

# Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: 02/13/24

Name	Please check the boxes that apply		
	Aitkin County Citizen	Aitkin County Employee	Company Representative – Please list
Greg Kullheim	yes	No	Hunters 4 Hunters
Jeanne Schiam	✓		Aitkin Age
MARK JEFFERS		✓	ECON. DEVELOPMENT
Dave McMillan	yes	yes	Long Lake Conservation Center
DT Thompson		yes	Land
ANDREW CARLSTROM		yes	ESPZ
Sarah Pratt		yes	(H/H)
Erin Muz		yes	HHS
Bobbie Danielson		yes	HR
Lynne Jacobs	✓	No	Aitkin Co. CARE



# Board of County Commissioners Agenda Request

Agenda Item #
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**Requested Meeting Date:** February 13, 2024

**Title of Item:** Jail Medical - Revised

<input checked="" type="checkbox"/> REGULAR AGENDA <input 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) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Sheriff Dan Guida	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b> Sheriff Dan Guida and Jail Administrator Karla White	<b>Estimated Time Needed:</b> 20 Minutes
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**Summary of Issue:**

The ACH Jail Medical Contract (copy attached) will end on February 18, 2024. The following items will be discussed in more detail at the meeting.

A Jail Nurse job description is attached, Grade 10. The current jail nurse works 32 hours per week through ACH, and is available for hire by Aitkin County at end of the contract. Salaried position. HR will make a conditional job offer to J.L. (current jail nurse through ACH) following Board approval today, 29 hours per week, with a start date of February 19, 2024. This will be a temporary job offer (no benefits) that will expire June 30, 2024, or when the jail nurse position is filled permanently, whichever occurs sooner.

Riverwood Healthcare Center will be named as the temporary health care authority as it relates to Chapter 2911 requirements until a contract is authorized by the Board with a Provider (e.g. a doctor or nurse practitioner). These discussions are underway.

Items that will be worked out in-house following this Board meeting: 1) Who will serve as the jail nurse's supervisor, preferably a nurse. The Jail Administrator will authorize PTO requests, sign timesheets, and complete annual performance evaluations for the jail nurse. The jail nurse will also work closely with the Provider. 2) A contract will be finalized with a Provider and brought to the Board for approval. 3) Audit procedures will be established by the Sheriff (sharp and med counts, etc.). 4) Work with County Auditor regarding any MCIT Insurance requirements.

**Alternatives, Options, Effects on Others/Comments:**

Will discuss financial estimates at the Board meeting. No additional cost is anticipated outside of the 2024 budget. Jail policies, forms, and medical protocol are already established. Necessary supplies are on hand in the jail.

**Recommended Action/Motion:**

Motion to: 1) Approve the jail nurse job description, Grade 10, and authorize filling a temporary 29 hour per week jail nurse position as presented. 2) Motion to approve Riverwood Healthcare Center as the temporary health care authority as it relates to Chapter 2911 requirements.

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$ Will discuss.

Is this budgeted?  Yes  No *Please Explain:*

This modification to the Jail Medical Program is anticipated to fit within the 2024 allotted budget, or to result in savings (Provider numbers are being gathered at time of agenda deadline).



## **JAIL NURSE**

**Department** Sheriff's Office  
**Grade** Grade 10  
**Reports to** To be determined / **This is a temporary position**  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

### **Job Summary**

The Jail Nurse position plays a pivotal role in providing healthcare services within the unique and challenging environment of a correctional facility. As a Registered Nurse specializing in correctional healthcare, the incumbent will be responsible for assessing, triaging, and treating the diverse medical needs of an inmate population. This role involves close collaboration with correctional staff, effective communication with inmates, and adherence to stringent security protocols. The Jail Nurse must navigate a range of healthcare challenges, including chronic conditions, infectious diseases, and emergencies, while maintaining a balance between delivering compassionate care and upholding safety measures. The position requires adaptability, critical thinking, and the ability to work with cultural competence in a setting that demands resilience and professionalism.

### **Supervision Received**

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance is an essential requirement of this position.

1. Assesses and evaluates the health status of incarcerated individuals. Is familiar with and knows how to utilize facility policies, Minnesota Department of Corrections Chapter 2911 Rules and national correctional health care standards.
2. Performs inmate assessments and treatment at Sick Call as needed.
3. Identifies potential health issues and facilitates medical screening by performing initial and ongoing inmate assessments.



## ***Position Description***

4. Reviews and assesses prescribed medications brought in by inmates.
5. Collaborates and communicates effectively with the Jail Medical Program team. This team includes medical providers, jail staff and jail administration.
6. Collaborates and communicate effectively with outside medical professionals. This includes physicians, dentists, mental health providers, pharmacy staff, Minnesota Department of Health, laboratory staff, x-ray staff and other professionals as needed.
7. Identifies staff development and training needs and ensures training is obtained to maintain RN registration with the MN Board of Nursing.
8. Trains jail staff on medication delivery and yearly required MN 2911 Rules.
9. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.
10. Is accountable for the daily documentation, tracking, procedures, orders, medications and follow-up of the inmates' care.
11. Checks and records vital signs and obtain specimens from inmate patients for diagnostic testing.
12. Assists physicians, dentists or other medical personnel with treatment and health care plans for inmates. This includes performing medical procedures to include EKG, urinalysis, blood draws for laboratory testing and ordering medically necessary diets.
13. Coordinates and administers medication and treatment to inmates.
14. Reports treatment and medication reactions.
15. Monitors changes in inmate emotional or physical conditions.
16. Institutes communicable disease screening measures as directed.
17. Assists in the coordination of release health care plans for inmates with Jail Re-entry, Community Services and other community stakeholders.
18. Prepares medication carts for distribution to inmates. This is to include medication and sharps counts as mandated by MN Chapter 2911 Rules and preparing monthly medication administration records.
19. Educates inmates and correctional staff regarding medication side effects or symptoms.
20. Responds to inmate grievances.
21. Maintains all medical records related to health and medical screening and medical treatment administered to inmates while incarcerated.
22. Records all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms.
23. Conducts new hire pre-employment physicals as requested by jail administration.
24. Attends training and meetings as needed.
25. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Associate's or Bachelor's Degree in Nursing, a valid Minnesota Registered Nurse License, and a valid MN Driver's License are required. Ability to work in the secure perimeter of a correctional facility with daily inmate contact. Experience preferred.

