



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: December 20, 2022

Title of Item: 2023 Interim 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: 5 minutes
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Summary of Issue:

Review of 2023 Interim Comprehensive Plan. The update is to be submitted to MN DOC and does not require a signature in that, this is an update to the full 2022/2023 report previously approved by this Board. On December 13, 2022, the plan was reviewed by the Community Corrections Advisory Board at which time they recommended the plan be submitted to the County Board for approval. The report is attached.

Alternatives, Options, Effects on Others/Comments:

The Interim Comprehensive Plan is ready for review by the County Board prior to submission to MN Department of Corrections.

Recommended Action/Motion:

It is respectfully requested that the Aitkin County Board of Commissioners approve the 2023 Interim Comprehensive Plan for submission to MN Department of Corrections.

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:*

The CCA Subsidy Grant revenue, in which the Comprehensive Plans are required, is budgeted annually.



Aitkin County
Community
Corrections



2023

Interim Comprehensive Plan

PROGRAM AND BUDGET UPDATE

ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Aitkin County Community Corrections began its first year of operating as a single county entity in July 2016. Prior to that date, the agency was part of a joint powers agreement and operated as Central Minnesota Community Corrections with Crow Wing and Morrison counties.

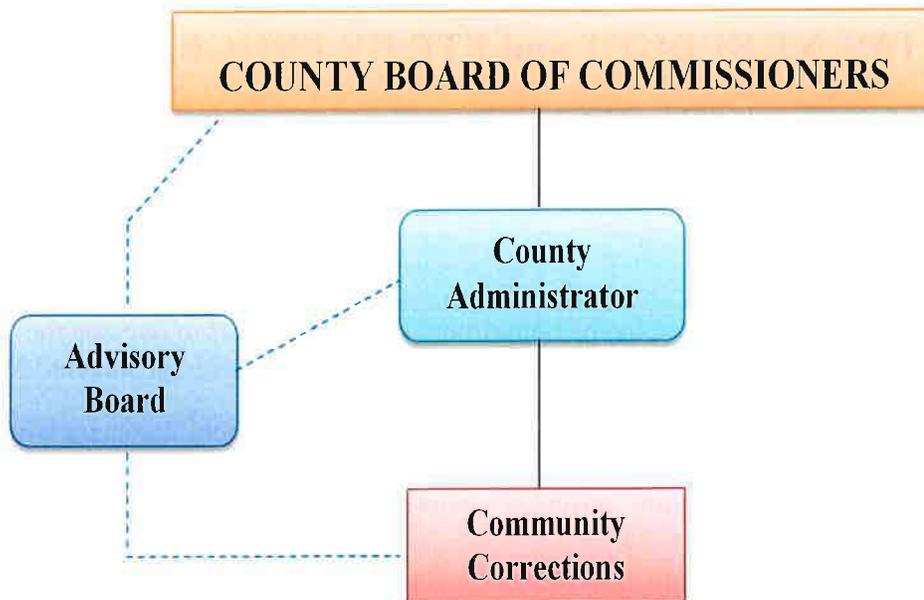
VISION

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.

CURRENT ORGANIZATIONAL STRUCTURE



2023 County Commissioners

J. Mark Wedel
Laurie Westerlund
Travis Leiviska
Bret Sample
Michael Kearney

District #1
District #2
District #3
District #4
District #5



QR code for commissioner districts map

AITKIN COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

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

MEMBERS (9 members required by statute)	CATEGORY (* = 9 required by statute)
J. Mark Wedel (pending appointment)	Commissioner, Aitkin County
Vacant pending appointment	Commissioner, Aitkin County
Honorable David Hermerding (or designee)	*Judiciary
Sheriff Dan Guida (or designee)	*Law Enforcement
Attorney James Ratz	*Prosecution/County Attorney
Attorney Jeff Haberkorn	Defense Attorney
HHS Director (or designee)	*Social Services
Cheryl Meld	*Education
Nancy Johnson-Houg	*Citizen Member
vacant	*Citizen Minority
Gabrea Anderson	Victim Services
Ex-Officio Advisory Board members	
Kameron Genz	*Corrections
Mark Smith	State Liaison, MN Department of Corrections

DEPARTMENT BUDGET and FTE BY PROGRAM AREA

BUDGET: see Appendix for updated 2023 budget

2023 FTEs BY PROGRAM AREA

PROGRAM AREA	DESCRIPTION	8 FTE
ADMINISTRATIVE	1 Director employed as the department head/supervisor to oversee the correctional operations in Aitkin County and liaison with all stakeholders.	1.0
	1 Full-Time Administrative Specialist/Corrections Agent Assistant who splits time across all five program areas.	1.0
SPECIALITY COURT AGENT	1 Corrections Agent to provides supervision services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	4 Corrections Agents provide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	4.0
JUVENILE PROBATION SERVICES	1 Corrections Agent provides supervision services to juveniles in diversion programs and juvenile probation in Aitkin County.	1.0
EVALUATION	1 Full-Time Administrative Specialist/Corrections Agent Assistant services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes at approximately 0.2 FTE.	<i>See above</i>

