



# Board of County Commissioners Agenda Request

## 2U

Agenda Item #

**Requested Meeting Date:** January 25, 2022

**Title of Item:** Community Corrections Interim Comprehensive Plan

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Kameron Genz		<b>Department:</b> Community Corrections
<b>Presenter (Name and Title):</b> Kameron Genz - Director of Community Corrections		<b>Estimated Time Needed:</b> 0 min
<b>Summary of Issue:</b> 1. Approval of 2021-2022 Interim Comprehensive Plan and budget.		
<b>Alternatives, Options, Effects on Others/Comments:</b> The Interim Comprehensive Plan was approved by the Aitkin County Community Corrections Advisory Board on October 26, 2021. The Advisory Board recommends the 2021-2022 Interim Comp Plan and budget be presented to and approved by the Aitkin County Board of Commissioners.		
<b>Recommended Action/Motion:</b> It is respectfully requested that the Aitkin County Board of Commissioners Approve the Community Corrections department's 2021-2022 Interim Comprehensive Plan and budget.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Comprehensive Plan includes the 2021-2022 CCA Subsidy Grant funds.		





Aitkin County  
Community  
Corrections



**2022**  
**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.

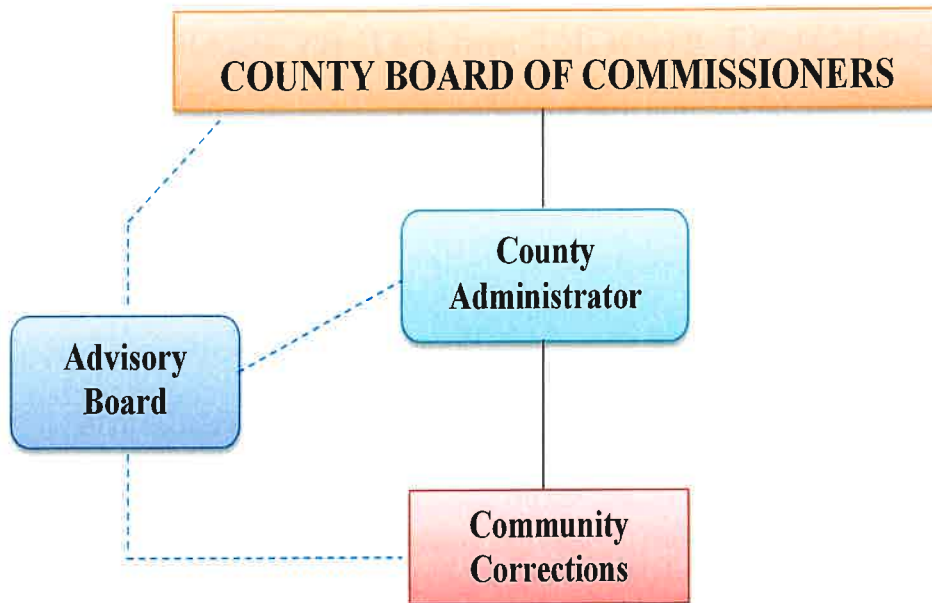
## VISION

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



### County Commissioners

J. Mark Wedel (Chair)  
Laurie Westerlund  
Donald Niemi  
Brian Napstad  
Ann Marcotte (Vice Chair)

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.

<u>MEMBERS</u>	<u>CATEGORY</u>
J. Mark Wedel	Commissioner, Aitkin County
Anne Marcotte	Commissioner, Aitkin County
Honorable David Hermerding	Judiciary
Sheriff Dan Guida (or designee)	Law Enforcement
Attorney James Ratz	Prosecution/County Attorney
Attorney Jeff Haberkorn	Defense Attorney
Cynthia Bennett (or designee)	Social Services
Cheryl Meld	Education
Nancy Johnson-Houg	Citizen Member
Michael Davis	Citizen Minority
Gabrea Anderson	Victim Services
<u>Ex-Officio Advisory Board members</u>	
Kameron Genz	Corrections
Mark Smith	State Liaison, Minnesota Department of Corrections

