



The MMIR Office Advisory Council

Meeting Minutes

September 13, 2023 | 8:30 AM – 10AM | via Zoom

MMIR Office Advisory Council Members Present:

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| <input checked="" type="checkbox"/> Monte Fronk (Chair) | <input checked="" type="checkbox"/> Roberta Geiselhart | <input checked="" type="checkbox"/> Anne LaFrinier |
| <input checked="" type="checkbox"/> Natasha Kingbird | <input type="checkbox"/> Jeffrey Hasse | <input checked="" type="checkbox"/> Gene Leatherman |
| <input type="checkbox"/> John Littlewolf | <input type="checkbox"/> Alyxis Feltus | <input checked="" type="checkbox"/> Myah Wells |
| <input checked="" type="checkbox"/> Beth O'Keefe | <input checked="" type="checkbox"/> Jacki Kozlowski | <input checked="" type="checkbox"/> Jessica Blaschko |
| <input checked="" type="checkbox"/> Eileen Hudon | <input checked="" type="checkbox"/> Brook LaFloe | <input checked="" type="checkbox"/> Jacqueline Beaulieu |
| <input checked="" type="checkbox"/> Fran Kingbird | <input checked="" type="checkbox"/> Naida Medicine Crow | <input type="checkbox"/> Season Means |
| <input checked="" type="checkbox"/> Teddi Wind | <input checked="" type="checkbox"/> Scott Mueller | |

Guests:

- ✓ Michael Potter, BIA MMU

DPS & MMIR Office Staff:

- ✓ Amber Schindeldecker, *Public Information Officer*
- ✓ Ana Negrete, *Community Planner*
- ✓ Tawny Smith-Savage, *Violence Prevention Coordinator*
- ✓ Kayley Sansom, *Intelligence Specialist*

Opening & Call to Order	<ul style="list-style-type: none"> • 8:30AM • Prayer • Welcome Members and Announcements
Minutes	<ul style="list-style-type: none"> • Correction to spellings noted to changes needed, otherwise no other changes or suggested edits, final minutes saved
Presentation	<ul style="list-style-type: none"> • "MMIR Office Standard Operating Procedures and Policies" presentation by Kayley Sansom, MMIR Intelligence Specialist • Statute overview and Standard Operating Procedures and Service Policies for the MMIR Office
Establishing the MMIR Office	<ul style="list-style-type: none"> • 299A.85 Department of Public Safety, Office of Justice Programs • Subd. 3, "The commissioner shall establish and maintain an office dedicated to preventing and ending the targeting of Indigenous women, children, and two spirit people with the Minnesota Office of

	<p>Justice Programs.”</p> <ul style="list-style-type: none"> • The office is not a law enforcement office agency, no authority to investigate cases. • No outlined authority to access certain types of data, • No scope provided for office operations, with three general areas of mandated duties: collect of MMIR data, provide technical assistance to LE on active MMIR cases, case reviews of MMIR investigations and prosecutions. • Organizational charts of DPS and OJP provided. • Subd. 4 Required Duties: Sections 6, 7, 8, and 9 are very specific and other required duties are policy- and systems-change work. • Subd. 5 outlines relationship building and collaboration between state, local and tribal agencies that the MMIR Office will coordinate with stakeholders. An annual report will be completed to include office’s operations and accomplishments, as well as data on Indigenous missing and murdered relatives. • The MMIR Director has access to corrections and detention data, as well as medical data. However, legally we must adhere to Minnesota Government Data Practices Act (MGDPA), State Statute Chapter 13, especially since there is little guidance or access provided within the MMIR statute.
<p>Creation of Policies and Procedures</p>	<ul style="list-style-type: none"> • Development began March 14, 2023 • Finalized Draft was completed August 11, 2023 • OJP Exec. Dir. Weeks approved office policies August 27, 2023 • Standard Operating Procedures are currently being reviewed by Exec. Dir. Weeks
<p>Standard Operating Procedures</p>	<ul style="list-style-type: none"> • Highlights: setting expectations of the community as to what our office is capable and authorized to provide, missing status is after a report has been made to law enforcement, the difference between how our office defines an active or cold case • Position Descriptions: the new Victim Service Specialist and Case Review Coordinator positions will be posted by the end of this year and filled next calendar year 2024 • Contact Procedures: tracking how often and who is reaching out to our office for the annual report to the Legislature. • Providing guidelines to staff for liability and data practices • Data Practices: using this policy as the structure for how our office will navigate MGDPA law. For instance, this will help guide the development of data sharing agreements and ensure that any information we are collecting from an outside entity will not be released by our office. We do not want to compromise an investigation or make public sensitive information. • Conflicts of Interest: we want to provide standardize, equitable services to all our clients. Also, considerations on how to work within close knit communities. This was developed based on DPS policies and Minnesota State Statute 43A.38.
<p>Service Policy: Case</p>	<ul style="list-style-type: none"> • Definition and Scope: An assessment and referral-based liaising for