2023 SALARY ROSTER

Position	Salary
Director	\$88,468
Corrections Agent	\$92,019
Corrections Agent	\$66,481
Corrections Agent	\$66,481
Corrections Agent	\$65,889
Corrections Agent	\$63,419
Corrections Agent	\$63,419
Administrative Assistant/Corrections Agent Assistant	\$39,790

Salary only – fringe and benefits not included

SERVICES AND PROGRAMMING

Aitkin County is beginning its sixth year as a stand-alone community corrections agency after the dissolution of a Central Minnesota Community Corrections in 2016. We continue to be an active member of the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County Community Corrections for 2022.

We continue working to incorporate increased use of offense specific screening tools and keeping up to date on modifications to those tools. We have resumed communities of practice groups to reinforce and strengthen our skills in all areas of evidence based practices and client services. In addition we, set aside time out of our monthly office meetings to address questions regarding policy and/or practices.

Adult agents have continued to spend significant time addressing mental health concerns and assisting in clients' mental health or relationship crises due to lack of response by collateral agencies and lack of local resources. The Director, two adult agents and a local practitioner have begun working together to better assist probationers with persistent mental health concerns. This project is still in the planning stage with some very basic services being implemented but we are excited to see where it takes us in the next year.

Out of home placements for juveniles has significantly decreased in part reduced placement during the pandemic as well as reduced availability of programs and facilities. Once cases returned to a more regular schedule of moving through the court system, the need for juvenile placements increased again also. In addition, there appears to have been an increase of more significant mental health concerns of juvenile clients. This has also contributed to said need for increased out of home placements. Most juveniles requiring secure placement are now transported to Anoka County due to significant deficits in availability of appropriate facilities. In September 2022, Aitkin County/Community Corrections entered into contract with the Regional Juvenile Center in Anoka County. We hope this provides the necessary service and guaranteed emergency placements. Although we continue to strive for reunification of families, placement and detention is necessary in juvenile justice to protect community safety and for the well-being of the juvenile.

In 2016, the full-time case aide position was eliminated and re-classified as a part-time Administrative Specialist/Corrections Agent Assistant. It has been difficult to maintain a long-term employee in this part-time/no benefits position. Agents continue to have high caseloads numbers and agents and Director continue to need to assist in duties normally assigned to a case aide position. We excited to announce the proposal to make

that position fulltime beginning January 1, 2023 has not been opposed. This change will allow for more efficient use of all staff time and allow fewer interruptions to direct client service.

In 2023 we will have the retirement of a 26+ year agent. This absence will leave us with a fairly young and inexperienced office. However, I cannot sufficiently express how grateful I am for the staff I have. Although the remaining staff (excluding the Director) will not have as many years of service combined as that of our retiring agent, they have proven they are more than just capable! They have been put to the test through the pandemic, a revolving door of county attorney, court administration, defend counsel staff and our own office. Yet they have continued to take on challenges, to learn and to grow and they are doing a great job!

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

All agents are now training in the full skill set. Continuing education and booster trainings in these areas are encouraged. Agents are also encouraged to consider becoming trainers in any of the skills and we now have an agent who has completed the YLS trainer series.

Aitkin County Community Corrections continues to provide a 32-hour “Thinking for a Change” group for higher risk adult offenders. Six staff are trained as facilitators.

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 specialty treatment courts. As funding and contractual requirements continue to change, we are hoping to maintain this program if/when funding expires; however, it will be a significant increase to our annual budget, from County funds. We partnered with Aitkin County Public Health this year to incorporate a new program from Sobriety Court and other at-risk clients. The program titled “Making A Change” (MAC) includes a series of classes including: financial, budget, planning; and nutrition, meal planning and cooking. There is an optional third session for parenting and family matters. So far, the program has been well received. We originally had a pilot group with Sobriety Court participants and have now completed a second group of classes.

Aitkin County agents are trained in the use of the Carey Guides. We continue to train staff as they onboard and utilize and improve delivery of programs and services outlined in the Comprehensive Plan. We have been working to organize the Carey Guides in our physical office spaces to encourage and support the use of the guides on a regular basis. We will resume our plan to implement “Cognitive Behavioral Group Reporting” which will utilize an available agent to process through single Carey Guide books and assignments with clients whom agents feel need additional short term support the curriculum can provide. This process was halted temporarily in 2021 due to the ongoing pandemic.