Must satisfy continuing education requirements to maintain license and/or required certification(s).

Valid Minnesota driver's license required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.



**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. Knowledge of County and departmental policies, procedures, and practices.
2. Understanding and knowledge of policies and procedures specific to healthcare in a correctional facility, including security protocols and inmate healthcare rights, including MN Chapter 2911 rules.
3. Familiarity with local, state, and federal regulations governing healthcare practices in correctional facilities, including confidentiality and privacy laws.
4. Emergency procedures.
5. Proficient clinical skills, including assessment, triage, and treatment of common medical issues and emergencies encountered in a correctional setting.
6. Knowledge of dispensing and administering medications, as well as the ability to monitor and manage medication adherence among inmates.
7. Understanding of infectious disease prevention and control measures, especially given the close quarters of a correctional environment.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, inmates, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 35 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Skill in crisis intervention with the ability to handle medical emergencies and crisis situations calmly and efficiently within the constraints of a correctional facility.
6. Capability to work with other healthcare professionals, security staff, and administrative personnel to ensure comprehensive and effective healthcare delivery.
7. Sensitivity and cultural competence to provide healthcare services to a diverse inmate population.
8. Proficiency in using electronic jail and health record systems to document and manage inmate/patient information securely.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Develop and maintain effective working relationships with supervisors, co-workers, other County staff, inmates, public and private health care agencies, social workers, and the general public.
3. Maintain confidentiality.
4. Communicate effectively, both verbally and in writing with inmates, physicians and other professionals and coworkers.
5. Understand and carry out oral and written instructions.
6. Make independent decisions, and work independently and prioritize tasks.
7. Ability to adapt to the unique challenges and dynamics of a correctional environment, including dealing with potentially volatile situations.



## ***Position Description***

8. Strong critical thinking skills to assess and address complex medical issues within the constraints of the correctional facility.
9. Capability to navigate and resolve conflicts and interpersonal issues that may arise among inmates or with other staff members.
10. Ability to establish and maintain professional boundaries while providing healthcare in a correctional setting.
11. Resilience to cope with the emotional demands and potential stress associated with working in a correctional environment.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Skills**

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

### **Ability to Travel**

Occasional travel may be required for trainings or meetings throughout the county, region and state.

### **Competencies**

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.



**Work Environment**

The noise level in the work environment is usually moderate.

A jail nurse operates in a unique and challenging work environment characterized by the convergence of healthcare and correctional demands. In this setting, nurses may encounter a diverse and dynamic inmate population with varying medical needs, often exacerbated by the prevalence of chronic conditions and infectious diseases. The close quarters and potential for volatile situations necessitate constant vigilance and adaptability, as the nurse navigates security protocols and collaborates with correctional staff. Balancing the delivery of compassionate healthcare while adhering to strict safety measures poses a continuous challenge. The nurse must be adept at crisis intervention, conflict resolution, and maintaining professional boundaries, all while demonstrating cultural competence and sensitivity. The work environment demands resilience, critical thinking, and the ability to provide comprehensive care within the confines of correctional policies and regulations.

**Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

**Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Working safely is a condition of employment. Aitkin County is a drug-free and alcohol-free workplace.

**Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

**Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

2/5/2024



## **Position Description**

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***Our Vision:*** We strive to be a county of safe, vibrant communities that place value on good stewardship of local resources.

***Our Mission:*** Aitkin County's mission is to provide outstanding service in a fiscally responsible manner through innovation and collaboration with respect for all.

***Our Core Values:*** Collaboration, Innovation, Integrity, People-Focused, Professionalism



*Community Corrections*

**2024-2027  
Comprehensive Plan**

# INTRODUCTION

Aitkin County is located in central Minnesota. The region is dominated by services and trade in the tourism, lumber and agriculture industries. Large employment sources include county government, 3 schools, and 1 hospital. Since the region is a tourism and retirement destination, the population fluctuates greatly, more than doubling in summer months.



Aitkin County is governed by a five-member county board employing the county administrator model of management. Aitkin County is in the Ninth Judicial District. The Ninth Judicial District consists of seventeen counties in Northwest to North Central Minnesota, including Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kittson, Koochiching, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau.

Aitkin County is comprised of 1,995 total square miles. The city of Aitkin is the county seat. Other cities in the county include: McGregor, McGrath, Hill City, Palisade, Tamarack, as well as, 41 townships, and 14 unorganized townships.

<b>Population</b> <i>(official 2020 census = 15,697)</i>	16,126
Under age 5 <sup>+</sup>	3.3%
Under age 18 <sup>+</sup>	15.2%
Over age 65 <sup>+</sup>	34.1%
Female <sup>+</sup>	49.2%
Persons in poverty <sup>+</sup>	13.5%
Veterans <sup>+</sup>	9.0%

<b>Race</b>	
White <sup>+</sup>	94.9%
Black <sup>+</sup>	0.6%
Native American <sup>+</sup>	2.4%
Asian <sup>+</sup>	0.3%
Multi-Racial/other	1.8%

<b>Housing and Income</b>	
Housing units	14,265
Median Home Value of owner-occupied housing units <sup>+</sup>	\$222,100
Median Household income <sup>+</sup>	\$56,406
Median gross rent <sup>+</sup>	\$815
Unemployment <sup>+</sup>	5.3%

<b>Education</b>	
High school graduate or higher (age 25+) <sup>+</sup>	92.6%
Bachelor's Degree or higher (age 25+) <sup>+</sup>	18.3%

Source: [U.S. Census](https://www.census.gov) (estimates as of 2023) <sup>+</sup> Higher than MN rate <sup>+</sup> Lower than MN rate

# ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

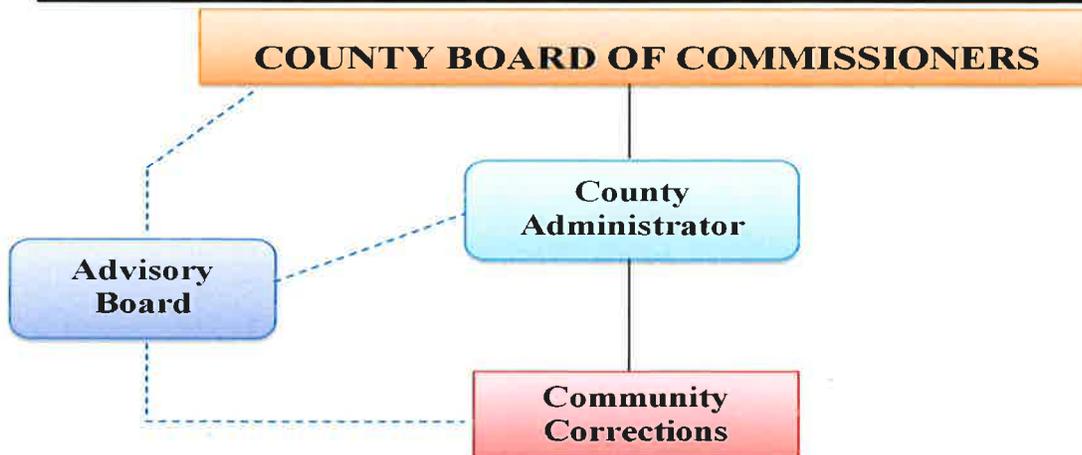
## VISION

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.

## ORGANIZATIONAL STRUCTURE



### Aitkin County Board 2024

The county board's role in regard to Community Corrections is: 1) Establish the budget for the department. 2) To determine, establish, continue, modify and terminate Aitkin County correctional services and programs with input from the Director and the Corrections Advisory Board. 3) Approve and authorize the application of the annual comprehensive plan. 4) Ensure compliance with the Community Corrections Act. 5) Establish all matters of policy in relation to correctional services under its authority. The 2024 Aitkin County Board is comprised of the five commissioners from each district.

J. Mark Wedel (Chair)	District #1
Laurie Westerlund	District #2
Travis Leiviska	District #3
Bret Sample (Vice Chair)	District #4
Michael Kearney	District #5
Jessica Seibert	<i>Aitkin County Administrator</i>

## 2024 Aitkin County Board Members



## Aitkin County Community Corrections Advisory Board 2024

The Advisory Board is appointed by the Aitkin County Board to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The advisory board meets quarterly.

### **Members**

Nancy Johnson-Houg - Citizen Member (Board Chair)

J. Mark Wedel - Commissioner, Aitkin Co.

Laurie Westerlund - Commissioner, Aitkin Co.

Honorable David Hermerding - Judiciary

Sheriff Dan Guida - Law Enforcement

Rebecca Persons - Social Services

Kameron Genz - Community Corrections

Cheryl Meld - Education

Rachele Moose - Citizen Minority

Ann Marcotte - Defense

James Ratz - Prosecution

Gabrea Anderson - Victim Services

### **Ex-Officio Advisory Board members**

Mark Smith - State Liaison, Minnesota Department of Corrections

## AGENCY TRAINING REQUIREMENTS

Aitkin County Community Corrections requests enrollment in Statewide Training Academy as soon as possible after an agent is hired and staff is required to attend whenever enrollment is then granted. Sex Offender Training 101 is required for any agent planning to supervise sex offenders or POR cases. EBP refresher courses are required for all trained staff as available. Agents are encouraged to attend statewide trainings through MACCAC, MCA, CPO and DOC partners, and annual conferences. They are encouraged to complete online courses at their convenience. In addition, the agency requires mandatory training through the county including: preventing sexual harassment; bloodborne pathogens; and hazard communications. Our agency participates in intraoffice communities of practice. We have recently hired an Evidence Based Practices Coordinator/Assistant Agent who will be trained in all five current EBP skills and will provide structured coaching and training of staff.

# OVERVIEW OF SUPERVISION POPULATION (PROBATION, SR/ISR, PRE-TRIAL)

## Probation Survey Report for Aitkin County Community Corrections

Reporting Period: Jan thru Dec 2020

Report Date: 01/01/2021

	Prior Year End	Entries	Removals	Period Ending Total
Felony	252	78	118	213
Gross Misdemeanor	253	78	110	223
Misdemeanor	93	33	59	64
Juvenile	18	24	23	19
Totals	616	213	310	519

	Male	Female	Hispanic	Non-Hispanic / Unknown
Felony	160	53	3	210
Gross Misdemeanor	161	62	2	221
Misdemeanor	42	22	1	63
Juvenile	16	3	0	19
Totals	379	140	6	513

	White	Black	American Indian	Asian	Other
Felony	175	4	21	0	13
Gross Misdemeanor	178	7	23	1	14
Misdemeanor	54	2	3	0	5
Juvenile	13	1	4	0	1
Totals	420	14	51	1	33

	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	2	0	0	0	2
Assault	10	2	2	1	15
Assault-Domestic	18	5	7	1	31
Against Family	0	2	0	0	2
Against Justice	6	2	1	0	9
Against Government	0	0	0	0	0
Burglary	18	1	0	2	21
Counterfeiting / Fraud	10	1	0	0	11
Crim Sexual Conduct	17	1	1	0	19
Crim Veh Operation – Bodily Harm	2	1	0	0	3
Crim Veh Operation – Death	1	0	0	0	1
Disturbing Peace	2	2	12	1	17
Drugs	69	25	0	2	96
DWI	28	168	32	0	224
Escape Flight	1	0	0	1	2
Gambling	0	0	0	0	0
Harassment / Stalking	0	1	1	1	3
Homicide	1	0	0	0	1
Kidnapping	1	0	0	1	2
Misc / Juv / Fed	0	0	1	1	2
Obscenity	0	0	0	0	0
Other Person	0	0	0	0	0
Property Damage	2	2	0	3	7
Robbery	0	0	0	0	0
Sex Related	0	0	0	0	0
Stolen Property	4	0	0	0	4
Theft	15	0	1	3	25
Traffic	0	4	4	1	9
Vehicle Theft	0	0	1	0	1
Weapons	8	2	1	1	12
[Unknown/NA]	0	0	0	0	0

