

**Blue Earth County  
Community Corrections  
2009  
Interim  
Comprehensive Plan**

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## ***ADMINISTRATION AND ORGANIZATION OF CORRECTIONS SERVICES***

**The mission** of the Blue Earth County Department of Community Corrections is to promote the public's safety by facilitating an intra-community continuum that holds offenders accountable, assists offenders in developing competencies, and assists victims to resolve issues of crime and its impact on the victims and on our community.

### **ORGANIZATIONAL STRUCTURE**

Blue Earth County Board is made up of five publicly elected county commissioners who set policy and make all program decisions which affect all departments of Blue Earth County government. The county employs over 370 workers and many departments, among them the Community Corrections Department. Community Corrections is administered by a Corrections Chief, who is accountable to the County Administrator and the County Board.

#### **Responsibilities:**

The County Board sets policy, appoints personnel, sets salaries, appoints boards and committees, and through the County Administrator, has the overall responsibility for administering all state and federal funds within the Department of Community Corrections.

The Chief of Community Corrections has daily overall responsibility for the operation of the department. The Chief reports to the County Administrator, representing the County Board, on all administrative and fiscal matters. Program decisions are recommended by the judiciary, the advisory board, or the Chief, to the County Administrator or the County Board.

An Advisory Board, appointed by the County Board, serves in an advisory capacity to the County Board, the Judiciary, the County Administrator, and the Corrections Chief. The Advisory Board is responsible for developing, reviewing, and approving the annual Comprehensive Plan and Strategic Planning document. Members are encouraged to be involved in program planning, evaluation, and development. Surveys and ongoing committee discussion is encouraged to maintain efforts at improving the delivery of correctional services to Blue Earth County.

The Judiciary serves as an advisory body to the County Board and the Corrections Chief. They, along with our correctional clients, are the Department of Community Corrections key constituents.

**BLUE EARTH COUNTY BOARD OF COMMISSIONERS - 2009**

Colleen Landkamer	District 1
Tom McLaughlin, Chair	District 2
Mark Piepho	District 3
Will Purvis	District 4
Kip Bruender	District 5