We are working with various local and out of county agencies to provide services to clients. Some of our collaborations include youth suicide prevention groups, inter department groups to identify and address disparities, CD, mental health, and community supportive services.

ANNUAL PROGRESS REPORT ON STRATEGIC PLANNING

STRATEGIC PLAN AND OUTCOME MEASURES PROGRESS REPORT

The MACCAC Continuous Quality Improvement Plan was adopted by MACCAC in its entirety in April 2013. MCCC will continue to strive toward effectively implementing the CQI Plan in its entirety. Phase three will continue to be a focus in 2022.

PROGRESS

PHASES ONE, TWO & THREE: Completed

Motivational Interviewing: All agents have been trained in MI 1&2. Our agency supports the use of MI as an effective tool to assist offenders.

Risk Assessments: All agents are trained in the LS/CMI and YLS 2.0. Agents will continue to follow the recommendations for boosters and ongoing training. The MN Drug Court Initiative implemented the RANT to be utilized by treatment courts and our assigned agent has been trained in this assessment. Two agents are trained in and utilizing the Dynamic Risk Assessments (Stable, Static and Acute). Two agents are utilizing the DVI, as ordered by the Court, for Domestic Abuse offenses. These agents are also utilizing the ODARA when appropriate. As noted above, one agent is completed train-the-trainer for YLS. It is hoped that the use of specific assessment tools will assist us with better establishing appropriate supervision levels and to make proper recommendations for programming.

Case Plans: Agents who supervise high risk offenders are trained in the statewide case plan tool are beginning to utilize the case plan now that the template is implemented statewide. This is an ongoing process as agents work to better understand the process and have more consistency across agents.

Cognitive Behavioral Programming: Six agents are trained to facilitate Thinking for A Change. The Director continues to work with agents to assure that the lessons learned in T4C are reinforced in agent meetings with offenders and the primary facilitator will provide backup and support. The primary facilitator will also be responsible for maintaining statistics of recidivism for T4C participants.

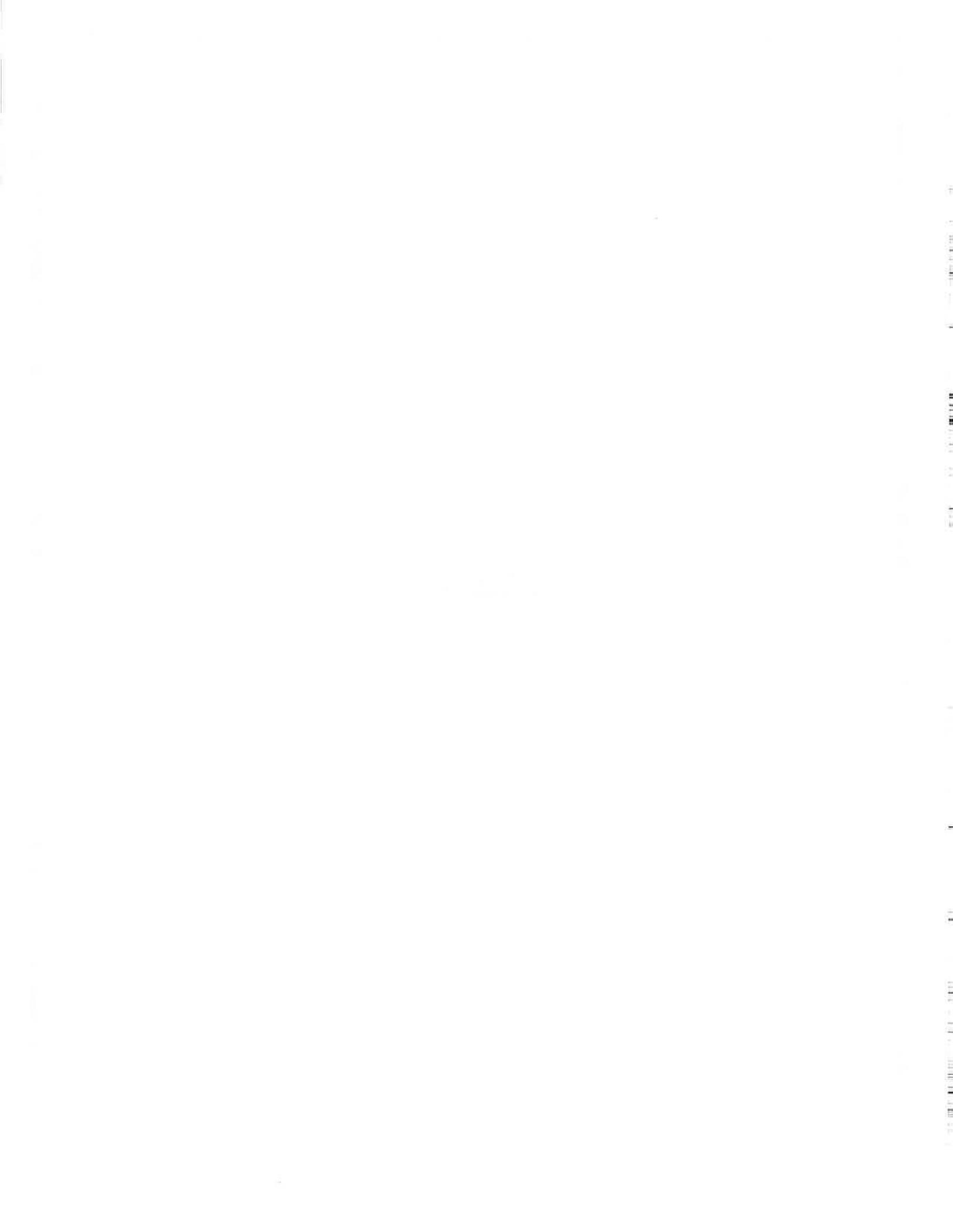
We continue to use and value the effectiveness of evidence-based practices as we strive to restoring the victim, rehabilitating the offender and reducing risk to our communities.