<p>Support</p>	<p>victim/survivors and their families. Our office connects them with resources and guide them through any processes to acquire desired services, with special consideration for Indigenous cultural norms and practices.</p> <ul style="list-style-type: none"> • The new Victim Services Specialist will be tasked with FSL duties. Currently, Ana and Tawny are filling that role for our clients in addition to their regular duties. • Intake process: there is a link on our website for relatives to easily reach out and request support. Our initial response to these requests also includes requirements of mandated reporting regarding child welfare. • Due to current staffing levels, we are not able to provide direct services to clients. In response to the needs of the families, we are providing guidance on resources and referrals, navigate different services, understand the investigation process, and provide emotional support to those that have a relative missing or a relative that have been murdered.
<p>Service Policy: Technical Assistance</p>	<ul style="list-style-type: none"> • Definition and Scope: A variety of analytical services to law enforcement, upon request, to support and aid in their MMIR investigations. This is a crime analysis function utilizing quantitative and qualitative techniques statutorily mandated in 299A.85 subd.4(7) • If a law enforcement agency is low on staff or is seeking additional support, technical assistance support can be requested from our office. • Data Practices: to be absolutely clear that our office will not mishandle data and our office is a service to them. A written agreement will be developed for a consistent service over a longer period of time. A verbal agreement can be made if there is an emergent missing or need right away. • Coordination with other criminal justice agencies: our office recognizes jurisdictional issues are one of many barriers to MMIR cases and we understand many other agencies could be involved in any given case. We will keep focus on the investigation at hand and balance the resources and help from other agencies. <p>COUNCILMEMBER QUESTION: <i>What types of products and analytical services will you be providing to law enforcement agencies?</i></p> <ul style="list-style-type: none"> • A variety of products can be created such as timelines, flowcharts, association charts which show how people are linked to each other, bullet point break downs, anything a LE agency desires. As an analyst, the Intelligence Specialist will comb through data at the agency's direction, package it into one product, and hand it off to investigators. • The technical assistance service is a supportive function to investigators upon request, so that LE can focus on other parts of the investigation.
<p>Areas for improvement</p>	<ul style="list-style-type: none"> • We are need of a service policy for case reviews per 229A.85 subd.4(8) and (9).

	<ul style="list-style-type: none"> • We recognize the policy needs to be developed for these duties in preparation for when the Case Review Coordinator is hired. • Access to technology has been a barrier for relatives requesting or receiving services. For example, the FSL will print out the forms and visit with the families in person to complete the intake process. As we are a state office, this means MMIR staff are traveling hundreds of miles just for the intake process. There are also barriers to relatives accessing the internet or technology, as well as understanding the technology, in order to complete the required forms. • Difficulty responding to emergent cases with a cumbersome intake process. • Potential clients are hesitant to complete our intake process to receive supportive services, due to trepidation with completing official state government paperwork. • Current statute language does not authorize access to investigative data, which impedes both the Case Support and Technical Assistance services (and case reviews once service is offered). • Community reaching out for support for relatives experiencing risks that can lead to MMIR (SUD, IPV, sexual exploitation/violence, homelessness)
<p>Questions and Feedback</p>	<ul style="list-style-type: none"> • Monte Fronk: You mentioned families struggling with intake, everyone on this call know that the official intake can be a struggle. The idea of streamline and making intake easy is important because when you are in crisis and you have to do intake, in crisis and trauma and grief, there is a form has to be completed, MMIR non law enforcement and BIA MMU federal LE could work together to make a streamline process to work with both agencies, so there isn't two intakes. Requesting data can be difficult because you are a non LE agency but if MMU is working with the MMIR they can assist with the process. The intake can also be filled out by staff on their behalf as an option. Most of Indian Country has a smart device that we might be able to virtually help with that process. • Michael Potter: When I jumped on the call you mentioned the relationship it is a unique relationship between MN MMU and MN MMIR. We have had a relationship and have met on numerous occasion and also juggling case work/admin requirements. We have MOU's that are still pending and work through the solicitors office and work through the BIA. As it relates to our staff, we have new agents coming on board that will be a benefit for the State of MN and will be adding in MPLS and soon there will be another position in Bemidji. The question, related to grief that our clients go through as a part of the MMU we traditionally as a whole have not been good. What we have tried to do is work with our own victim services staff, to put our families in contact. MMU is a cold case unit and in the last year we asked to take on new cases. We asked for more personnel to address this, at the beginning we had 7 and now we are going to get