## **DEPARTMENT BUDGET and FTE BY PROGRAM AREA**

**BUDGET:** see Appendix for 2022 and 2023 budgets

### **FTEs BY PROGRAM AREA**

<u>PROGRAM AREA</u>	<u>DESCRIPTION</u>	<u>FTE's</u>
ADMINISTRATIVE	1 Director employed as the Department Head to oversee the correctional operations in Aitkin County and liaison with all stakeholders.	1.0
SPECIALITY COURT AGENT	1 Corrections Agent to provide full-time services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	4 Corrections Agents and 1 Part-Time Administrative Specialist/Corrections Agent Assistant provide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	4.4
JUVENILE PROBATION SERVICES	1 Corrections Agent and 1 Part-Time Administrative Specialist/Corrections Agent Assistant provide services to juveniles in diversion programs or sentenced to probation in Aitkin County.	1.2
EVALUATION	1 Part-Time Administrative Specialist/Corrections Agent Assistant services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes.	0.125

## SERVICES AND PROGRAMMING

There are no significant changes to services and programs since the comprehensive plan was submitted for 2021. We are working to incorporate increased use of offense specific screening tools. 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. As example, North Homes ITASKIN Juvenile center (IJC) closed their secure detention unit. This was the only secure detention facility within 90 miles. Most juveniles requiring secure placement are now transported to Anoka County.

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 for 2021.

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. It does become a bit of a struggle at times, especially when 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.

### **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.

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. We have previously operated the Driving with Care, a cognitive-behavioral based program for DWI Offenders. However, the program has been stagnant lately after the pandemic and we are now reevaluating the program and determining if we have sufficient client numbers to continue.

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 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

2022 Interim Comprehensive Plan  
Aitkin County Community Corrections



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 as we pilot it with Sobriety Court participants.

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 purchased the electronic version (TOD and BITS) in 2021 and have found these tools to be beneficial. We began the process of implementing regular “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. However, the continued pandemic concerns halting that process temporarily in 2021.

We are working with various local and out of county agencies to provide services to clients. Services to continue to be available for clients but also appear to be ever-changing with regard to location, hours, services and staff.

### **SALARY ROSTER**

<b>Position</b>	<b>Salary</b>
Director	\$81,623
Corrections Agent	\$90,177
Corrections Agent	\$62,266
Corrections Agent	\$62,266
Corrections Agent	\$60,519
Corrections Agent	\$58,771
Corrections Agent	\$58,771
Administrative Assistant/Corrections Agent Assistant (PT)	\$27,557

Salary only – fringe and benefits not included



# **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 and TWO: Completed**

#### **PHASE THREE - EBP Implementation with Fidelity:**

**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 have now been trained in the LS/CMI and YLS 2.0. Agents will continue to follow the statewide recommendations for boosters and ongoing training. The MN Drug Court Initiative implemented the RANT to be utilized treatment court agent has been trained in this assessment. Two agents are trained in and utilizing the Dynamic Risk Assessments (Stable, Static and Acute). One agent is utilizing the DVI, as ordered by the Court, for Domestic Abuse offenses. The agent is also utilizing the ODARA when appropriate. It is hoped that the use of this tool will assist us with better establishing what supervision level these offenders should be supervised at due to risk and to make proper recommendations for programming. Additionally, one agent is currently participating in train-the-trainer for YLS.

**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. Our goal is for full use of case planning, as recommended, beginning January 1, 2022.