## Probation Survey Report for Aitkin County Community Corrections

Reporting Period: Jan thru Dec 2021

Report Date: 01/01/2022

	Prior Year End	Entries	Removals	Period Ending Total
Felony	214	121	127	209
Gross Misdemeanor	222	120	119	221
Misdemeanor	64	55	50	70
Juvenile	19	21	24	16
<b>Totals</b>	<b>519</b>	<b>317</b>	<b>320</b>	<b>516</b>

	Male	Female	Hispanic	Non-Hispanic / Unknown
Felony	156	53	1	208
Gross Misdemeanor	163	58	3	218
Misdemeanor	51	19	1	69
Juvenile	9	7	0	16
<b>Totals</b>	<b>379</b>	<b>137</b>	<b>5</b>	<b>511</b>

	White	Black	American Indian	Asian	Other
Felony	171	5	23	0	10
Gross Misdemeanor	174	9	21	3	14
Misdemeanor	53	2	5	0	10
Juvenile	8	1	6	0	1
<b>Totals</b>	<b>406</b>	<b>17</b>	<b>55</b>	<b>3</b>	<b>35</b>

	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	1	0	0	0	1
Assault	9	4	2	2	17
Assault-Domestic	12	2	11	3	28
Against Family	0	1	0	0	1
Against Justice	7	2	0	0	9
Against Government	0	0	0	0	0
Burglary	21	0	0	1	22
Counterfeiting / Fraud	9	0	0	0	9
Crim Sexual Conduct	9	0	0	0	9
Crim Veh Operation – Bodily Harm	3	3	0	0	6
Crim Veh Operation – Death	1	0	0	0	1
Disturbing Peace	0	1	11	0	12
Drugs	82	22	1	0	105
DWI	33	171	30	0	234
Escape Flight	0	1	0	0	1
Gambling	0	0	0	0	0
Harassment / Stalking	0	0	2	0	2
Homicide	0	0	0	0	0
Kidnapping	1	0	0	0	1
Misc / Juv / Fed	0	0	1	0	1
Obscenity	0	0	0	0	0
Other Person	0	0	0	0	0
Property Damage	0	1	1	2	4
Robbery	0	0	0	0	0
Sex Related	0	0	0	0	0
Stolen Property	3	0	0	0	3
Theft	12	7	2	2	23
Traffic	0	4	8	4	14
Vehicle Theft	0	0	2	1	3
Weapons	6	2	1	1	10
[Unknown/NA]	0	0	0	0	0

## Probation Survey Report for Aitkin County Community Corrections

Reporting Period: Jan thru Dec 2022

Report Date: 01/01/2023

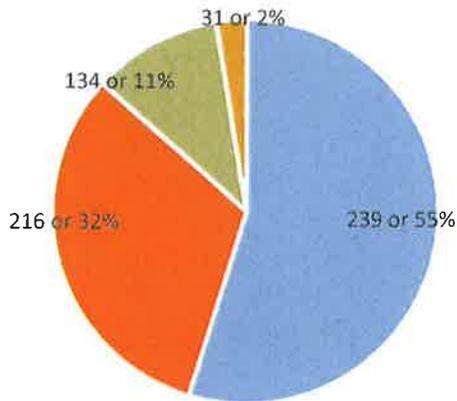
	Prior Year End	Entries	Removals	Period Ending Total
Felony	207	116	138	189
Gross Misdemeanor	224	108	117	216
Misdemeanor	72	87	48	106
Juvenile	17	34	28	23
<b>Totals</b>	<b>520</b>	<b>345</b>	<b>331</b>	<b>534</b>

	Male	Female	Hispanic	Non-Hispanic / Unknown
Felony	143	46	3	186
Gross Misdemeanor	160	56	1	215
Misdemeanor	79	27	1	105
Juvenile	18	5	1	22
<b>Totals</b>	<b>400</b>	<b>134</b>	<b>6</b>	<b>528</b>

	White	Black	American Indian	Asian	Other
Felony	154	5	21	1	8
Gross Misdemeanor	180	4	19	3	10
Misdemeanor	85	4	10	0	7
Juvenile	13	1	7	0	2
<b>Totals</b>	<b>432</b>	<b>14</b>	<b>57</b>	<b>4</b>	<b>27</b>

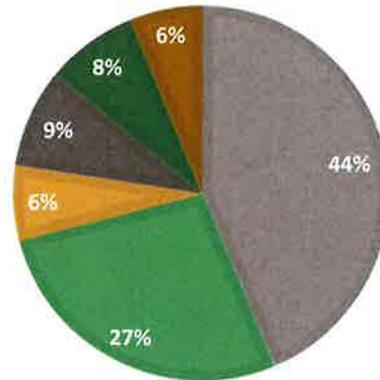
	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	2	1	0	0	3
Assault	12	2	6	4	24
Assault-Domestic	12	4	15	4	35
Against Family	0	0	0	0	0
Against Justice	5	1	0	0	6
Against Government	0	1	1	0	2
Burglary	10	0	0	0	10
Counterfeiting / Fraud	6	0	0	0	6
Crim Sexual Conduct	9	2	0	3	14
Crim Veh Operation – Bodily Harm	1	5	0	0	6
Crim Veh Operation – Death	2	0	0	0	2
Disturbing Peace	0	1	9	1	11
Drugs	81	18	1	3	103
DWI	28	161	57	0	246
Escape Flight	0	2	0	0	2
Gambling	0	0	0	0	0
Harassment / Stalking	0	1	1	0	2
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Misc / Juv / Fed	0	1	0	0	1
Obscenity	0	0	0	0	0
Other Person	0	0	0	0	0
Property Damage	0	2	2	2	6
Robbery	0	0	0	0	0
Sex Related	0	0	0	0	0
Stolen Property	4	0	0	2	6
Theft	11	7	1	2	21
Traffic	0	5	8	1	14
Vehicle Theft	0	0	3	0	3
Weapons	6	2	2	1	11
[Unknown/NA]	0	0	0	0	0

**Offenses By Classification -  
2023 Year End Probation**



■ Felony  
■ Gross Misdemeanor  
■ Misdemeanor  
■ Juvenile Offenders

**Offenses by Type-  
2023 Year End Probation**



■ DWI  
■ DRUG  
■ Crim Sex  
■ Domestic Assault  
■ Supervised release  
■ Juvenile

Caseloads are assigned to agents in a manner that works best for our agency and is not wholly defined by offense or risk level specifically.

