

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: April 16, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Zoning Administrator Amelia Meiners, and Deputy Auditor/Treasurer Eliana Babinski

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson said item No. 4 needed to be removed from the consent agenda. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from April 2, 2024.

Motion was made by Commissioner Schuldt, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from April 9, 2024.

Public Comment:

None.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve letter of support to provide to the contractor, Al's Aerial Spraying, that will be completing treatment of spongy moth in Houston County.
- 2) Accept grant from Delta Dental in the amount of \$15,000.00 to support an additional day of mobile dental access per month.
- 3) Hire Hannah Miner as a temporary/casual (67 day) employee at a wage of \$15.88/hour.
- 4) This item was removed from the consent agenda.
- 5) Initiate a competitive search for 1.0 FTE Jailer/Dispatcher.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve donations to the Extension Tesmer Farm Safety Day for a total of \$2,075.00. Commissioner Johnson thanked everyone who had donated. He said the event was needed and well attended. The Commissioners agreed.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the 2023 Feedlot Program Annual Report and Fiscal Report.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried four to one to accept the low bid from Bluff Country Brine for liquid chloride. All Commissioners voted yes, except for Commissioner Myhre who voted no. See bids below.

Item #	Item	Contractor	Unit	Bluff Country Brine	Knife River	Envirotech Services Inc	Northern Salt Inc
				Unit Price	Unit Price	Unit Price	Unit Price
1	Delivered by tanker truck to Caledonia	Gallons		1.280	1.460	1.540	1.558
2	Delivered & Applied to various county roads	Gallons		1.480	1.620	1.740	1.684
	Minimum Transport load	Gallons		4,000.00	4,000.00	4,200.00	4,200.00
				Cashier's Check	Bond	Bond	Bond
Total Gallons Est				58,000.00			
Estimate Cost				71,680.00	42% County 58% Township/City		

File No. 4 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve MnDot's amendment No. 1 requesting a time extension regarding the CSAH 3 and TH 26 intersection planning.

File No. 5 – Commissioners discussed the increase in State aid maintenance funding and aggregate surfacing with Engineer Pogodzinski. Pogodzinski would seek bids and come back to the board for approval at a later date.

File No. 6 – Commissioners discussed various improvements to be done in conjunction with future MnDot projects.

File No. 7 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a request for assistance by providing a \$52,000 loan to Ryan Ruberg owner of Green Terrace Properties LLC from the EDA revolving loan fund to purchase the Sawmill Inn in Houston, MN at the 2024 set rate 3.5% and ten year term.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. See payments below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/04/09 AUDITOR WARRANTS:**

<b>VENDORNAMEATPAYMENT</b>	<b>AMOUNT</b>
CALEDONIA/CITY OF	12575.58
HOUSTON COUNTY TREASURER	20883.99
MN STATE TREASURER	3580.50
RICHARD'S SANITATION LLC	19164.97
WILDCAT CREEK MANAGEMENT LLC	26000.00
WINONA CONTROLS INC	<u>123825.00</u>
	206030.04
18 VENDORS PAID LESS THAN \$2000.00	<u>7607.17</u>
	213637.21

**2024/04/16 COMMISSIONERS WARRANTS**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACENTEK	5,181.20
ADVANCED CORRECTIONAL HEALTHCARE	7,220.58
CEDA	7,107.69
ENTERPRISE FM	12,552.74
H & L MESABI	3,040.00
HAMMELL EQUIPMENT INC	4,019.66
HOKAH CO-OP OIL	4,846.46
HOUSTON COUNTY TREASURER	42,846.31
INSIGHTSOFTWARE LLC	12,047.80
LIBERTY TIRE RECYCLING LLC	3,260.95
MIENERGY COOPERATIVE	2,225.59
MINNESOTA ENERGY RESOURCES	5,692.90
REGENTS OF THE UNIVERSITY OF MINNESOTA	31,297.63
SCHNEIDER CORPORATION	2,931.00
SELCO	55,872.75
TSG	43,910.00
VISA	9,390.34
WEX BANK	9,368.67
	<u>262,812.27</u>
39 VENDORS PAID LESS THAN \$2000.00	<u>17127.33</u>
	<u>279,939.60</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>220,645.04</u>
	<u><u>500,584.64</u></u>

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including an Extension, Township Officer, Wildcat, and negotiation meeting.

There being no further business at 10:28 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 23, 2024.