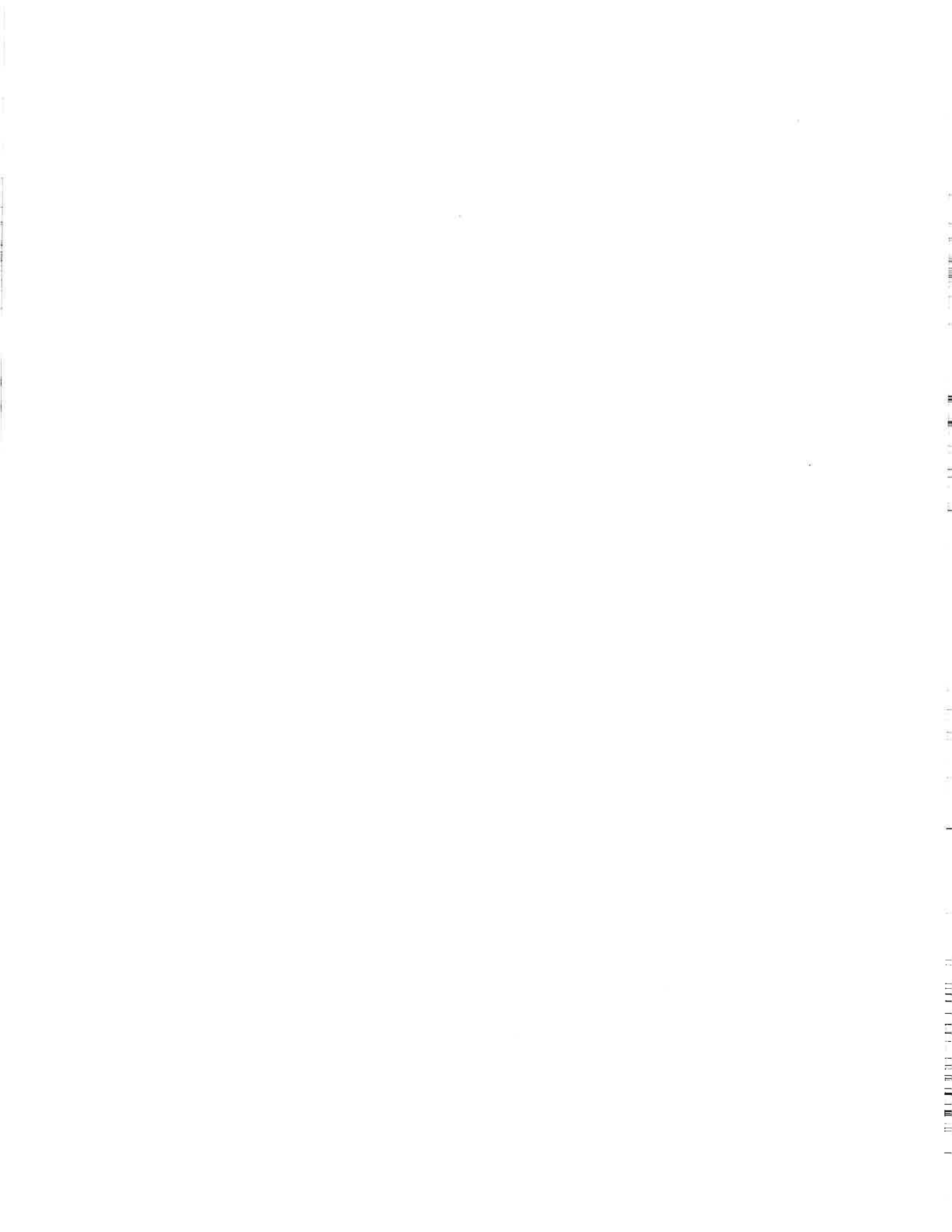
**Cognitive Behavioral Programming:** Six agents are now trained to facilitate Thinking for A Change. The Director will work with agents to assure that the lessons learned in T4C are reinforced in agent meetings with offenders and the primary facilitator will provide backup and support. The primary facilitator 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 into 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.

**APPENDIX**



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

County/Group: Aitkin

Budget Year: 2022

**Consolidated Budget**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				688,641
Service & Contractual				284,600
Travel				6,050
Training				6,294
Supplies & Materials				1,800
Capital Outlays				4,500
*Other Services (specify below)				0
Direct Budgeted Expenses	314,684	520,501	156,700	991,885
Use of State Institutions	0	0	0	0
<b>Total Budgeted Expenses</b>	<b>314,684</b>	<b>520,501</b>	<b>156,700</b>	<b>991,885</b>

Minimum County/Group Level of Spending Current Year:

26,004

Percent of County budget

5%

<i>For Internal Use Only:</i>	
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: 2022

**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				130,613
Service & Contractual				12,700
Travel				2,000
Training				0
Supplies & Materials				1,800
Capital Outlays				4,500
*Other Services (specify below)				
Direct Budgeted Expenses	100,000	10,813	40,800	151,613
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>100,000</b>	<b>10,813</b>	<b>40,800</b>	<b>151,613</b>

**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
<b>Total Budgeted Expenses</b>	<b>6,294</b>	<b>-</b>	<b>-</b>	<b>6,294</b>

**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
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>



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

County/Group: Aitkin

Budget Year: 2022

**Budget for Subsidy Program: Adult Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				394,371
Service & Contractual				2,000
Travel				2,100
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	172,390	226,081		398,471
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>172,390</b>	<b>226,081</b>	<b>-</b>	<b>398,471</b>

**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
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**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
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

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

County/Group: Aitkin

Budget Year: 2022

**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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				80,820
Service & Contractual				220,000
Travel				350
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	36,000	265,170		301,170
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>36,000</b>	<b>265,170</b>	-	<b>301,170</b>

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

County/Group: Aitkin

Budget Year: 2022

**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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

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

County/Group: Aitkin

Budget Year: 2022

**Budget for Subsidy Program: Probation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				45,900
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses			45,900	45,900
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	<b>45,900</b>	<b>45,900</b>