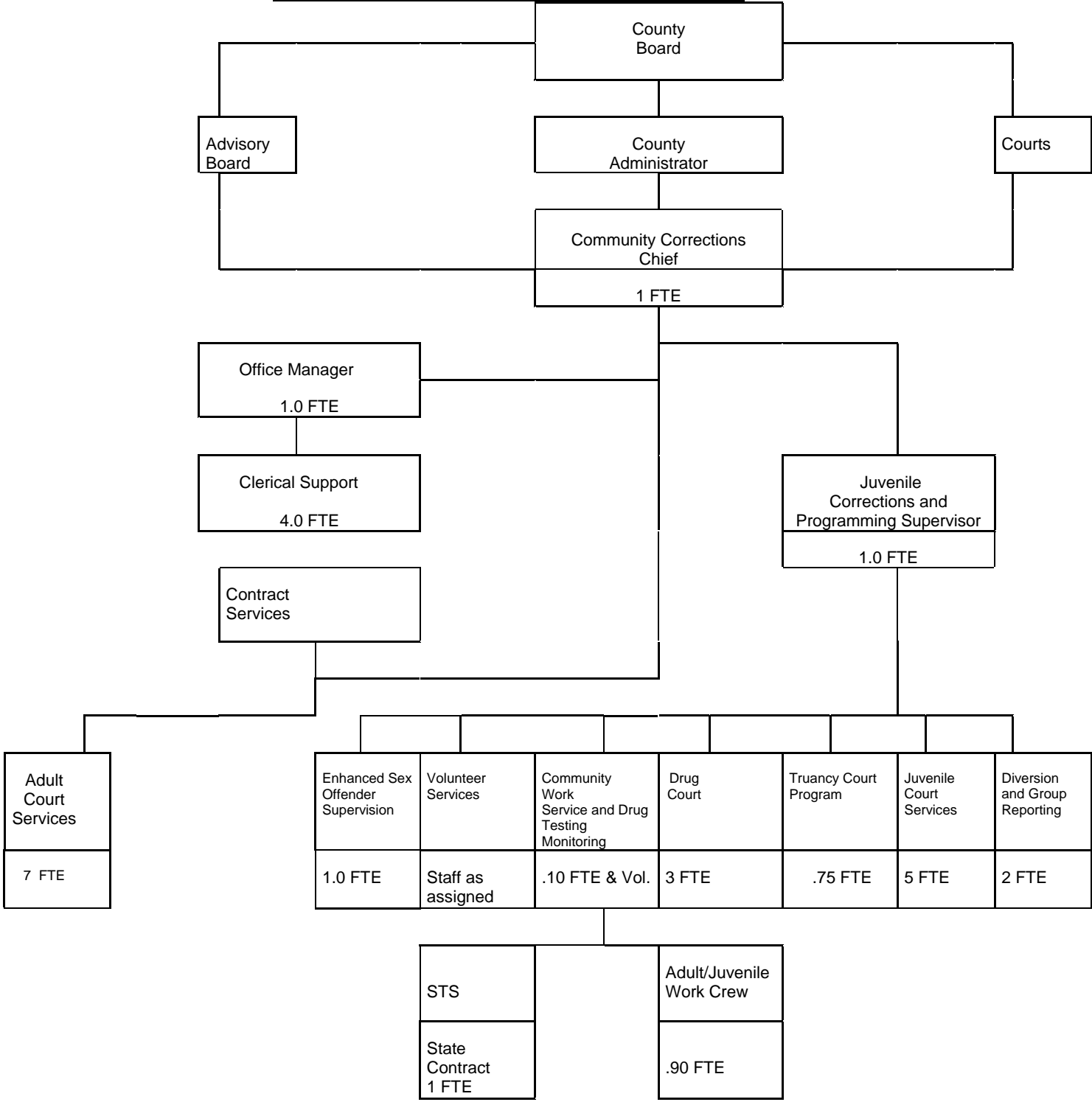
**Advisory Board Members - 2009**

Tony Knapp, Chair	Citizen Member	Commissioner Dist. 2
Joe Davis	Citizen Member	Commissioner Dist. 3
Carie Robb	Citizen Member	Commissioner Dist. 3
Vee Williams	Citizen Member	Commissioner Dist. 3
Terrelle Wilson	Citizen Member (Clergy)	Commissioner Dist. 5
Krista Jass	Citizen Member	Fifth Judicial District Public Defender
Chris Rovney	Assistant County Attorney	Blue Earth County Attorney Dept.
Bradley Walker	Judge	Fifth Judicial District
Jerry Huettl	Bureau Chief	Mankato Bureau of Public Safety
Trish Reedstrom	Supervisor	Blue Earth County Human Services
Mike Maurer	Chief Deputy	Blue Earth County Sheriff Dept
Kevin Mettler	Probation Officer	Blue Earth County Corrections
Linda Isebrand	School Principal	Lake Crystal-Welcome-Memorial

**Ex-Officio Members**

Will Purvis	County Commissioner
Gerald Haley	Corrections Chief, BECCC
James Sop	MN DOC District Supervisor

**ORGANIZATIONAL CHART**



\_\_\_\_\_ Denotes direct line of authority  
 - - - - - Denotes advisory, communicatory line of authority

**COMMUNITY CORRECTIONS STAFF**

**ADMINISTRATION**

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Haley, Gerald	Corrections Chief/Adult Corrections Supervisor
Fletcher, Susan	Office Manager
Milow, Josh	Juvenile Corrections/Special Programs Supervisor

**ADULT CORRECTIONS**

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Baker, Tobi	Probation Officer II	Traditional Caseload
Crocker, Sara	Probation Officer I	Traditional Caseload
Froiland, Mike	Probation Officer II	Traditional Caseload
Glaze, Teri	Probation Officer II	Traditional Caseload
Henrichs, Karla	Probation Officer II	Traditional Caseload (Interstate Contact)
Lenz, Steven	Probation Officer II	Enhanced Sex Offender Caseload
Mettler, Kevin	Probation Officer I	Drug Court Coordinator
McCormick, Liz	Probation Officer I	Traditional Caseload (2 <sup>nd</sup> Sex Offender Caseload)
Neve, Jackie	Probation Officer I	Group Supervision, Pre-trial, Diversion Caseload
Rick, Steve	Probation Officer I	Drug Court Probation Officer
Rients, Denise	Probation Officer I	Group Supervision, Pre-Trial, Diversion Caseload
Schauer, Robyn	Probation Officer I	Drug Court Probation Officer
Todtleben, Cheryl	Probation Officer I	Group Supervision, Pre-trial, Diversion Caseload
Cox, Kathy	Clerical Specialist II	Receptionist and Clerical Support
Leiding, Lori	Clerical Specialist II	Clerical Support/Records