Agent	Current Case Assignment Description	Caseload # approximation
#1	Juvenile Probation (incl sex offenses); Adult sex offenses; SR/ISR sex offenses	46
#2	M/GM DWIs; CVOs	101
#3	Sobriety Court participants and graduates	17
#4	Shared caseload of all remaining adult cases (25%); SR/ISR (except SO); MH as assigned	65
#5	Shared caseload of all remaining adult cases (25%) agent in training	21
#6	Shared caseload of all remaining adult cases (50%);	65
Admin	Juvenile diversion; EHM only; short terms; admin non monitoring	74
All	Warrant 93; Felony pretrial 137; Transferred out 216	446

**Graph & tables are only indicative of active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or non-monitoring cases.**

Discharges identified as successful or unsuccessful are noted in the following tables. However, the criteria which defines successful or unsuccessful for the purposes of this report, will likely need to be modified for future plans. Date input and supervision standards/definitions will need to be addressed for future reporting. Unfortunately, the

extremely short time frame for the turn around of this plan, did not allow for a more accurate representation in this section in particular.

Row Labels	ADULT DISCHARGES 2022 Successful or Unsuccessful	Count of Case Number
<b>A</b>		<b>260</b>
<b>S</b>		<b>149</b>
Death		13
Discharge Early		95
Dismissed-No Conviction or Adjudication		41
<b>U</b>		<b>111</b>
Discharge Expiration		46
Discharge-Formal Adjudication or Conviction		23
Executed		42
(blank)		
<b>Grand Total</b>		<b>260</b>

Row Labels	JUVENILE DISCAHRGES 2022 Successful or Unsuccessful	Count of Case Number
<b>S</b>		<b>25</b>
<b>J</b>		<b>25</b>
Discharge Early		6
Dismissed-No Conviction or Adjudication		19
<b>U</b>		<b>12</b>
<b>J</b>		<b>12</b>
Discharge Expiration		8
Discharge-Formal Adjudication or Conviction		4
(blank)		
<b>Grand Total</b>		<b>37</b>

SUPERVISION LEVEL OF	CURRENT ADULT CASELOAD	ACTUAL # AND %
<u>Supervision level</u>	<u># of cases</u>	<u>Percent of cases</u>
High/Enhanced	28	8.48%
Medium	30	9.09%
Low	147	44.55%
Admin	125	37.88%

*Supervision level table does not include juvenile cases, transferred out, warrant, pretrial or supervised release*

## STRATEGIC PLANNING

Over the course of this comprehensive plan, it is the goal of this department to plan and implement regular and consistent programming for clients. We will strive to incorporate all EBP skills into daily contacts with clients. We will utilize the new EBP coordinator position to track various services and outcomes.

We currently address community needs by working with our clients to determine their current level of need and referring most service to providers in our region. We have very limited programming in the county. The use of risk/needs/responsivity assessments and case planning assists with better outcomes for our clients.

Goals for 2024 are to increase daily use of EBP skills, use the LS/CMI and case planning tool more effectively, reduce supervision levels, improve client satisfaction and provide better data input for later evaluation purposes. As a director, my intraoffice goals for 2024 are to retain current staff, support staff wellness, increase collaborative efforts with community partners, begin year round cognitive skill classes.

Additionally, we are looking forward to continued work with the three delivery systems and the Council of State Governments in developing supervision standards, including the risk/needs/responsivity tools, behavior response grid, and improved data input and outcomes reporting.

In 2025, the focus will be on cognitive skills for clients and additional efforts in collaboration with the local workforce center for education and employment information for clients. We would also like to develop a formalized mental health caseload. We currently identify certain clients as in need of additional supports due to mental health concerns but have been limited in our ability to provide more of a wrap around approach. Therefore, we will continue to work with our current partners and hopefully bring in additional partners who are also interested in having a county-wide collaboration of services for this identified population which will increase the client's wellbeing while reducing involvement in the criminal justice system; or at least will reduce the amount of jail time served.

Goals for years #3 and #4 of this plan will be addressed in the interim plan. Upon evaluation of the next 2 years, and with the start of the EBP Coordinator position, we will take time to thoughtfully consider the strategic planning of the remaining two years.

## PRE-TRIAL, DIVERSION AND OTHER SERVICES

### Pre-trial & Diversion

Our agency assists the Courts by providing pre-trial services which include MNPATs, Pre-Plea/Pre-Sentence Investigation Reports, restitution studies, chemical testing, referrals for services, and supervision of juvenile diversion files.

The Aitkin County Probation Agent currently administers a Juvenile Diversion Program in conjunction with the Aitkin County Attorney's Office. The Aitkin County Juvenile Agent oversees the Aitkin County Area Restorative Justice Program for juvenile clients.

### PSI/PDI

When the Court requests this agency to provide reports, we assign the report to an agent and the office assistant collects documentation needed for the agent to make contact with the client and begin the report. Our agency uses Statute 609.115 and the additional statutes referenced within, as well as the Minnesota Sentencing Guidelines, to guide our Pre/Post Sentence Investigation Reports process. Victim contact is included in this process to whatever extent the victim prefers. Additional collateral contacts are used in order to provide the Court with information needed to make the most informed decisions possible. A similar process is followed for juvenile Pre-Disposition Reports.

### Conditional Release

Individuals under conditional release are provided services as outlined by the administrative authority assigning those cases. All staff assist with services for District Court pre-sentence cases. We have two agents specifically assigned to MN DOC condition releasees.

## NARRATIVE OF CORE INTERVENTIONS AND EBP PROGRAMMING

This agency utilizes the most current versions of LS/CMI for adults and the YLS for juveniles. In addition, we use trailer tools to assist in better identifying risks and needs of those we supervise. Agents are trained in LS/CMI, YLS, ODARA, DRA, NorthStar Gambling Assessment, and RANT.

Motivational interviewing is used during the assessment process as well as daily interactions. Reviewing the assessments/score with the client allows the client to better assist in their own case plan. The use of case plans provides a framework for the client and agent to more effectively reach successful completion of goals, including Court ordered conditions and personal goals.