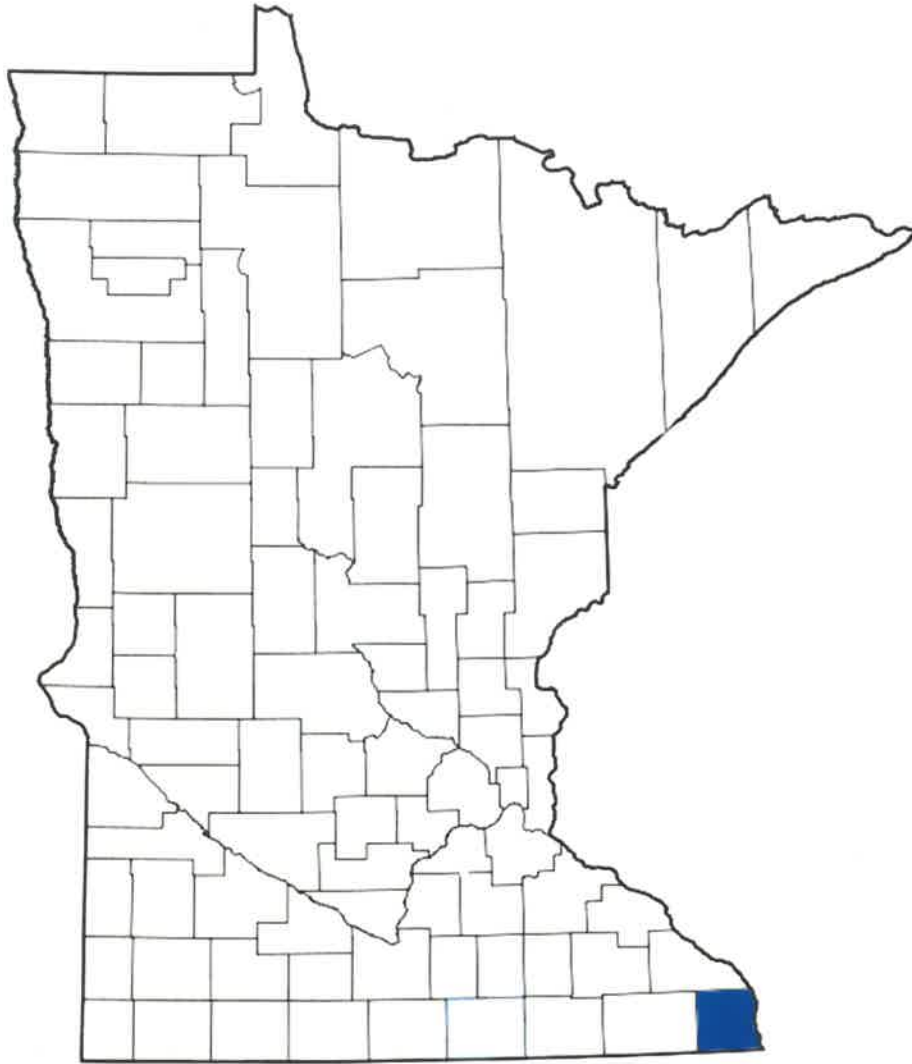
**BOARD OF COUNTY COMMISSIONERS**

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_

Eric Johnson, Chairperson

Attest: \_\_\_\_\_  
Polly Heberlein, Interim Auditor/Treasurer



# Houston County Comprehensive Plan

February 12, 2024

## Contents

Introduction.....	1
Administration and Organization of Correctional Services .....	1
District Organization Chart.....	2
Advisory Board .....	3
DOC Training Requirements:.....	3
Overview of Supervision Population .....	3
Strategic Planning at the State Level.....	3
Use of Evidenced Based Practices with fidelity: (Normative Feedback) .....	3
Council of State Governments (CSG)- Justice Reinvestment Initiative .....	4
Strategic Planning at the Local Level.....	4
Pre-Trial, Diversion and Other Services.....	5
Narrative of Core Interventions and Evidence-based Practices (EBP) .....	5
Victim Concerns.....	8
Correctional Fees.....	8
Contracted Services and Proposal for New Services.....	8
Budget .....	1
Highlights.....	1
Appendix A Training Requirements.....	2
Appendix B Pre Trial-Standards.....	3
Appendix C Overview of Supervision Population.....	6

## Introduction

Race and Hispanic Origin		Houston
White alone, percent		96.10%
Black or African American alone, percent(a)		0.80%
American Indian and Alaska Native alone, percent(a)		0.30%
Asian alone, percent(a)		1.10%
Native Hawaiian and Other Pacific Islander alone, percent(a)		Z
Two or More Races, percent		1.60%
Hispanic or Latino, percent(b)		1.60%
White alone, not Hispanic or Latino, percent		94.80%

Geography	
Population per square mile, 2020	34.1
Land area in square miles, 2020	552.04
FIPS Code	27055

Z Value greater than zero but less than half unit of measure shown

## Administration and Organization of Correctional Services

### ***DOC Vision***

Achieving justice through promotion of racial equity, restoration from harm, and community connectedness

### ***DOC Mission***

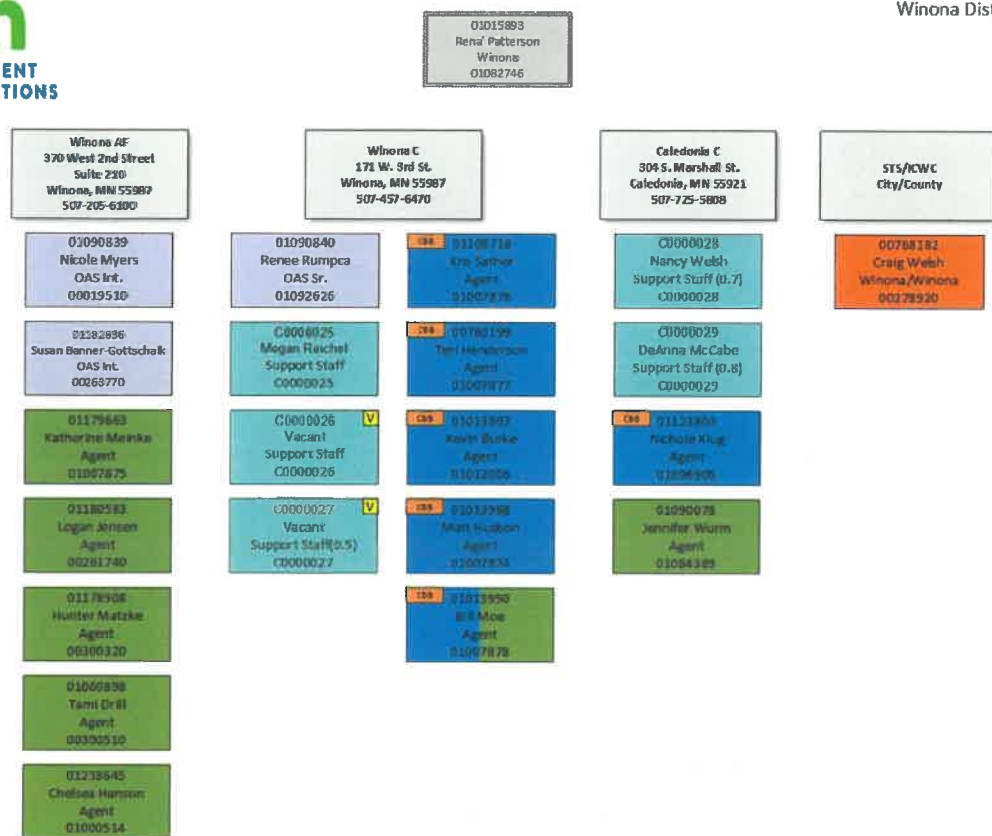
Transforming lives for a safer Minnesota



## District Organization Chart



Winona District Org Chart



The Minnesota Department of Corrections (DOC) provides felony and supervised release supervision in 51 of the 87 Minnesota counties, and in 30 of those counties, the DOC also provides juvenile, and misdemeanor sentenced supervision. On any given day there are approximately 20,000 persons under probation and supervised release supervision. In addition, the DOC provides Intensive Supervised Release (ISR) supervision in 75 of the 87 counties for those persons that are released from prison with the highest level of risk for repeat sexual and violent offenses. The DOC also provides supervision in 82 of our 87 counties for those persons released from prison early to serve their time in the community after participating in the DOC Challenge Incarceration Program (CIP). Lastly, the DOC operates 21 Sentence to Service (STS) crews across the state.

- The Houston County office has two probation officers and two part-time county administrative support staff. One probation officer supervises felony level clients of all risk levels as well as assists with gross misdemeanor drug offenses. One probation officer supervises misdemeanor/gross misdemeanor and juvenile clients of all risk levels.
- A probation officer from the Winona Felony office supervises individuals from Houston County convicted of criminal sexual offenses. A team of Intensive Supervised Release (ISR) agents supervise the highest risk/needs clients who are on supervised release in Houston County.

## Advisory Board

Houston County will utilize its Criminal Justice Coordinating Council (CJCC) as the Advisory Board. The CJCC is a body of elected and senior justice system leaders who convene quarterly to coordinate and respond to justice issues.

## DOC Training Requirements:

Agents new to the DOC participate in a Statewide Training (STA) Academy. STA is spread out over three months, is hybrid in nature (courses in person & virtual platform) and consists of over 140 hours of instruction on evidence best practices (EBP) and how to effectively work with persons under supervision to assess and reduce their probability for future criminality, agent safety, as well as other general knowledge courses. Agents are required to complete 40 hours of training each year; 20 of which are to be EBP related. STS crew leaders are required to complete 40 hours of training, which includes an annual two-day Advanced Crew Leader training at Camp Ripley with instruction on chainsaws, tree felling, small engine repair, safety, and best approaches to working with clients and stakeholders. Support staff are required to complete 16 hours of training relevant to their position. See the FY 24 required training for Field Services in Appendix A.

## Overview of Supervision Population

See Appendix C

## Strategic Planning at the State Level

Each county may have goals addressing specific needs in their community. As an agency, Field Services' main approach to transforming lives is targeting the drivers of criminality and providing interventions to address those needs to lower that person's level of risk for criminality. As with most agencies, it is not just knowing what those strategies are, but who to prioritize for resources and how to effectively implement those strategies with high fidelity within an organization that leads to greater success.

## Use of Evidenced Based Practices with fidelity: (Normative Feedback)

All DOC Supervisors attended the Alliance for Community and Justice Innovation (ACJI's) Implementation Leadership Academy on best approaches to implementation and sustaining culture change and will continue with coaching from ACJI. For all DOC counties, one of the main objectives is to continue to ensure that staff are using evidenced best practices with fidelity. In fiscal year 2024, all DOC counties will be ensuring that staff review the risk assessment results with the person being assessed. (Normative Feedback). This helps the person under supervision have a better understanding of behaviors and thinking that place them at risk for ongoing criminality.

- Normative Feedback was formally introduced to our district in the fall of 2023. Before that time, individual agents had brought it to their Communities of Practice trainings after learning about it from other areas within the state or through other trainings. Since its formal introduction, agents within our district attend monthly trainings that have aided in broadening their knowledge base and putting the specific skills into practice. These trainings focus on teaching each agent how to prepare for a feedback session and to practice a client feedback session through role playing scenarios within the training. The district will continue to meet monthly for Normative Feedback training until agents have mastered this element of Evidence Based Practice.

## Council of State Governments (CSG)- Justice Reinvestment Initiative

All three MN delivery systems have partnered together and are currently receiving technical assistance from CSG and the Bureau of Justice Assistance (BJA) to continue to implement the recommendations for MN made by CSG after assessing the state's supervision procedures through the Justice Reinvestment Initiative. Legislatively, an oversight body, the Community Services Advisory Council (CSAC), was created with specific goals. That oversight group will provide both direction and approve recommendations from various statewide workgroups. Technical assistance was awarded to all 3 delivery systems to implement a statewide Risk/Needs Assessment tool. A workgroup was formed for this initiative and is actively working to implement one tool within the next year. All delivery systems have agreed to move forward with using the Level of Service/Case Management Inventory (LS/CMI) as MN's risk and needs tool. The workgroup is currently working to create a "Request for Proposal" for outside parties to submit interest in validating this tool for the state of MN. Once validated, MN will utilize this tool to determine risk and need areas and level of supervision for justice-involved adults. Additional tools may also be utilized for offense specific cases and other responsivity areas.

There is also a Phase II workgroup that is designated to assist in the implementation of many of CSG's original recommendations. Initially, this group is looking at creating a single standard of supervision for MN, regardless of what county/agency a client is supervised in. In addition, they are creating recommendations to implement, statewide, assessment-driven, formalized, collaborative case planning to focus case planning goals on identified criminogenic and behavioral health need areas for moderate- and high-risk individuals. Finally, implementation of a statewide behavior modification tool or incentives/sanctions grid, is being considered.

CSG is also aiding Minnesota in development of statewide supervision outcome data. A statewide data committee has been established to create statewide outcomes that are able to measure supervision success and return on investment. The committee has worked with CSG staff to identify outcomes that impact success, such as housing or mental health rates, the percent of persons under supervision that are successfully completing cognitive behavior or other treatment services to address their pathways to criminality, and data on recidivism, violation rates, and percent of those who successfully completed required conditions of supervision. The committee is currently working on where the data is located, the ability to gather data statewide and standards on data input for each agency to follow.

Lastly ISR Transformation has been focused on supervision standards across all ISR agencies where the supervision is structured at an individual level rather than a "program". The purpose of ISR Transformation is to develop standards and guidelines for the administration of ISR that increases success (desistance), enhances equity, and appropriately balances the need for public safety with person-centered approaches. ISR Transformation is currently working on implementing the changes established by the working group in CY 2024.

## Strategic Planning at the Local Level

The Houston Office has the following strategic goals:

- Collaborate with the Houston County Jail to aid in getting an 8-day juvenile detention hold established at the Houston County jail facility.

- Collaborate with justice partners to address lack of secure juvenile detention facilities within a reasonable distance of Houston County.
- Collaborate with justice partners to address lack of having a contracted secure detention bed for Houston County juveniles.
- Collaborate with the Houston County CJCC to bring Treatment Court to Houston County clients.

## Pre-Trial, Diversion and Other Services

Pretrial standards based on best practices focus on maximizing court appearances and providing referral for services, rather than release condition compliance. Please see Pre Trial-Best Practices in Appendix B.