	<p>20 plus. Anything we can do to expedite the process and get the word about what is happening between both programs we can provide the assistance we can provide.</p> <ul style="list-style-type: none"> • Monte Fronk: How do you do intake? There are four ways MMU can be contacted, there is a hotline, in person, reach out through email, send a text to the tipline. This is can be sent to Tawny and share with the Advisory Board. MMU has a 24/7 line, MMIR does not. We need to give our families who are in crisis a streamline way to request services. If the MMIR Office is struggling with getting data from a state LE agency can MMU help get information? • Michael Potter: Victim Services would be a good contact for MN MMIR. They serve the agents and cases we have and they spread out across the country. As a Federal LE officer can coordinate communication and avenues to assist, every jurisdiction is its own jurisdiction. • COUNCIL MEMBER QUESTION: (in the chat)-<i>I'm curious does the BIA MMU have jurisdiction over every MMIR case in Minnesota?</i> • Kayley answered: <i>BIA MMU's jurisdiction is federal land and federal offenses. They are able to assist on cases that are not in their jurisdiction if the investigating agency invites them in. Let me know if you'd like me to explain more on that!</i> • Michael Potter: In the State of MN I work in 'Indian Country jurisdiction' originally from the Standing Rock Sioux Tribe, we are trying to solidify our MOU's in MN and WI. Our jurisdiction is federal and outside a federally recognized tribe we have to contact that jurisdiction once we receive a referral, we offer our assistance. We can try to be involved as long as there is some type of Indian Country nexus. • Monte Fronk: hopefully the MMIR team and MMU team can work together and referrals and collaboration can assist. • Michael Potter: Yes, that is a good and our schedules can be worked out to build communication. We can also put the person in contact with the right person. • Monte Fronk: We would like to have you be a part of the future calls to provide updates. • Eileen Hudon: As a community person I will not have access and if I am not working specifically with a person I will not be getting any follow-up information, please think about this because this is a concern. • Tawny Savage: With data privacy and building a good relationship with people privacy is important, we are seeking first hand information rather than third hand information. Please let community know the link for referral is on the MMIR page as well as phone numbers. Kayley is open to any questions, please email or call
<p>Updates</p>	<ul style="list-style-type: none"> • Ana Negrete: We continue to be in the community and tabling, for

	<p>instance Mendota Powwow. With the search planned, the logistics are covered, transportation is covered and we are looking for searchers and have a signup genius that can be use by volunteers to sign up. We are collaborating with many agencies, this is a part of my role. We met with the urban offices and continue to get calls about the overlap of substance use and human trafficking. We recognize in crisis situations families need support with intake, we do travel to get intake forms completed.</p> <ul style="list-style-type: none">• Monte Fronk: we hope to also work on getting out Amber Alerts quicker, along with the BCA and the MMIR office, if there is a way to get out Amber Alerts out sooner rather than later. We can always cancel the Amber Alerts if the child is found. The elders picnic is happening in the Twin Cities, please talk to them don't just give them swag. The elders have medical issues and may have a hard time asking for help. Anna Negrete shared, that we do plan on being involved with the elder event.• Tawny Savage: Juliet is absent but wanted to let the board know there will be official kick off of the Wilder Report October 9. The Reward Fund board will be fully seated with 7 appointed members this month. Balancing individual cases and three cases more intensively as well as attending the FDL Women's gathering and SUD Summit regarding the OUD and impact on families. We have been talking with Grand Portage and talking about Human Trafficking at the border. We will be there in October to continue that discuss and attended the State Fair. Our team as a whole has been talking together about referrals from people that are unsheltered and providing the BCA hotline to people who call with concerns out of the encampment.• Kayley Sansom: the dashboard is being worked and data sharing agreements being worked on, we would like to provide a holistic view of MMIR rather than just number, data analysis has also been done on the cases that Ana and Tawny are working on.• Monte Fronk: MAA (Minnesota Ambulance Association) may need a good virtual awareness group to present to, they might also not realize they have a victim of human trafficking.
Close	<ul style="list-style-type: none">• 10:09 AM