**JUVENILE CORRECTIONS**

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Ahearn, Paul	Probation Officer II	Traditional/Sex offenders
Kroc, Jill	Probation Officer I	Truancy Court/Traditional
Miller, Sarah	Probation Officer I	Traditional Caseload
Peterson, Kelly	Probation Officer I	Traditional Caseload
Pierskalla, Jenny	Probation Officer I	Gender Specific Caseload
Schroeder, Michele	Probation Officer II	Traditional Caseload
Olson, Eric	Corrections Counselor	Adult/Juv. Work Crew/ Drug Testing Coordinator
Frederick, Jamie	Clerical Specialist II (.75 FTE)	Clerical Support
Lueck, Cheryl	Clerical Specialist II	Clerical Support

## Minnesota Department of Corrections Community Corrections Act Subsidy

To be used for original application and for amendments to the original comprehensive plan that add or delete units of service. Check one:  Original Application      Amendment # \_\_\_\_\_ .

Applicant: Blue Earth County      Application Period: January 1, 2009 to December 31, 2009.

### Original Proposed Budget

		2009
Department of Corrections		
County Funding		
Other Funding		
<b>TOTAL APPROPRIATION</b>		

Amendment: Name of units of service (attach budget sheets)

Community Corrections Administrator:

Name/Title/Signature: Gerald T. Haley, Chief \_\_\_\_\_

Address/Telephone: 410 Jackson Street, Mankato, MN 56001 507/304-4557

Financial Officer:

Name/Title/Signature: Jerry Books, Finance Director \_\_\_\_\_

Address/Telephone: 204 South Fifth Street, Mankato, MN 56001 507/304-4181

### Applicant's Agreement

It is understood and agreed to by the applicant that:

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

### Signatures of Authorized Officials

Name/Title/Signature: \_\_\_\_\_

Name/Title/Signature: \_\_\_\_\_

Name/Title/Signature: \_\_\_\_\_

Name/Title/Signature: \_\_\_\_\_

Name/Title/Signature: \_\_\_\_\_

## ***COMPREHENSIVE PLAN CHANGES 2008-2009***

To deal with our increased workload of traditional probation cases that require regular or intensive probation officer supervision, we have shuffled our probation officer work assignments to more efficiently accomplish our mission of community supervision and safety. The following are personnel moves made to enhance services when the third Drug Court officer was hired in March, 2008.

- A drug court probation officer moved to a juvenile traditional caseload.
- A part time juvenile probation officer moved to the group/administrative supervision caseload.
- A new drug court probation officer was hired.
- Juvenile case assignment of sex offenders are now being given to a single juvenile probation officer.

As a potential cost saving venture, during 2009 we will be changing our drug testing procedures significantly as we develop our own lab to do EMIT testing on site, saving significant money by doing only a fraction of field testing and being able to do our own confirmation testing. In the past we have used a vendor in the Minneapolis-St. Paul area which cost us postage and significant cost per tests completed. In receiving this new equipment, we will not pay any lease fees for the equipment, will purchase testing supplies only, and we will train current staff to do the testing. Employee expertise in testing procedures will be accomplished by a staff member being trained by the equipment vendor, at the vendor's expense, in the use and technology of the testing process.

Due to a continuing decline of grant and financial assistance outside of county funds, the Drug Court continues to operate but with a greatly reduced budget. There should not be any noticeable change in our daily operation as we make adjustments in the procedures and protocols we use to accomplish the mission of the Drug Court. Personnel and treatment costs are the only major costs to the county of continuing this beneficial and successful program.

We are seeing increases in the costs and number of our juvenile out of home placements but are working very hard with our Human Services department to be sure we are making quality decisions in this area of protection of the children as well as assuring the public safety. In 2009, we are beginning to charge the juveniles and/or their families for the cost of our detention costs. In the past, this has been an area of potential fee collection that we have not previously done. We are modeling our cost and payment structure after Human Services that have received such reimbursement for their out of home costs for many years.

## *FUTURE ISSUES AND CONCERNS*

Housing: As we have had need for housing assistance for our offenders, it is ironic and a shame that we can not get better cooperation and assistance from the Minnesota Department of Corrections. While there is a DOC funded set of apartments in our county that seems to rarely be fully occupied, it is unfortunate that we are not able to occasionally access that resource to assist our offenders in finding suitable housing. Particularly with Supervised Release offenders, or intensive supervision cases where probation officers are checking the offender's residence in the same manner as the MN DOC does with their ISR caseloads, there is increasing need for this resource.