CONCERNS

There are no specific concerns with regard to the strategic plan or evidence-based practices. However, data collection continues to be an area that needs our attention as we move through PHASE FOUR – EBP Implementation Evaluation. We do not employ a data collection staff as some other counties do, but are attempting to use CSTS and spreadsheets to collect data that can later be used to evaluate the above areas as well as recidivism. With our part time position becoming full time, it is hoped data collection efforts can be increased.

As caseload numbers remain high, and violent crimes and mental health concerns continue to rise, it appears that additional agents or office staff may be needed in the next few years. If that is not financially possible, looking at ways to reduce caseloads will have to be more closely examined. On that note, the work done by CSG continues to prove insightful and may provide an opportunity for statewide improvements across all delivery systems. Overall, the field of corrections continues to adapt and Aitkin County Community Corrections strives to provide the best services we can to offenders, victims, communities and our partners in the criminal justice system.

APPENDIX



MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				711,618
Service & Contractual				293,750
Travel				4,950
Training				6,294
Supplies & Materials				0
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	314,684	545,228	156,700	1,016,612
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	314,684	545,228	156,700	1,016,612

Minimum County/Group Level of Spending Current Year:

26,004

Percent of County budget

5%

For Internal Use Only:

Fiscal Services Grant Administrator Approval & Date _____

Date Notified Grants Administrator _____

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin
Budget Year: 2023

Budget for Subsidy Program: Administration

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				130,690
Service & Contractual				21,750
Travel				1,900
Training				0
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	126,390	6,950	21,000	154,340
Use of State Institutions				0
Total Budgeted Expenses	126,390	6,950	21,000	154,340

Budget for Subsidy Program: Training

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				6,294
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	6,294			6,294
Use of State Institutions				0
Total Budgeted Expenses	6,294	-	-	6,294

Budget for Subsidy Program: Adult Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Budget for Subsidy Program: Adult Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				406,363
Service & Contractual				2,000
Travel				1,700
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	152,000	238,363	19,700	410,063
Use of State Institutions				0
Total Budgeted Expenses	152,000	238,363	19,700	410,063

Budget for Subsidy Program: Court & Field Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Evaluation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Budget for Subsidy Program: Jail Programs

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				86,892
Service & Contractual				220,000
Travel				350
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	30,000	277,242		307,242
Use of State Institutions				0
Total Budgeted Expenses	30,000	277,242	-	307,242

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Budget for Subsidy Program: Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Non-Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Parole Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Budget for Subsidy Program: Probation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				46,000
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses			46,000	46,000
Use of State Institutions				0
Total Budgeted Expenses	-	-	46,000	46,000

Budget for Subsidy Program: Service & Contractual

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Specialty Court (Drug, DWI, ETC)

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				87,673
Service & Contractual				4,000
Travel				1,000
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		22,673	70,000	92,673
Use of State Institutions				0
Total Budgeted Expenses	-	22,673	70,000	92,673

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

Budget for Subsidy Program: Supervised Release Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Other-

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

***OTHER SERVICES (FUNDING SOURCE SPECIFIED)**

Program Name	Description	Amount
Specialty Court	9th District Court Administration grant	70,000
Admin/Prob services	various client/service fees	81,100
Adult services	potential DOC grant reimbursement fund	5,600
	Total	156,700

NOTES:

