I. Call to Order:  Don Ilse called the meeting to order at 9:05 a.m.
• Approval of Meeting Agenda:  There were no additions to the agenda.
• Approval of February 22, 2008 meeting minutes:  Moved by Mike Kafka, seconded by Jerry Haley, approved.

II. Department of Corrections Report:
• Ken Merz reported that the Per Diem form that the committee developed had been sent out to counties and that there had been some clarifying questions, but no major issues had been raised about the form. The forms were not yet due and DOC has only received them back from a couple of counties. If the
new average per diem calculated with the new form is different than the $55 per day currently used in fiscal notes, then the new average will be used.

- Deputy Commissioner Harley Nelson reported on the current status if legislative proposals for corrections funding. The DOC likes the Governor’s proposal the best, but could live with the budget proposed by the House of Representatives. On the other hand, the budget proposed by the Senate was equivalent to a reduction of 26 FTE for community services and 80 FTE on the institutions side. Harley also said that if the final budget includes cuts to community services as the Senate proposes that the cuts would be proportional across the three delivery systems. It was asked if the DOC had discretion to consult on the cuts to the community services and Harley said that the ultimate authority will continue to rest with DOC, as it always has, but that they would be open to consultation with MACCAC.

- Don asked Harley if he had any information on the Commissioner’s response to the letter MACCAC sent asking for a meeting to discuss broad communication and policy issues. Harley asked if the MACCSS was meeting the communications need and noted that he would like to hear directly about the various issues MACCAC may have. Don noted that MACCSS was not meeting that need and noted that this request is more of an organizational communication issue related to broader policy rather than specific issues in individual MACCAC jurisdictions. Don stated that MACCAC was not unhappy with current communication venues with the DOC or with the Deputy Commissioner. The invitation is an attempt by MACCAC, as the most significant probation delivery system in the state, to reach out and engage the Commissioner directly. Harley said that he was unsure how the Commissioner planned to respond.

### III. Civil Commitment Hold Order Update

Keith Carlson, the Executive Director of the Minnesota Inter-County Association (MICA), attended the meeting and reported on the work of an ad hoc group that he convened to look at the issue of hold costs to counties when sex offenders are petitioned for civil commitment. He noted that counties paid $5.3 million in hold costs in 2007. Keith distributed copies of the MICA report that came out of the ad hoc group as well as copies of draft legislation that puts in place some of the report’s recommendations. In particular, the bill would allow those on hold to opt to extend their stay in a DOC or county facility rather than going to the MSOP during the time on hold. He explained that the language has been offered as an amendment to the budget bill and that the stand-alone version of the bill did not meet deadlines.

### IV. Committee Reports:
- **Executive Committee:** Don reported on Thursday’s executive committee topics:
  - The committee has decided on a review process for the executive director. There will be a mid-year review for Ryan and then annual reviews in December that will be timed to coincide with the AMC review process, since this is a shared position. Ryan provided a form that MACSSA and LPHA use for their directors. The executive committee will fill out the form and Mark and Don will meet with Ryan
to go over the feedback. If any other board members have feedback, they are asked to send it to Don or Mark via email.

- Don reminded everyone that the board had decided some time ago that it would pay for the President-elect to attend a national conference. He noted that the budget was already set and that Mark should be directed to actually go. There was a brief discussion about whether the executive director should also be sent to a conference and motion was made by Barb Illsley and seconded by Tom Roy to send Ryan to a national conference on criminal justice issues. The motion carried.

- The executive committee also discussed formalizing financial procedures for MACCAC. Kathy will give more detail during her treasurer’s report.

- **Treasurer:** Kathy Langer distributed the February cash flow statement. She noted that the dues have been received from every jurisdiction, but they were received in March so they do not appear on the statement.

  - Kathy also presented a proposed 2008 budget for MACCAC and walked the Board through it. Ron Wiborg moved the proposed budget with changes to accommodate the decision to send the executive director to a national conference and also to pay for the executive director’s membership in the Minnesota Government Relations Council. The change are to reduce “other contractual” from $3,000 to $2,000; reduce “publicity project” from $3,000 to $2,325; increase “national conference” from $2,000 to $3,500; and increase “memberships” from $250 to $425. Tom Roy seconded and the motion prevailed.

  - Kathy then presented a proposal for a set of written financial procedures for MACCAC. There was some discussion as to who should have authority to make changes and move money in MACCAC bank accounts and Kathy was asked by the board to look at that more closely for discussion at the April meeting. Tom Roy moved and Barb Illsley seconded a motion to adopt the rest of Kathy’s proposal as follows: invoices must be approved by the treasurer or president prior to payment, checks for approved invoices will be prepared by the AMC accountant and signed by the executive director with the exception that the executive director may not sign a check payable to himself/herself, and all contracts must have Board approval and then the signature of the president and the executive director. The motion carried.

  - Kathy recommended that MACCAC transfer the sum of $50,000 from the savings account to a 5 month CD, in order to improve our rate of return. Mark Sizer moved the recommendation and Ron Wiborg seconded. The motion prevailed.

