are referred to the Aitkin County Crime Victim Coordinator. We also refer victims of sexual assault to Support within Reach or Safe Harbor if specific sex trafficking concern arise. Victims of domestic assault are referred to H.O.P.E (previously known as A.A.D.A.)

CONTRACT SERVICES/GRANTS

Aitkin County Sobriety Court Grant

Aitkin County currently receives a grant for Sobriety Court from the State Court Administrator's Office. With the assistance of county funds, this grant allows a probation agent to be assigned full-time to the program.

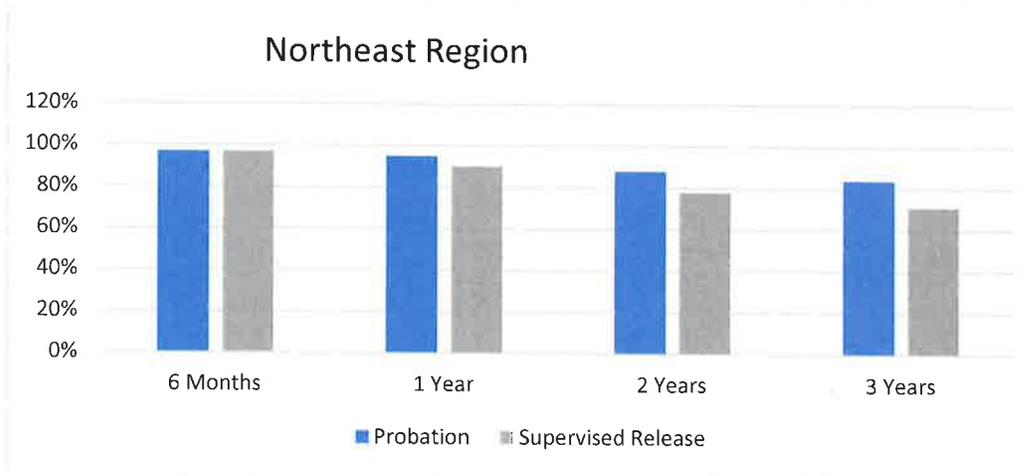
OFFENDER HOUSING

Adult residential services are available for Level III offenders on intensive supervised release as determined and funded by the Minnesota Department of Corrections. Aitkin County does not have any specialized re-entry housing for other offenders. Further, there currently is no funding available for specialized residential services. Therefore, relevant to other hard to place offenders, agents make referrals to existing resources in neighboring counties. The Department of Corrections has allowed placement of non-level III offenders in their housing if available in other counties. There are not housing options within Aitkin County at this time.

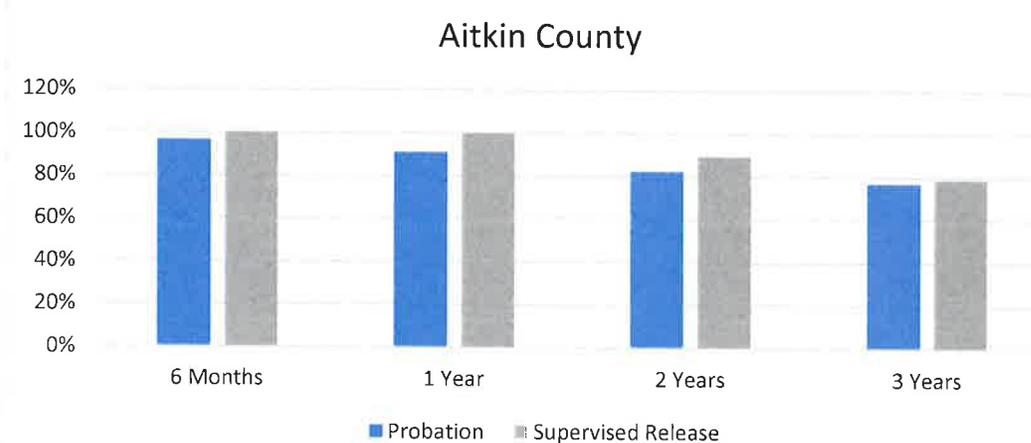
OUTCOME MEASURES AND STRATEGIC PLAN

Aitkin County is part of the Northeast Region for statistical reporting by the Minnesota Definition Team. The Northeast Region includes: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 according to the 2015 Minnesota Probation and Supervised Release Outcomes Report.



The following graph represents the percentage of probation and supervised release offenders who did not commit a new felony offense within six months, one year, two years or three years post release from supervision. The offenders were released in 2011 and is the same data used for the Northeast Region calculation noted in the 2015 Minnesota Probation and Supervised Release Outcomes Report. Data shows there is not a significant margin of difference between Aitkin County and the entire Northeast region.



PHASE ONE AGENCY PREPAREDNESS

In April 2013, MACCAC agreed the Continuous Quality Improvement Plan would be reported within the Comprehensive Plan. Phase One is designed to measure and prepare your agency for implementing Evidence Based Practices. This work was completed in Aitkin County with Central Minnesota Community Corrections. However, based on the structural and staff changes, ACCC has reviewed many of the Phase Two objectives and will be making a more detailed review in the following year and a half based on the new structure. Phase Two and Three will be reported in more detail during the 2019-2020 Interim Plan.