Your agency's program for detaining, supervising, and treating individuals under pre-trial supervision, and any diversion program(s);

- Houston County has a Juvenile Diversion program. The Juvenile diversion program provides an alternative to prosecution in court. Eligible clients are charged with a petty misdemeanor offense, have no prior adjudications, and have not previously participated in the diversion program. The client meets with a probation officer to discuss the events that led to the citation. An agreement is formed where the client makes reparations to the community or victim of the offense. Clients who are accepted into and successfully complete the Juvenile Diversion Program will not have their charges filed with the Court.

How adult pre-sentence investigations, post-conviction investigations, and reports for the district court are made, as well as how juvenile social history reports are made;

- For adult clients, a pre-sentence investigation questionnaire is provided to the client to complete. The agent schedules an office appointment with the client to review the pre-sentence investigation questionnaire to seek additional clarifying information to prepare a comprehensive report and recommendations for the Court.
- We prepare post-conviction investigation reports on adults after meeting with the client and reviewing the client's criminal history.
- We prepare social history reports for the Court. The agent meets with juvenile clients by scheduling an office appointment with the juvenile/parent to seek necessary information to prepare social history reports and provide recommendations to the Court.

The manner in which conditional release services to the courts and persons under the jurisdiction of the commissioner are provided.

- Houston County does not have a Pretrial Monitoring program.
- DOC supervises clients placed on conditional release who are under the jurisdiction of the Commissioner of Corrections. The agents provide supervision pursuant to the Department of Corrections contact standards. Agents assist the client with finding appropriate housing, chemical and mental health assessments including any recommended treatment, employment, and reentry into the community.

## Narrative of Core Interventions and Evidence-based Practices (EBP)

The DOC uses risk, need, and responsivity principles for effective case management that adhere to the following:

### **The DOC Key Supervision Principles:**

- **Use of validated risk needs and responsivity assessment tools that are validated and evaluated for disparities.** Primary assessment tools are LS/CMI and Youth Level of Service/Case Management Inventory (YLS/CMI) as the overall tool for most persons under supervision. For sex-specific crimes, the DOC uses the Static 99 and Stable, and the DOC MNSTARR 2.0 for risk on supervised releasees from a MN Correctional Facility. Field Services' policy is to have the assessment completed within 30 days of the person being placed under supervision and reassessed annually for adults and every six months for juveniles. The CSAC has prioritized validation of the LS/CMI tool for MN's justice-involved population in 2024.
  - Houston County agents administer the Domestic Violence Inventory when court ordered for domestic violence-related offenses. The DVI is an evidence based self-report risk instrument used to evaluate adults accused or convicted of domestic violence. The DVI evaluates risk on six independently scored scales: Truthfulness, Alcohol, Control, Drug, Violence and Stress Coping.
- **Supervision intensity and case management contacts vary based on level of risk per normed cut off scores.** Interventions are most effective in reducing recidivism when they match a person's assessed level of risk. The focus of supervision should be on moderate, moderate-high, and high-risk persons. Contacts include office, home, and virtual contacts. Low risk persons should receive support and assistance in completion of conditions that do not require a supervision agent to perform.
  - Workload capacity has been very manageable in Houston County. Due to a long-term agent vacancy in the Winona District, the Houston County agents have been assisting that office to help balance the workload.
- **Adherence to general responsivity and providing cognitive behavior interventions.** Agents use core correctional practices, motivational interviewing, and skill directed interventions that include modeling, practice, and homework. All DOC agents are trained and provided electronic Carey Guides and 170 agents have Tools on Devices.
  - Winona has a Carey Guide Group which is offered to Houston County adult clients that focuses on cognitive skills and meets one time per week for 16 weeks. ISR agents offer Decision Points and Cognitive Behavior Interventions for Intimate Partner Violence, a cognitive behavior program specifically for domestic violence-related offenses, to supervised release clients. If clients are not able to make it to Winona, the Houston County agents are meeting with clients individually to address their individual needs that focus on cognitive behavior changes.
- **Addressing specific responsivity such as mental health, housing, gender, and culturally specific services.** The Minnesota Department of Corrections supports housing first initiatives and collaboration for addressing mental health needs, gender specific interventions that target unique pathways into the justice system and working with Tribal Nations on supervision and intervention partnerships. The DOC has four full time staff that help work with persons and communities around housing needs. DOC supervisors and staff that work closely with our Tribal Nations participated in Tribal Relations training offered by the University of Minnesota in this last year and DOC has started to track tribal affiliation in our data management system for future gap analysis of programming needs.

- Houston County has limited resources for housing support services.
- **Caseload sizes for supervision intensity should be capped based on normed supervision and task workload studies.** Minnesota Department of Corrections uses supervision workload points tracked in CSTS to manage caseload sizes.
  - Houston County caseload sizes are very manageable which allows the probations agents the ability to assist another office in the district with their workload including writing felony pre-sentence investigation reports and other case related tasks.
- **Early discharge should focus on intervention dosage and not just completion of conditions.** The DOC along with Dodge & Olmsted County are partnering with National Institute of Corrections, Center for Effective Public Policy and the Carey Group on a readiness assessment and implementation of Dosage probation. This promising practice focuses on prescribed intervention hours that target clients' highest criminogenic need areas which is "dosed" according to the client's risk level. Successful completion of hours results in the client's discharge from probation.
  - Houston County is not participating in dosage probation. However, early discharge from probation is reviewed on a case-by-case basis in conjunction with the Department of Corrections policies.
- **The focus of supervision is skill development.** While supervision focuses on conditions, agents work with clients in developing new skills to avoid future recidivism is the key to long term success.
  - Agents utilize motivational interviewing techniques to elicit the client's thoughts, feelings, and motivation for change. Interactions with clients are centered around the use of Evidence Based Practices in every interaction that involves giving normative feedback and case planning. The client is the driving force of change and the agent's purpose is to assist the client in obtaining necessary supports and services needed to achieve that change.
- **Use of incentives and adherence to the 4 to 1 positive ratios.** Agents are trained in using reinforcements which have proven to be more effective in supporting behavior changes than the use of punishment.
  - Our agents have been trained in motivational interviewing techniques for over a decade. A key component of motivational interviewing is using positive reinforcement while working with clients. Agents employ different methods of positive reinforcement, verbal and behavioral, to promote positive behavior change and recognize success. It is a priority to increase focus on what the client is doing right, rather than what they are doing wrong.
- **Utilize community-based interventions compared to the reliance on out of home placements including incarceration for technical violations.** Programming and services in one's local community should be exhausted prior to recommending revocation.
  - When violations occur, our agency looks to find the least restrictive option for the client. The focus is on looking for the driver of the client's negative behavior and helping them find appropriate service providers to assist them in making positive changes. Our community has several providers of both chemical dependency and mental health treatment. However, clients still face long waiting lists for any mental health related



services. Other services provided include electronic home monitoring, drug testing, and alcohol monitoring so clients can remain in the community.