In our Drug Court program, we have been able to address housing issues with the DC offenders by gaining access to a small house with several apartments through the Welcome Inn, a non-profit housing agency. However, with our enhanced sex offender caseload, as well as other high risk probation cases, additional housing is often an issue.

With such offenders in need of housing, they are either left to their own devices to find shelter, or on some occasions, with Supervised Release offenders just out of prison, money is available for 30-60 days to pay for rent. The public safety of even that resource is that the only cost effective way to extend that money to a significant period of time is in the use of motels, which is not an ideal location for some categories of offender's offense behaviors.

Caseload: As noted in the "changes" section above, we have made some personnel adjustments that seem to have resolved our immediate caseload stress. We have been using a part of the state subsidy from the MN DOC caseload reduction funds to pay for the increased work we are getting from the contracted pre-sentence investigation writers. A continuation of that funding is an on-going concern, particularly with the current state of the economy and threats of reduced funding from the state. However, having taken most all of the PSI work away from the traditional probation officers has given officer's time to greatly enhanced their ability to monitor the offender's in the community contributing to the public safety and the offender's rehabilitation.

Advisory Board: Chair Tony Knapp and I have worked hard to acquire and retain advisory board members that are active and involved. We have had a history of active board members in that they were instrumental in the county and agency accomplishing many things. They were the impetus behind returning adult female jailed inmates back to the Blue Earth County jail after many years of the county renting female bed space in other counties. They were an active part of the search, research, surveys, and development of what became our current juvenile detention facility through a joint powers contract with Brown and Nicollet Counties. They have actively supported victim issues and gender specific programming both in the jail and in the corrections department. They suggested and developed a corrections advisory board strategic plan before the county or the corrections department had such.

They are advisory only but as noted above have been very influential and instrumental in sustaining and improving the delivery of corrections services in Blue Earth County. Recently, in an effort to further strengthen the group, the membership was voted to be expanded to up to 20 members. We have previously added student representation, both at the high school and collegiate level, and have recently also added ministerial, public defender's, and additional citizen's. We still have a couple vacancies that we continually try to fill.

Evidence Based Practices: We have been doing risk need assessments on all offenders for several years. Recently we discontinued the screenings on adult misdemeanor cases due to our minimal involvement with them. On all adult gross misdemeanor and felony offenders, we complete LSI-R's on all during the completion of PSI's or within 30 days if the offender is directly assigned from the court or coming from another county or DOC facility. All juvenile offenders, except petty offenders, have YSL-CMI's completed on them within 30 days of case assignment.

We are just moving to develop equity in caseload size using workload points based on the LSI-R scores. However, we have fully implemented a minimum/administrative/group caseload, handled by two probation officers, that monitor and track conditions on all offenders that scale minimum. We are currently using LSI-R scores of 0-18 for minimum supervision, 19-33 for medium supervision, and 34 or over for maximum supervision. Traditional adult probation officers only supervise medium or maximum supervision cases with all others sent to the admin caseloads.

We have been doing case plans on our juvenile cases, and have developed the format for doing case plans on the adult cases. However, there has been little implementation with adult offenders. All staff is trained in Effective Case Management and Motivational Interviewing and all indicate using those principles on a regular basis.

We are currently running both adult and juvenile offender COG groups using the T4C curriculum. We have hired two former probation officers from a neighboring county who run these classes on a contract basis for us. COG groups and principles are also a part of our requirements for the treatment program for the Drug Court offenders.

As an EBP chemical dependency treatment aftercare model, we require offenders to choose whether they want to participate in AA or NA, or in the alternative, SMART recovery.

## ***PERFORMANCE BASED BUDGETING***

Beginning in 2010, Blue Earth County will no longer rely on just “strategic planning” as its basis for determining county and agency direction, programs or expenditures. During 2009 all department heads will learn to formulate annual plans, budget requests, and additional programming through a process known as Performance Based Budgeting. As a result of this change, in order not to duplicate work required of this agency, we will be using more Performance Based Budgeting as an addition or alternative to “strategic planning”.

## *2008-2009 Strategic Plan – Progress Report*

**Goal:           Ensure the Public Safety**

A. Action Initiative - Continue to hold offenders accountable through the use of technology and other local alternative sanctions and programs.