- **Legislative:** Ron and Ryan provided the legislative update:

  - Ryan distributed a spreadsheet comparing the budget proposals put forward by the Governor, House and Senate. As discussed in the DOC report, the House plan is the best for counties financially and MACCAC will be in touch with Senate leadership to express its position on the overall budget number as well as the problems with taking money from the DOC Community Services Budget.
The bills on re-entry initiatives are still alive, but given the fiscal notes attached the only provision that remain are the study of sentencing for drug offenses and in the Senate version, a provision that would add an offender’s veteran status and any potential diagnosis of PTSD to the PSI. The veteran’s provision is a standalone bill in the House. Ron indicated that this is a good bill.

There has been no additional action on Representative Mullery’s bill on searches that he offered last session.

Ron indicated that the bill to extend MNCare to presentence detainees has been pulled for this session because it has a fiscal impact of $122,000. It will be back next year.

- **Conference:** Kitty Murdock reported on the progress the committee has made on the 2008 conference and that they are on track with the planning. The budget was set at the previous meeting and they have decided to keep the registration fee at $50. The committee has decided that this year’s theme will be “Celebrating the Past...Creating a Future.” Kitty also noted that they have identified a keynote speaker and that they have several good ideas for workshop sessions. A save-the-date email will go out before the April meeting and the brochure and registration materials will be finalized at the May meeting.

- **Roundtable:** Chris Crutchfield noted that Carol Roberts was unable to attend the roundtable and gave the report in her place. The following topics were discussed on Thursday:
  - Use of probationers as confidential informants: Tom Roy noted that he is working on an APPA position paper on the topic and that he would appreciate receiving any written policy that an individual jurisdiction may have.
  - Record Retention: The community corrections supplement to the state Department of Administration records retention policy was last updated in 1990.
  - Discretionary ISR cases
  - Notarized signatures on violation reports. In some cases judges will not issue warrants if the order to show cause submitted by a PO does not have the signature notarized. Therese will give some background on this issue to Ryan for him to distribute to the board.

- **Executive Director:** Ryan reported that he has been spending much more time at the Capitol in recent weeks, and that most of what he has been watching had already been discussed during the legislative report. He said that he expected that the legislative session would get most of his attention for the next couple of months and he would turn his attention more fully to the training initiative and the conference during the summer. Ryan also reminded the Board that he had asked the Board (via email) for suggestions of folks that would be appropriate trainers for the MACCAC training initiative on the topics of professional ethics, writing for the record and testifying/courtroom demeanor.

**V. Other Business**

- **CSTS Executive Committee:** Tom Roy and Jon Ramlo reported that the primary topic of discussion at the March meeting was the records retention issue addressed earlier. It was the consensus of the committee that the issue
was not really their place and that committee members would bring the issue back to their individual organizations. If any jurisdictions have a policy on the topic Tom and Jon asked that they share it with CSTS. The April CSTS meeting will be a one day retreat and one of the main topics will be a review of the dues. Most of the proposed changes will not affect the dues for CCA jurisdictions. Jon also noted that he will become CSTS Executive Committee chair at their June 18 meeting and that MACCAC would have the opportunity to appoint a representative for his spot. The board will address this appointment at the April meeting.

- **Juvenile Justice Coalition Proposal:** Don reported that a representative of the Juvenile Justice Coalition (JJC) contacted him about their summer forum. The JJC is looking for three things from MACCAC with regard to their forum: a financial contribution, a non-monetary co-sponsorship, and participants for their breakout sessions. Barb Illsley moved and Chris Crutchfield seconded that MACCAC agree to co-sponsor. The motion prevailed. Don asked that if anyone is interested in participating in forum sessions that they let him or Ryan know so it can be passed on to the JJC.

- **May Meeting Reminder:** Don reminded the Board that the May meeting date has changed to May 29 & 30 and it will be in St. Cloud.

- **Bail Evaluation Pilot Project:** Ryan reported that he had contacted Court Administration and they were interested in MACCAC’s participation in the pilot project for the statewide bail evaluation form. Ryan expects to hear from the Court in the next couple of weeks on the next steps. Jim Haas, Deb West and someone from Dakota County will represent MACCAC during this process.

- **APPA Membership Renewal:** Approved as part of the budget discussion.

- **AMC Conference Planning Committee:** Ryan reported that AMC has asked that each of the affiliates, including MACCAC, appoint a person serve on the planning committee of the AMC Annual Conference. This was a request of the planning committee chair, Commissioner Jim McDonough from Ramsey County. Ron volunteered to be the MACCAC representative.

- **NIC Training in Ramsey County:** Ramsey County asked if there would be interest from other counties in having Ramsey host “foundational training” by the NIC. It is groundwork training including adult learning theory, etc. As there was interest from a handful of counties, Ryan will send out registration materials after Ramsey sets up the training.

**VI. Adjourn:** Meeting adjourned at 12:08 p.m.