## Victim Concerns

The agents work with the Victims Services Coordinator in the Houston County Attorney's office and with the prosecutors in the other City Attorney's offices to obtain victim information. Victim's suggestions and concerns are addressed when providing case planning and supervision strategies whenever possible.

## Correctional Fees

Please describe your agency's use of correctional fees including the following:

- In 2022, DOC imposed supervision fees for each case a client was being supervised on (\$100 for misdemeanor, \$200 for gross misdemeanor and \$300 for felony cases).
- Aggregate amount of fees imposed in CY 2022.
- Aggregate amount of fees collected in CY 2022.

Fee Description	2022 Fees Imposed	2022 Fees Collected
County Supervision Fee	10,201.00	7,797.89
DOC Supervision Fee	7,600.00	4,018.00
<b>Total</b>	<b>17,801.00</b>	<b>11,815.89</b>

## Contracted Services and Proposal for New Services

The Minnesota Department of Corrections covers all electronic monitoring costs for supervised release clients through a contract with BI Incorporated. All counties, regardless of delivery system, have access to the contract. Monitoring is generally established prior to the client's release from the MN Correctional Facility or through a violation hearing or restructure recommendation.

- Houston County does not have a detox facility or one that is close by so clients who have a substance use issue/violation, do not have a lesser restrictive placement to offer instead of local incarceration. A local detox facility would address community safety as well as individual safety. The detox facility would allow individuals with obtaining assessments, getting referrals and additional services more quickly.
- Houston does have challenges with finding out of home placements for juveniles as we do not have a contract for a secure detention bed and do not have any secure juvenile placement facilities nearby. There is a shortage of bed availability in treatment facilities which has led to very long waiting lists for clients.

## Budget

	FTEs	FY24	FY25	Total
<b>Felony</b>	1.87	\$256,489.59	\$268,031.62	\$524,521.21
<b>Agent</b>	1.25	\$ 130,189.04	\$ 136,047.55	\$ 266,236.58
<b>Cost - CE</b>		\$ 37,885.83	\$ 39,590.69	\$ 77,476.52
<b>Cost - Interstate</b>		\$ 14,135.72	\$ 14,771.82	\$ 28,907.54
<b>Cost - Mgt-Admin</b>		\$ 11,331.37	\$ 11,841.28	\$ 23,172.64
<b>OAS Sr.</b>	0.11	\$ 9,948.34	\$ 10,396.02	\$ 20,344.36
<b>Supervisor</b>	0.11	\$ 17,425.00	\$ 18,209.12	\$ 35,634.12
<b>Support</b>	0.40	\$ 35,574.30	\$ 37,175.14	\$ 72,749.44
<b>Non-F</b>	2.84	\$485,181.86	\$507,015.04	\$992,196.90
<b>CBB - Agent</b>	1.00	\$453,212.68	\$ 473,607.25	\$ 926,819.94
<b>Cost - Mgt-Admin</b>		\$ 16,809.79	\$ 17,566.24	\$ 34,376.03
<b>OAS Sr.</b>	0.16	\$ 15,159.38	\$ 15,841.55	\$ 31,000.93
<b>Supervisor</b>	0.18	\$ -	\$ -	\$ -
<b>Support - County</b>	1.50	\$ -	\$ -	\$ -
<b>Grand Total</b>	4.71	\$ 421,243.51	\$ 440,199.47	\$ 861,442.98

## Highlights

DOC staff are involved in the following committees in Houston County: Adult Mental Health and Adult Protection Meeting, Child Protection/Child Welfare (CPCW) monthly meetings, and Children's Mental Health Case Manager meetings. We are currently working with justice partners who have groups that address domestic violence group (virtual), MADD panel (virtual), anger management programming (virtual), and AA/NA meetings.



## Appendix A Training Requirements

Title	Hours	Applicability	Description
Defensive Tactics	8	All DT trained staff	Recertification for all staff previously trained in defensive tactics.
Office Safety	3	All office staff (STS discretionary)	Office safety training w/scenarios
EBP Trainings	20	All Agents	2 hrs of training for each of the following: Case Planning, MI, CCP, Carey Guides, LSCMI/YLSCMI, formal/informal boosters, COPs Staff will be required to obtain the remaining 10 hours through self-learning opportunities and/or formal learning (literature review, webinars, EBP Café videos, additional boosters, other training opportunities). Staff can access EBP resource information: <a href="https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx">https://mn.gov/doc/assets/Virtual%20EBP%20Options%204-2023_tcm1089-572601.docx</a>
Interstate Compact	2.5	All ICOTS Users	2.5 hours of refresher or advanced course regarding Adult Interstate Compact
Trauma Informed Care	1-2	All Staff	TBD
Intrastate Transfer/Release Planning	4	Agents	Updated policy changes (Spring 2024)
MNPAT	1	Staff who complete Bail Evaluations	Release January 2024 (training Dec 2023)

**The below will be discretionary training.**

Title	Hours	Applicability	Description
NARCAN	1	All staff carrying Narcan or requesting to carry	Naloxone training to administer nasal spray in OD incidents. Review of Opioid exposure and signs/symptoms
Chemical Irritant	1	All staff issued CI	TBD-is this needed for re-cert
Mental Health Training	TBD	All staff who have contact with clients	TBD
Tribal State Relations Training	TBD	All agent staff who work with Tribal Nations	Culturally Specific Training
Adverse Childhood Experience Training (ACES)	TBD	Agent Staff	Understanding the tool and what it means when working with clients
Sovereign Citizen Training	TBD	Agent Staff	Understanding the culture of sovereign citizens and how to work with this population

## Appendix B Pre Trial-Standards

<https://nicic.gov/pretrial-justice-how-maximize-public-safety-court-appearance-and-release-internet-broadcast>

### Best Practices Based on NIC Article Reviews

#### Pre-Trial Monitoring

**Committee Findings:** Studies were a bit dated with mixed results. Pre-Trial Monitoring did not appear to impact re-arrest rates. Studies did not look at specific conditions when Pre-Trial Monitoring was ordered.