Responsibility:        Corrections Chief and Special Programs Supervisor

Timeline:             January, 2009

Measurement:        Establish protocol to use GPS and other technologies; develop collaborative supervision plans with law enforcement; consider the expansion of problem-solving courts and other programming

- For our Electronic Monitoring usage, we rely mainly on the bracelet, Sobrietor, or a system called SCRAM. Protocol and offender responsibilities using those technologies is somewhat controlled by the vendors that we use with those products.
- We have improved and have excellent relationships and collaborative efforts with the law enforcement community. DC, ride-alongs, requests for assistance when making arrests in the office, assistance in doing random searches of homes, etc., are all used and available with most all law enforcement agencies in the county.

**Goal: Promote offender success**

A. Action Initiative - Develop media contacts and resources to present success of programs and offenders in those programs.

Responsibility: Advisory Board members and Corrections Chief

Timeline: July, 2008

Measurement: Provide press releases and have media contact to assist in getting program or offender accomplishment and/or progress noted and advertised.

- This is an area that we initiated some discussion on, but no specific planning has occurred. We currently rely on the county public relations department for general assistance in this area. We recently had several media contacts regarding the holiday season and a church group program for selected members of our offenders and families.

B. Action Initiative - Evaluate programming that is Evidence Based and shows that programming/procedures is effective in changing offender behavior and reducing recidivism.

Responsibility: Corrections Chief and Juvenile Corrections and Special Programs Supervisor

Timeline: January, 2009

Measurement: Programs will be implemented and maintained that reflect Evidence Based principles and practices.

- We currently require staff to use risk/need assessments to determine the public safety risk, the personal needs of each offender, and the level of supervision. This is an EBP.
- We are moving toward determining caseload size based on workload points, not just raw number of cases. The workload points acknowledge different levels of work and involvement based on the risk/need from the previous noted assessment process. The MN DOC has recently completed new time studies to help us locally in determining the time required for specific tasks that will be helpful as we incorporate those results into our study and decisions on workload.
- We have high risk offenders, both juvenile and adult, attending cognitive (COG) groups. These groups assist offenders in changing how they think and react to situations, thoughts, and their resultant actions. Evidence based practices says COG groups are a practice and program that shows some of the very best results in changing offender thought patterns and behavior.

**Goal: Workforce management: Recruiting and retention, training, employee diversity, and succession management.**

A. Action Initiative - Recruit and hire culturally diverse staff.

Responsibility: Corrections Chief and agency supervisors

Timeline: January, 2009

Measurement: Have offered employment to at least one prospective employee from a culturally diverse background.

- We did not receive any minority applicants in those interviewed for last job opening when Drug Court agent was hired in March, 2008. We did advertise in minority publications in the Twin Cities area as well as via minority WEB sites.

B. Action Initiative - Establish list of criteria, training, education, experiences for staff to experience and practice to prepare themselves for more responsible positions within the agency/county.

Responsibility: Corrections Chief and Juvenile Corrections and Special Programs Supervisor

Timeline: October, 2008

Measurement: Staff will be qualified to fill any corrections agency position that becomes available.

- We are in the process of reviewing our job descriptions with the intent to clarify both the PO I and PO II differences as well as to continue to have the flexibility to move staff to different positions within the agency.

C. Action Initiative- Develop resources to respond to offenders from diverse backgrounds. Explore education options for existing staff and use of students and staff from MSU-M to assist with language issues of culturally diverse offenders.

Responsibility: All Staff

Timeline: July, 2009

Measurement: Have a handbook with names and locations to find resources and assistance to work with culturally diverse offenders.

- No activity

**Goal: Increase and improve community contacts and collaborative efforts to promote service efficiency and effectiveness.**

A. Action Initiative - Forge partnerships with other county agencies and service providers to share in training and working together on common issues/needs/goals.

Responsibility: Corrections Chief, Juvenile and Special Programs Supervisor

Timeline: April, 2008

Measurement: Shared training will have been planned or have taken place.  
A new program involving corrections and at least one other community agency will have been developed.

- We are working with the Mankato Department of Public Safety to enhance our current working relationships and the collaboration in various type of contacts with offenders; i.e. warrantless searches, ride alongs, DC night checks, etc. We are hopeful that those communications will extend to possible working together in the area of training.

B. Action Initiative - Renew, improve, and strengthen relationships with law enforcement and human services.

Responsibility: Corrections Chief and Staff

Timeline: January, 2009

Measurement: Create opportunities for staff from our separate agencies to interact and develop relationships and cooperative opportunities; complete joint training workshops and development of joint programming.