In addition to agents' efforts to provide good supervision which assists the client while also protecting community safety, agents also refer to:

- domestic violence programming (we have 1 agent trained but not a large enough caseload to provide this service in house)
- sex offender treatment via out of county providers (agents attend MNATSA to keep current on therapeutic topics and quarterly provider meetings)
- CD and MH services with options via in county providers, the Mille Lacs Band, and out of county providers.
- Cultural and gender specific responses and ongoing education/training of agents is encouraged.
- Housing is a very limited resource in county, especially for sex offenders and the homeless. We partner with social services and the Sheriff's Office as well as some local landlords.
- Staff are trained in the use of Care Guides, T4C and Decision Points. We also have a partnership with public health to provide the Making a Change program which consists of sessions on cooking, nutrition, and finances, with an optional session in parenting.
- Aitkin County operates Sobriety Court, a state approved treatment court for drug and alcohol offenders. Aitkin County Community Corrections provides a full-time probation agent in this program.

## VICTIM CONCERNS

Crime Victims are identified by the prosecutor's office and notice is sent to our agency. Victims are contacted with regard to presentence investigations and restitution studies and as requested by the victim post sentence. The victim's concerns and input are included in said reports. We have a working relationship with HOPE (advocates for domestic abuse victims), the county crime victim coordinator, and social service to assist in meeting the needs of victims.

## CORRECTIONAL FEES

Corrections fees have traditionally been used to fill the funding gap prior to the 2023 legislation. The corrections fees assess directly by this agency are as follows:

FEE TYPE	FEE AMOUNT	2022 COLLECTED	2022 IMPOSED
<b>Total</b>		<b>\$84,051</b>	<b>\$136,385</b>
EHM	\$22/day	\$62,500	- -
Supervision Fees	\$50 short term or transfer \$200 nonresident or MSD \$300 GM \$400 Felony	\$21,551	- -
Other	\$50 DVI \$15 UAs	\$0	- -

We currently continue to assess the above fees. Supervision fees continue to be assessed but do not prohibit discharge from probation but will no longer be assessed beginning 2027. Other fees are a fee for services rendered and will continue. Our agency provides EHM services including hookup, activation and maintenance. We contract through Minnesota Monitoring for rental of the EHM units.

## CONTRACTED SERVICES

We will be utilizing the new EBP Coordinator to analyze programs, costs and outcomes.

### Contracted Service or Programs

Program	Providers	Annual Contracted cost
<b>Out of home placement</b>	East Central Regional Juvenile Center	Annual Contract beds: \$118,956
<b>Out of home placement</b>	Northwestern MN Juvenile center, Village Ranch Prairie Lake Youth Program, etc.	No contract: pay per service
<b>Alcohol and Drug Testing</b>	Redwood/Abbott, Premier Biotech	No annual contract: pay per service
<b>Electronic Home Monitor</b>	Minnesota monitoring (in-house set up and removal)	No contract: \$9.95-\$11.95/unit/day
<b>MADD Panel</b>	A two-hour panel presentation regarding the impact on victims of drinking and driving.	No contract: client pays program
<b>Diagnostic Assessment</b>	Nystrom's, Northern, Pines, etc.	No contract: client pays program
<b>Sex Offender Programs</b>	CORE, Alpha, The Duluth Institute, etc.	No contract: client pays program
<b>Online education</b>	3 <sup>rd</sup> Millennium, Safety Council, MADD, DWSR, Diversion Solutions, etc.	No contract: client pays program
<b>Restorative Justice</b>	Aitkin County Area Restorative Justice	In house: no fee
<b>In-Home family services</b>	Local social services	No contract: no fee

## DEPARTMENT BUDGET

### Fiscal Years 2024-2025

*see appendix for full department budget*

### SALARY ROSTER

PROGRAM AREA	DESCRIPTION	FTE
ADMINISTRATIVE	Director employed as the Department Head to oversee the correctional operations in Aitkin County and as the liaison with stakeholders.	1.0
	A full-time Office Assistant provides confidential support to the Director as well support to adult and juvenile services.	1.0
	EBP coordinator (beginning early 2024)	1.0
ADULT PROBATION	Corrections Agent provide services to adult offenders sentenced to probation and supervised release offenders in Aitkin County.	4.5
Specialty Court Agent	Corrections Agent provides full-time services to the Aitkin County Sobriety Court.	1.0
JUVENILE PROBATION	Corrections Agent provides services to juveniles sentenced to probation in Aitkin County, as well as diversion programs.	0.5

### FTEs BY PROGRAM AREA

Position	Salary Range	FTEs
Office Assistant	39,348 – 56,197	1.0
EBP Coordinator	53,138 – 73,131	1.0
Corrections Agents	62,819 – 90,065	6.0
Director	82,397 – 118,289	1.0

**DOC Funding Analysis**

<b><u>Probation Program</u></b>	<b>CY2024 Budget</b>	<b>CY2025 Budget (est)</b>
Corrections-Subsidy	\$867,934	\$867,934
<b>Expenditure</b>		
Salaries & fringe	\$871,982	\$950,000
Administration	\$24,205	\$25,000
Training Program	\$10,600	\$11,000
Juvenile Probation Program	\$221,500	\$225,000
Adult Probation Program	\$ 4,200	4,200
Sobriety Court	\$ 5,700	\$5,700
Probation Services	\$43,000	\$45,000
<b>Total Expenditure</b>	<b>\$1,181,187</b>	<b>\$1,265,900</b>
<b>Total Revenue</b>	<b>(\$867,934)</b>	<b>(\$867,934)</b>
<b>Net</b>	<b>\$313,353</b>	<b>\$397,966</b>

**BOARD SIGNATURE PAGE**

MINNESOTA DEPARTMENT OF CORRECTIONS - COMMUNITY CORRECTIONS ACT SUBSIDY

To be used for original application and for amendments to the original comprehensive plan that adds or deletes units of service.  
Check one:  **Original Application**     Amendment

Applicant:           **AITKIN COUNTY COMMUNITY CORRECTIONS**          

Application Period:   **Fiscal Year 2024**   through   **Fiscal Year 2027**  

Original Proposed Budget:	DOC Subsidy	\$ <u>867,934</u>
	Other State Funds	\$ <u>61,000</u>
	County Funding	\$ <u>252,253</u>
	<b>TOTAL BUDGET</b>	\$ <u>1,181,187</u>