#### Recommendations:

- Pre-Trial Monitoring should be used only in those cases scoring high risk on a validated assessment tool.
- Pre-Trial Monitoring should be used to offer support services such as referrals for mental health, chemical health, employment, housing, etc.
- Pre-Trial Monitoring conditions should be individualized to the defendant vs. having blanket conditions for everyone.

#### Court Date Notification Systems

##### Committee Findings:

Court notification systems were found to significantly impact court appearance rates. It worked best when specific information was provided, such as next court date, location of courthouse, & consequences for non-appearance. Additionally, a notice sent following a missed court appearance along with instructions as to how to resolve this issue, decreased the number of warrants issued. Electronic notices (texts/voicemails/broadcast messaging) are good, but live reminders are better and resulted in the defendant being twice as likely to show up for court. This was the most well researched and effective intervention regarding court appearances. Proven to save jail beds as well as minimize the impact to the defendant regarding employment, housing, and family responsibilities.

##### Recommendations:

- Post information in lobby areas describing how to sign up for State Court Administration e-court reminders.
- If placed on Pre-Trial Monitoring, assist defendant in setting up the e-reminders.

### Pre-Trial Assessment Tools

**Committee Findings:** Pre-Trial assessment tools can improve outcomes and guide the investment of resources. Implementation with fidelity as well as a process for quality assurance is crucial. Assessment tools need to be validated on the populations they serve to ensure minority communities are not negatively impacted and cut off scores are normed.

### Recommendations:

Factors to review regarding validation of the Judicial Council approved assessment tool:

- Disparity regarding minority populations
- Cut off scores for low, medium, and high.
- AUC score
- Quality Assurance - annual booster trainings

Implementation –training staff on the validated assessment tool following approval of the tool by Judicial Council.

### Pre-Trial Detention

**Committee Findings:** Pre-Trial Detention should be reserved for serious/violent crimes. Detaining low/moderate risk defendants can make them worse given they are likely to be detained with higher risk individuals and defendant's social supports are removed during this time. When defendants are detained with bail, they are unable to pay, many plead guilty to get out of jail. Defendants who were detained were more likely to experience the following collateral consequences:

- Harsher and/or longer sentences.
- Increased likelihood of re-arrest long term – increased recidivism

Difficulties maintaining employment/housing.

- **Recommendations:**  
Quality risk assessments provided to the Court can assist in judicial decision-making regarding detention.

### Pre-Trial Drug Testing

**Committee Findings:** Based on research from the 1980's and 1990's, there is no connection between drug testing and pre-trial success and/or failure. Information regarding the specifics of who was selected for drug testing is lacking. For example, was drug testing a blanket condition or individualized to the defendant's risk/need? There was a correlation between those that showed up for drug testing and court appearances. If defendants showed up for drug testing, they also tended to show up for court. If defendants failed to show up for drug testing, they also tended to not appear for court.

Various additional studies indicate a direct relationship between the use of illegal substances and crime. Of particular note, is the high propensity for violence when individuals are under the influence of opiates and/or methamphetamine.

**Recommendations:**

- Drug testing should be reserved for high-risk defendants.
- Drug testing should be individualized to target defendant's risk/need and not used as a blanket condition for pre-trial monitoring.
- Drug testing can improve outcomes for defendants when a positive relationship is built, and pre-trial agents respond to positive test results in a supportive manner.
- Drug testing can serve as a support for defendants who choose to address their chemical dependency issues.

**Pre-Trial Location Monitoring (EHM)**

**Committee Findings:** There is very little research on EHM at the pre-trial stage. Studies have mixed outcomes and depending on which study you read, defendants on EHM are more, less, or equally likely to appear for court and/or remain law abiding than those not placed on EHM. Of further note, defendants placed on EHM had increased technical violations compared to defendants not placed on EHM. Many of these technical violations were due to equipment issues.

**Recommendations:**

Electronic Home Monitoring / Electronic Alcohol Monitoring should be reserved for high-risk defendants unless otherwise statutorily required.

## Appendix C Overview of Supervision Population

(INCLUDING SR, ISR and pre-trial)

Describe your agency's supervision year-end population for calendar years (CY) 2020, 2021, and 2022 broken out as follows in table or graph form. Follow the same instructions/parameters as you use for reporting on the annual probation survey.<sup>1</sup>

- o Pre-trial Population

*\*Pretrial Agent Tasks*

Adult	2020		2020 Total		2021		2021 Total		2022		2022 Total		Grand Total	
	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown	Hispanic	Unknown
Female														
Felony														
		21	21			15	15			13	13		49	
		9	9		10	10		8		8		27		
Black		1	1										1	
Unknown		1	1										1	
White		7	7											
						10	10			8	8		25	
Gross Misdemeanor		10	10		2	2		4		4		16		
White		10	10		2	2		4		4		16		
Misdemeanor		2	2		3	3		1		1		6		
White		2	2		3	3		1		1		6		
Male														
Felony	5	86	91		2	63	65	2	60	62	218			
	1	49	50			39	39		29	29	118			
Black		3	3			5	5		4	4	12			
Unknown		2	2								2			
White	1	44	45			34	34		25	25	104			
Gross Misdemeanor	1	22	23			16	16	2	18	20	59			
Black		2	2			3	3				5			
White	1	20	21			13	13	2	18	20	54			
Misdemeanor	3	15	18		2	8	10		13	13	41			
Black						1	1				1			
Unknown		1	1								1			
White	3	14	17		2	7	9		13	13	39			
<b>Grand Total</b>	<b>5</b>	<b>107</b>	<b>112</b>		<b>2</b>	<b>78</b>	<b>80</b>		<b>2</b>	<b>73</b>	<b>75</b>		<b>267</b>	

**\*Pretrial Agent Tasks**

		2020	2021	2022	Grand Total
Juvenile		Unknown	Unknown	Unknown	
Female		2		4	6
White		2		4	6
Male		9	5	5	19
Black		2	3		5
White		7	2	5	14
<b>Grand Total</b>		<b>11</b>	<b>5</b>	<b>9</b>	<b>25</b>