- Our staff enjoys a great relationship on a daily basis with law enforcement. In the juvenile world, we do a lot of collaborative work with human services but have not been involved in any significant joint training or programming with either law enforcement or human services.

**Goal: Systematic use and application of technology.**

A. Action Initiative - Complete the transformation of probation staff to paperless caseloads. Develop better caseload information sharing protocols

Responsibility: Corrections Chief and Office Manager

Timeline: April, 2008

Measurement: All probation officers caseload information will only be available via paperless technology. Laptop computers will be the primary mode of delivery of this paperless information with evaluation of PDA technology for quicker/handier/smaller information storage and sharing.

- Paperless transition is complete. Laptop technology seems to be working and PDA evaluation has been put on hold. The need for more information than can be available through a PDA's software makes it a less desirable option. I doubt it will have the application we had hoped for.

B. Action Initiative - Explore evolving technology and develop opportunities to use new systems to provide tools for probation agents to aid in effective offender supervision and control.

Responsibility: Juvenile Corrections and Special Programs Supervisor

Timeline: January 2009

Measurement: Will be using more EHM/GPS technologies on offenders and will be using computer assisted technologies to better supervise and manage excessive minimum/group supervision caseload.

- Completed: The EHM technologies are used on specific cases and our offender database software is being used to handle over 750 group cases between two probation officers handling our group/minimum caseload.

**Goal: Develop vibrant evaluation protocols to better evaluate all agency programs and their effectiveness in dealing with and changing offender behavior.**

A. Action Initiative - Provide funding to pay for contracted assistance to develop a template of information required to properly evaluate all programs.

Responsibility: Corrections Chief

Timeline: January, 2009

Measurement: Implementation of evaluation of at least three probation related services to offenders.

- Not begun.

B. Action Initiative - Develop WEB site as a resource for offenders and citizens for the dissemination of information and to seek citizen response and input.

Responsibility: Advisory Board and Corrections Department Administration

Timeline: July, 2009

Measurement: Provide statistical analysis; provide template for citizen/offender/victim surveys; provide agenda and minutes of advisory board meetings; give descriptions of programs and target populations/offense behaviors, etc.

- Under discussion and development. See minutes of Nov 7 advisory board meeting.

C. Action Initiative - Develop evaluation/survey tools for offenders, victims, and community members.

Responsibility: Advisory Board members and subcommittees

Timeline: January, 2009

Measurement: Have survey's developed, protocol established, delivery of survey's to special groups initiated, and have beginnings of survey information available.

- Currently under discussion and development. See advisory board meeting minutes of Nov.7, 2008.

**BLUE EARTH COUNTY COMMUNITY CORRECTIONS OUTCOME MEASUREMENTS**

Measurement Description	2000	2001	2002	2003	2004	2005	2006	2007	2008
# of Offenders on Probation (Per Annual Probation Report)	1312	1493	1217	1249	1154	1132	1359	1481	1,539*
Recidivism Rate (Felony Offenders 3 years after discharge)	30.7%	38%	29%	28%	26%	32%	34%	34%	30%**
# of Offenders on Electronic Monitoring		*	*	*	243	154	218	271	191*
# of Days offenders were on Electronic Monitoring Services		*	6,840	7,744	7,440	5,621	8,875	8,413	6,552*
# Sentence to Serve work crew hours performed (state and county crews)		7,672	12,806	11,567	8,615	6,730	8,438	14,257	5,851*
# Community Work Service hours performed		17,254	22,399	16,140	7,899	4,145	4,794	6,419	3,638*
# Juvenile Work Crew Hours Performed		2,166	4,936	4,012	5,249	3,586	2,834	6,006	1,632*
# Adult Offenders participating on work crew (state/county)		305	311	184	251	203	186	372	181*
# Youth Teen Court Volunteers	54	71	69	55	45	27	12	^	^
# Youth who appeared in Teen Court	97	88	56	50	27	29	25	^	^
# Victims who received mediation services	23	27	58	17	76	48	40	48	5*
# Offenders enrolled in DWI Intensive Supervision Program	19	16	22	13	17	37	^^	^^	^^
# of Drug Court Referrals					***	114	53	98	87*
# of Drug Court Active Participants					***	23	38	49	47*

\* Through 6-30-2008

\*\*Projection for 2008

^ Program has been discontinued

^^ Program was combined with Drug Court