Community Corrections Administrator:  
Name/Title/Signature           **KAMERON GENZ, DIRECTOR**          

Address           **209 2<sup>nd</sup> ST NW -Rm 178, AITKIN, MN 56431**          

Telephone #           **(218) 927-7202**          

Financial Officer:  
Name/Title/Signature           **KIRK PEYSAR, AITKIN CO. AUDITOR**          

Address           **GOVERNMENT CENTER**  
**307 – 2nd Street NW – Rm #121, AITKIN, MN 56431**          

Telephone #           **(218) 927-7354**          

APPLICANT'S AGREEMENT

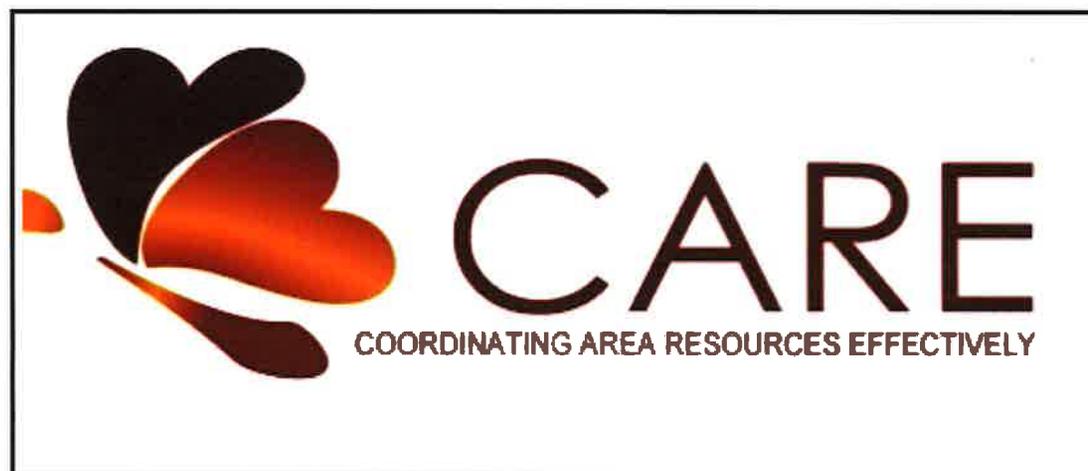
- It is understood and agreed to by the applicant that:
- 1) Funds granted for this community corrections comprehensive plan will be used only to implement the plan as approved by the Commissioner of Corrections.
  - 2) The grant may be terminated in whole, or in part, by the Commissioner of the Minnesota 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 to 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

Please remember: These same signatures are required to be on any amendment that adds or deletes programs/services/funding.

Name/Title/Signature:           **Jessica Seibert, Aitkin Co. Administrator**          

Name/Title/Signature:           **J. Mark Wedel, Aitkin Co. Board Chair**



**[WWW.AITKINCOUNTYCARE.ORG](http://WWW.AITKINCOUNTYCARE.ORG)**

**TO ENHANCE AND PROMOTE THE INDEPENDENCE, DIGNITY, VALUE  
AND WELL-BEING OF OLDER AND DISABLED ADULTS AND THOSE WHO CARE FOR THEM.**



# 2023 STATISTICS

# 831



people served

In home  
services:  
Homemaking  
& Respite

121 People  
served

Meals  
delivered

9,139

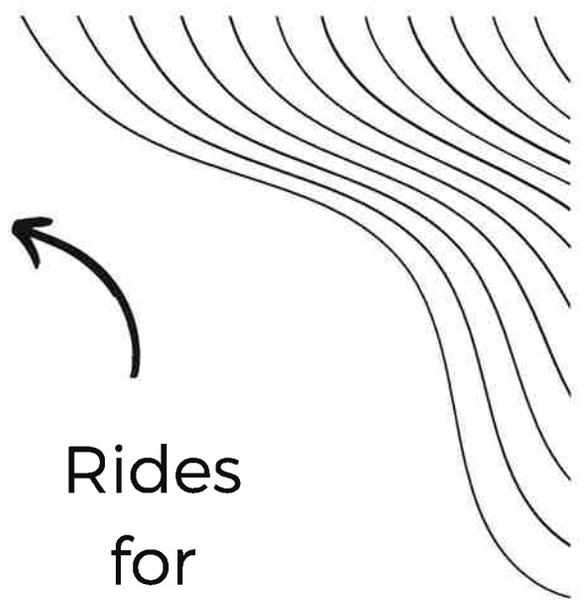
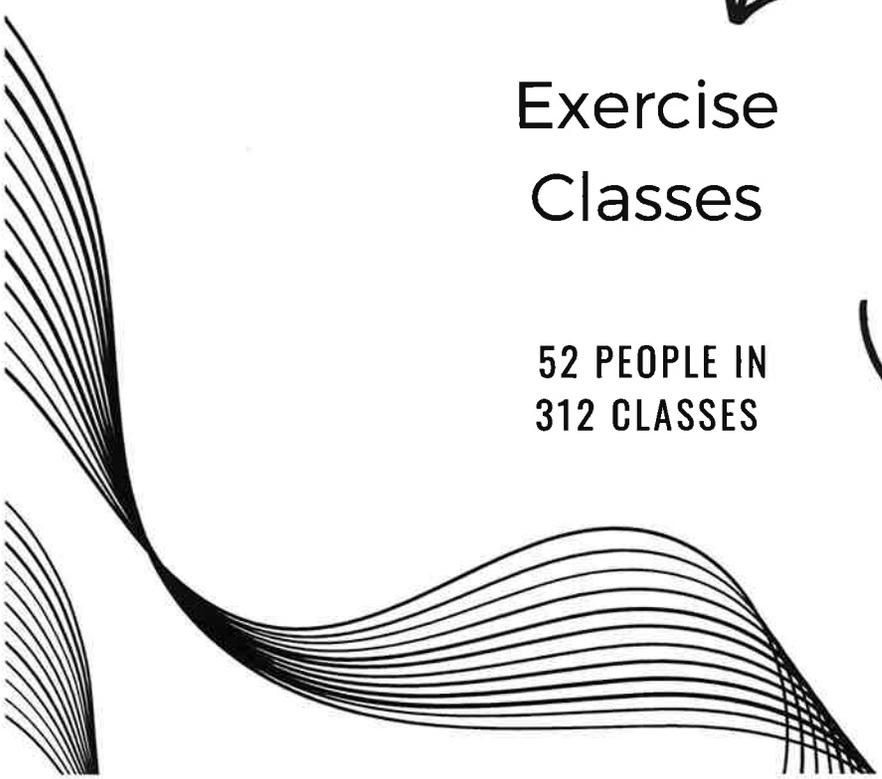
Rides  
for  
Health