Objectives	Narrative Update
Assess the agency's mission/vision and operating principles/policies for alignment with EBP practices	The ACCC Advisory Board has approved the overall vision and mission for ACCC to ensure alignment with EBP.
Conduct an organizational assessment and evaluate the culture/structure support for implementation of EBP	This goal was met under the structure of CMCC. The same employees are vested in EBP and the culture is expected to continue.
Develop an EBP plan to guide implementation strategies and progress	The plan for training in EBP principles was completed with CMCC. All staff have been trained in the core practices and ACCC will continue to attend more in depth training along with the Director.
Ensure staff's participation in EBP through communication strategies and/or involvement in a task force	This goal is ongoing. ACCC will strive to involve direct line staff and Director in statewide task forces or initiatives. Further, we will strive to involve direct line staff as Master Trainers in specialized areas.
Develop a plan that outlines methodology for tracking outcomes	This goal will be reviewed in the upcoming 12 months. Quality assurance is conducted via statewide proficiency testing and booster trainings. Feedback is consistently provided to staff by the Director who is also trained in these tools. MI coding is conducted on an annual basis and goals are set with staff to increase their proficiency. Additional tracking will be the focus of the next 12 months.

Define actual outcomes to establish a baseline and to establish a process to measure outcomes annually

This work will continue.

Ensure hiring strategies and performance expectations are aligned with EBP

This goal continues to be ongoing in light of the changes in staff. Hiring practices have been modified to include knowledge and experience in evidence based practices specific to corrections staff. Performance outcome statements will be defined for staff.

GOALS AND OBJECTIVES

Restore the Victim

- The agency will take a baseline measurement of the collection rate and work to improve the rate by having clients commit to regular payment arrangements.
- A victim survey will be developed and implemented.
- The STS Crew operated through the Aitkin County Sheriff's Office will work on community projects.

Rehabilitate the Offender

- Agents will continue to participate in training in the core evidence based practice skill sets and receive booster training as applicable.
- Agents will participate in communities of practice with neighboring agencies to improve their skills for working with offenders.
- Case plans will be implemented for high risk clients.
- Violation rates will be measured to determine a baseline.
- Recidivism rates on felony cases will be reviewed.
- Performance feedback to staff will support EBP.

Reduce Risk to the Community

- Agents will work closely with law enforcement to ensure proper notification is provided in sex offender and violent offender cases.
- Agents will include the factors linked to rehabilitation in case plans including employment and education.
- Aitkin County Community Corrections will continue to provide intensive supervision for the Aitkin County Sobriety Court.

MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or deletes units of service.
Check one: **XX** Original Application ___ Amendment

Applicant: AITKIN COUNTY COMMUNITY CORRECTIONS

Application Period: JANUARY 1, 2019 to DECEMBER 31, 2019

Original Proposed Budget:	DOC Subsidy	\$ <u>285,961</u>
	Other State Funds	\$ <u>0</u>
	County Funding	\$ <u>555,728</u>
	Other Funding	\$ <u>154,100</u>
	TOTAL BUDGET	\$ <u>995,789</u>

*Amendment: Name of Units of Service (attach budget sheets) _____

Community Corrections Administrator:

Name/Title/Signature KAMERON GENZ, DIRECTOR

Address 204 1st Street, AITKIN, MN 56401

Telephone # (218) 927-7202

Financial Officer:

Name/Title/Signature KIRK PEYSAR, AITKIN COUNTY AUDITOR

Address 209 2nd Street NW, #202, AITKIN, MN 56431

Telephone # (218) 927-7354

APPLICANT'S AGREEMENT

It is understood and agreed to by the applicant that:

- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
- 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota Department of Corrections. Such termination shall not affect obligations incurred under the subsidy prior to the effective date of such termination.
- 3) The applicant will apply for approval to change the plan whenever implementation or financing will be materially changed. Approval will be governed by Minnesota Rules Chapter 2905.0500.
- 4) Financial status reports will be submitted every three months and narrative progress reports every six months as directed by the Commissioner of Corrections. Necessary records and accounts, including financial and property controls, will be maintained and made available to the Department of Corrections.
- 5) The applicant will strictly adhere to rules promulgated by the Department of Corrections (Minnesota Rules 2905).

SIGNATURES OF AUTHORIZED OFFICIALS

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature: Jessica Siebert, Aitkin County Administrator

Name/Title/Signature: Anne Marcotte, Aitkin County Board Chairperson

DOC Funding Analysis

<u>Probation Program</u>	2019 Budget	DOC Subsidy	County Funds	Other Sources
Revenue				
Corrections-Subsidy	\$285,961	\$285,961		
Drug Court Grant	\$55,000			\$55,000
Drug Court Client Fees	\$10,000			\$10,000
Special Services All revenues in program	\$61,800			\$61,800
Probation Supervision Fee total	\$27,000			\$27,000
Miscellaneous Other Revenue	\$300			\$300
Revenue Subtotal	\$440,061	\$285,961	\$0	\$154,100
Expenditure				
Administration	\$153,444	\$100,000	\$32,844	\$20,600
Training Program	\$5,719	\$5,719	\$0	\$0
Juvenile Probation Program	\$342,073	\$27,430	\$309,643	\$5,000
Adult Probation Program	\$369,749	\$152,812	\$191,937	\$25,000
Sobriety Court	\$86,304		\$21,304	\$65,000
Probation Services	\$38,500			\$38,500
Expense Subtotal	(\$995,789)	(\$285,961)	(\$555,728)	(\$154,100)
Total Revenue	\$440,061	\$285,961	\$0	\$154,100
Total Expenditure	(\$995,789)	(\$285,961)	(\$555,728)	(\$154,100)