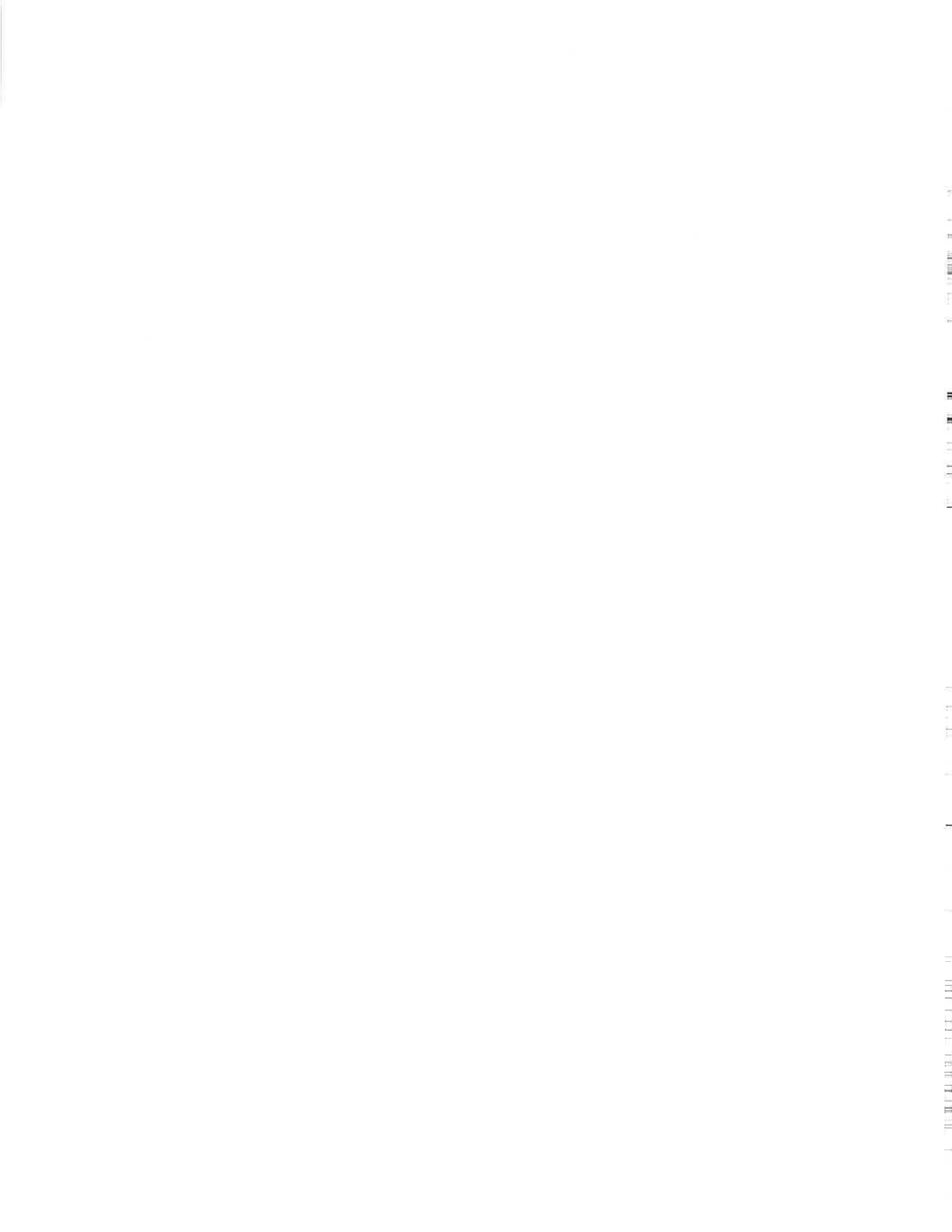
**Budget for Subsidy Program: Service & Contractual**

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
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

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

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				82,837
Service & Contractual				4,000
Travel				1,600
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	0	18,437	70,000	88,437
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	<b>18,437</b>	<b>70,000</b>	<b>88,437</b>







**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				0
Service & Contractual				0
Travel				0
Training				0
Supplies & Materials				0
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	314,684	0	0	314,684
Use of State Institutions	0	0	0	0
<b>Total Budgeted Expenses</b>	<b>314,684</b>	<b>-</b>	<b>-</b>	<b>314,684</b>

Minimum County/Group Level of Spending Current Year:

26,004

Percent of County budget

#DIV/0!

*For Internal Use Only:*

Fiscal Services Grant Administrator Approval & Date \_\_\_\_\_

Date Notified Grants Administrator \_\_\_\_\_