10387 MILES TO  
98 PEOPLE

Exercise  
Classes

52 PEOPLE IN  
312 CLASSES

2023 Statistics



# PROGRAMS ADDED

## Home Visitor

32 home visits occurred in 2023

## Toe Nail Clinic

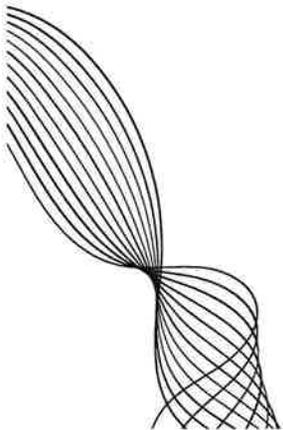
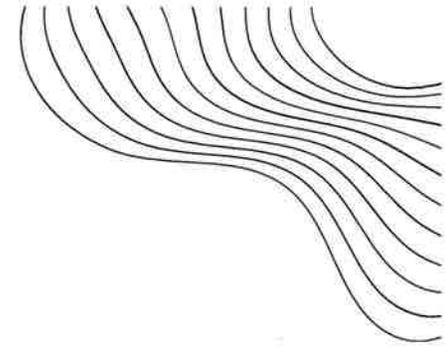
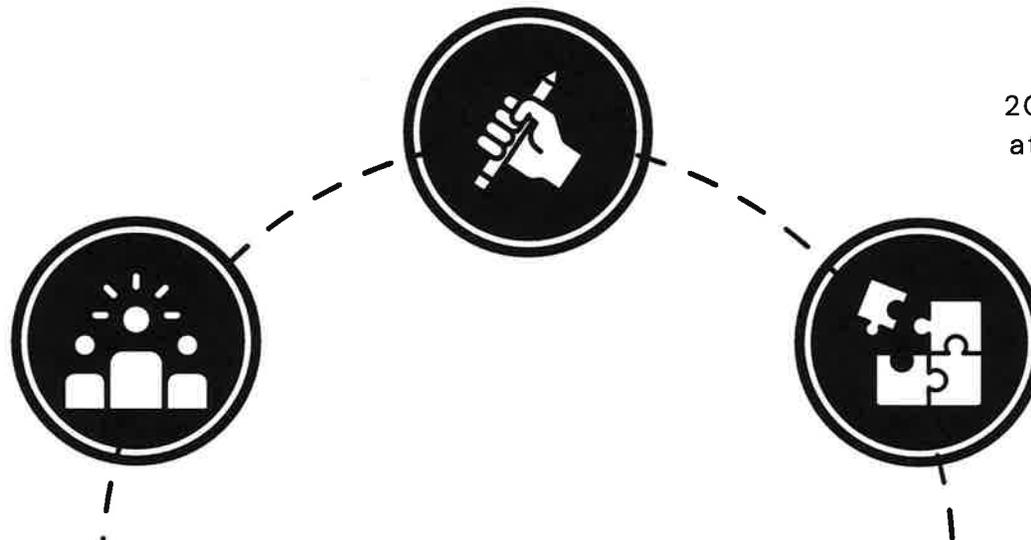
36 people had their toenails trimmed by an RN totalling in 162 visits.

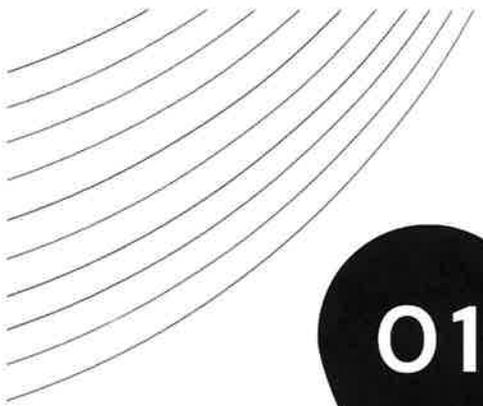
## Donuts with Dawn

Pop up Senior Center offering socialization, resources and engagement opportunities.

200 unique individuals attended in 2023 with 1337 visits.

Pop up Centers in  
**Hill City**  
**Jacobson**  
**McGregor**  
**McGrath**  
**Palisade**  
**Aitkin (2)**





01

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**HOMEMAKING**

2019 From 32 to  
60 people served  
in 2023

02

**MEALS**

2019 8,729  
to  
2023 9,139  
delivered

03

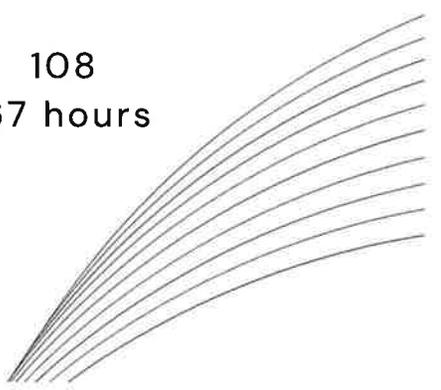
**CHORE**

2019 14 hours  
2023 53.5 hours

04

**CAREGIVER  
CONSULTATIONS**

2019 108  
2023 267 hours



# WHY MORE \$



Salary needs  
Benefits

**WORKFORCE  
EXPECTATIONS**



Oldest population per capita.  
34.1 % are 65 & older  
Currently Aitkin County  
is one of the top three  
fastest growing counties  
in MN

**FACTS**



By the year 2030,  
roughly 1 in every 5  
Minnesotans will be  
over the age of 65.

**PROJECTIONS**

**THANKS FOR  
THE  
CONSIDERATION**