○ Probation Population

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2020	DOC	Houston	Adult	Felony	99	24	49	77	65	12	74	2	1	0	0	0	77
2020	DOC	Houston	Adult	Gross Misd	78	33	52	57	35	22	53	3	1	0	0	3	54
2020	DOC	Houston	Adult	Misd	56	37	42	50	43	7	45	2	1	0	2	2	48
2020	DOC	Houston	Juvenile	Juvenile	19	24	29	14	8	6	11	3	0	0	0	0	14
<b>Total</b>					<b>252</b>	<b>118</b>	<b>172</b>	<b>198</b>	<b>151</b>	<b>47</b>	<b>183</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>5</b>	<b>193</b>

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2021	DOC	Houston	Adult	Felony	75	18	37	58	50	8	56	1	1	0	0	0	58
2021	DOC	Houston	Adult	Gross Misd	57	35	41	49	35	14	47	1	0	0	1	3	46
2021	DOC	Houston	Adult	Misd	51	26	41	36	30	6	32	2	0	0	2	3	33
2021	DOC	Houston	Juvenile	Juvenile	14	10	19	5	3	2	3	1	1	0	0	0	5
<b>Total</b>					<b>197</b>	<b>89</b>	<b>138</b>	<b>148</b>	<b>118</b>	<b>30</b>	<b>138</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>6</b>	<b>142</b>

Year	Type	County	Adult/Juvenile	Offense Level	Previous Year	Entries	Removals	Year End	Males	Females	White	Black	American Indian	Asian	Other Race	Hispanic	Non Hispanic Unknown
2022	DOC	Houston	Adult	Felony	60	20	20	59	48	11	58	1	0	0	0	0	59
2022	DOC	Houston	Adult	Gross Misd	48	27	37	40	32	8	38	1	1	0	0	1	39
2022	DOC	Houston	Adult	Misd	37	42	25	53	39	14	49	1	1	0	2	3	50
2022	DOC	Houston	Juvenile	Juvenile	5	16	13	8	6	2	8	0	0	0	0	0	8
<b>Total</b>					<b>150</b>	<b>105</b>	<b>95</b>	<b>160</b>	<b>125</b>	<b>35</b>	<b>153</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>156</b>

o Supervised Release (SR), Parole, and Intensive Supervised Release (ISR) Population

	2020	2020 Total	2021	2021 Total	2022	2022 Total	Grand Total
	Non Hispanic		Non Hispanic		Non Hispanic		
Standard Supervised Release	2	2	5	5	4	4	11
Male	2	2	5	5	4	4	11
White	2	2					2
White-Non-Hispanic			5	5	4	4	9
Grand Total	2	2	5	5	4	4	11

In addition, please provide the following:

- Average Caseload Sizes by Caseload Type
- Percentage and number of probation clients by Risk Levels (Very High/High, Medium, Low, and Unknown)

*\*Select agents supervise clients across multiple counties. \*Risk Level snapshot in Dec 2022.*

Risk Level	Low		Medium		Per Policy-No Assmt Required		Prescreen Low--No Assmt		Unknown		Total	
	#	%	#	%	#	%	#	%	#	%	#	Total %
<b>Adult</b>	<b>60</b>	<b>98.36%</b>	<b>36</b>	<b>100.00%</b>	<b>1</b>	<b>14.29%</b>	<b>53</b>	<b>96.36%</b>	<b>17</b>	<b>100.00%</b>	<b>167</b>	<b>94.89%</b>
Hunter Matzke	16	26.23%	5	13.89%		0.00%		0.00%	1	5.88%	22	12.50%
Jennifer Wurm	29	47.54%	24	66.67%		0.00%	7	12.73%	5	29.41%	65	36.93%
Nichole M. Klug	15	24.59%	7	19.44%	1	14.29%	46	83.64%	11	64.71%	80	45.45%
<b>Juvenile</b>	<b>1</b>	<b>1.64%</b>		<b>0.00%</b>	<b>6</b>	<b>85.71%</b>	<b>2</b>	<b>3.64%</b>		<b>0.00%</b>	<b>9</b>	<b>5.11%</b>
Nichole M. Klug	1	1.64%		0.00%	6	85.71%	2	3.64%		0.00%	9	5.11%
<b>Grand Total</b>	<b>61</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>7</b>	<b>100.00%</b>	<b>55</b>	<b>100.00%</b>	<b>17</b>	<b>100.00%</b>	<b>176</b>	<b>100.00%</b>

Assignment Type	Low		Per Policy-No LSCMI		Prescreen Low--No Assmt		Total	
	#	%	#	%	#	%	#	Total %
Diversion		0.00%	1	16.67%		0.00%	1	11.11%
Traditional Supervision	1	100.00%	5	83.33%	2	100.00%	8	88.89%
<b>Grand Total</b>	<b>1</b>	<b>100.00%</b>	<b>6</b>	<b>100.00%</b>	<b>2</b>	<b>100.00%</b>	<b>9</b>	<b>100.00%</b>



Assignment Type	Adult				Per Policy-No LSCMI		Prescreen Low-No Assmt		Unknown		Total	
	Low #	%	Medium #	%	#	%	#	%	#	%	#	%
Felony	41	68.33%	24	66.67%	1	0.00%	2	1.89%	2	11.76%	68	40.72%
ESO Phase 1		0.00%		0.00%		0.00%	1	0.00%	1	5.88%	1	0.60%
ESO Phase 2		0.00%	4	11.11%		0.00%		0.00%		0.00%	4	2.40%
ESO Phase 3	6	10.00%		0.00%		0.00%		0.00%		0.00%	6	3.59%
ESO Phase 4	11	18.33%	1	2.78%		0.00%		0.00%		0.00%	12	7.19%
Intake/Pretrial/Investigation												
Caseload-includes incoming transfers	1	1.67%		0.00%		0.00%		0.00%		0.00%	1	0.60%
Traditional Supervision	23	38.33%	19	52.78%	1	0.00%	1	1.89%	1	5.88%	44	26.35%
Gross Misdemeanor	13	21.67%	8	22.22%		0.00%	19	35.85%	5	29.41%	45	26.95%
Traditional Supervision	13	21.67%	8	22.22%		0.00%	19	35.85%	5	29.41%	45	26.95%
Misdemeanor	6	10.00%	4	11.11%	1	100.00%	33	62.26%	10	58.82%	54	32.34%
Traditional Supervision	6	10.00%	4	11.11%	1	100.00%	33	62.26%	10	58.82%	54	32.34%
<b>Grand Total</b>	<b>60</b>	<b>100.00%</b>	<b>36</b>	<b>100.00%</b>	<b>1</b>	<b>100.00%</b>	<b>53</b>	<b>100.00%</b>	<b>17</b>	<b>100.00%</b>	<b>167</b>	<b>100.00%</b>

Please also provide the following outcomes for CY 2022:

- Percent of adult probation cases successfully closed and unsuccessfully closed.
- Percent of juvenile probation cases successfully closed and unsuccessfully closed.

Juvenile	Successful # of cases	%	Total # of cases	Total %
Discharge-Early	4	25.00%	4	25.00%
Discharge-Expiration	9	56.25%	9	56.25%
Dismiss	3	18.75%	3	18.75%
<b>Grand Total</b>	<b>16</b>	<b>100.00%</b>	<b>16</b>	<b>100.00%</b>

Adult	Successful		Unsuccessful		Total # of cases	
	# of cases	%	# of cases	%		Total %
<b>Felony</b>	<b>11</b>	<b>14.67%</b>	<b>1</b>	<b>1.33%</b>	<b>12</b>	<b>16.00%</b>
Discharge	3	4.00%		0.00%	3	4.00%
Discharge-Early	3	4.00%		0.00%	3	4.00%
Discharge-Expiration	4	5.33%		0.00%	4	5.33%
Dismiss	1	1.33%		0.00%	1	1.33%
Executed		0.00%	1	1.33%	1	1.33%
<b>Gross Misdemeanor</b>	<b>32</b>	<b>42.67%</b>	<b>5</b>	<b>6.67%</b>	<b>37</b>	<b>49.33%</b>
Discharge	4	5.33%		0.00%	4	5.33%
Discharge-Early	1	1.33%		0.00%	1	1.33%
Discharge-Expiration	19	25.33%		0.00%	19	25.33%
Dismiss	8	10.67%		0.00%	8	10.67%
Executed		0.00%	3	4.00%	3	4.00%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	2	2.67%	2	2.67%
<b>Misdemeanor</b>	<b>25</b>	<b>33.33%</b>	<b>1</b>	<b>1.33%</b>	<b>26</b>	<b>34.67%</b>
Discharge	2	2.67%		0.00%	2	2.67%
Discharge-Expiration	20	26.67%		0.00%	20	26.67%
Dismiss	3	4.00%		0.00%	3	4.00%
Executed-Court-LOC (GM/M Supervision cases)		0.00%	1	1.33%	1	1.33%
<b>Grand Total</b>	<b>68</b>	<b>90.67%</b>	<b>7</b>	<b>9.33%</b>	<b>75</b>	<b>100.00%</b>

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
April 23, 2024**

**Date Submitted: April 18, 2024**

**By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

**NONE**

**HR CONSENT AGENDA REQUEST**

**County Attorney's Office**

- **Approve the banding and pay rate change of Assistant County Attorney Suzanne Bublitz, from D-61 Exempt to D-62 Exempt, hourly equivalent \$57.37 effective 05/06/2024 (job description and DDA banding memo attached)**

**Recorder's Office**

- **Hire Amy Molling as a probationary 1.0 FTE, Deputy Recorder, B21, Step 4, effective 05/13/2024 conditioned upon successful completion of background check**

**Sheriff's Office**

- **Assign Rachel Meyer, currently Lead Jailer/Dispatcher, as the 1.0 FTE exempt status, Interim Jail Administrator, C43, Step 6 effective retroactively to 04/07/2024 for a period not to exceed one year. Meyer retains rights otherwise accrued during this interim assignment, including hours served towards step placement upon her return to a Lead Jailer/Dispatcher position (Note MOU pending)**
- **Initiate a competitive search for a probationary 1.0 FTE Jail Administrator**
- **Hire Amy Gehrke as a 67-Day Boat Patrol Deputy for the upcoming boating season at C42, step 1**

**CC:**

       **HR Director**

  X   **Sheriff**

<input checked="" type="checkbox"/>	Finance Director	<input type="checkbox"/>	Engineer	
<input type="checkbox"/>	IS Director	<input type="checkbox"/>	PHHS	
<input checked="" type="checkbox"/>	County Attorney	<input checked="" type="checkbox"/>	(indicate other dept)	<input type="checkbox"/>
<input type="checkbox"/>	Environmental Svcs			Recorder

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
April 23, 2023**

**Date Submitted: 4/18/2024**

**By: Brian Swedberg, Sheriff**

**ACTION REQUEST:**

- **Request to approve the Houston County Jail to add an 8-day Juvenile Detention Center to the facility.**

**CONSENT AGENDA REQUEST:**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **x**

**County**

**Sheriff**

**County**

**Engineer**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_

**PHHS**

**Other**

**(Indicate**

**dept)**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

**Recommendation:**

**Decision:**

# Auditor Warrants 2024/04/16

Lynn Colsch

Thu 4/18/2024 11:50 AM

To:Houston County BOC <BOC@co.houston.mn.us>;

REVIEW LICENSE CENTER PAYMENTS

2024/04/16 AUDITOR WARRANTS:

VENDORNAMEATPAYMENT	AMOUNT
FILLMORE SWCD	4,825.24
SCHUMACHER'S NURSERY	3,720.50
SE SWCD TECHNICAL SUPPORT JPB	2,431.08
	10,976.82
10 VENDORS PAID LESS THAN \$2000.00	3,844.47
	14,821.29

Lynn Colsch  
Finance Clerk  
Houston County  
304 South Marshall Street  
Caledonia MN 55921

Phone 507-725-5825

Commissioner Warrants 2024/04/23

Lynn Colsch

Thu 4/18/2024 11:48 AM

To:Houston County BOC <BOC@co.houston.mn.us>;  
Cc:Carol Lapham <Carol.Lapham@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

REQUEST APPROVAL FOR PAYMENT

2024/04/23 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
C & C MACHINE INC	6,697.09
ERICKSON ENGINEERING LLC	8,266.50
EVERETT LAW LLC	4,204.00
FASTENAL COMPANY	2,010.59
MNCCC	12,836.62
OFFICE OF MNIT SERVICES	7,351.62
SCHNEIDER CORPORATION	3,001.00
	44,367.42
20 VENDORS PAID LESS THAN \$2000.00	10,328.85
	54,696.27
PUBLIC HEALTH & HUMAN SERVICES	47,579.12
	102,275.39

Lynn Colsch  
Finance Clerk  
Houston County  
304 South Marshall Street  
Caledonia MN 55921  
  
Phone 507-725-5825