



C.L. "Butch" Otter  
Governor

## BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability,  
Partnerships And Opportunities for Offender Change"

Robin Sandy  
Chairman

Carolyn Meline  
Vice-Chairman

Jay Nielsen  
Secretary

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### Board of Correction Meeting Minutes

**November 21, 2008 - 9:00 AM – 2:00 PM MT**  
**Idaho Police Officer Standards and Training**

**700 S Stratford Dr, Meridian ID, 83642 / Cafeteria Executive Meeting Room**

#### **Attendees:**

Robin Sandy – Chairman (partial meeting via phone)  
Jay Nielsen – Secretary  
Andrea Blades – Management Assistant  
Lindsey Young – Administrative Assistant  
Jeff Ray, PIO  
Jim Loucks – OPS  
Richard Burns – LSO  
Pat Donaldson – Construction  
Martin Thomas – Correctional Industries  
Martin Bilbao – Connolly and Smyser Ctd.  
Andrea Evans - CCA  
Phillip Valdez – Warden, ICC  
Jeremy Chou – Givens Pursley  
Jeff Zmuda – Deputy Chief, Prisons  
John Hardison – Deputy Chief, Prisons

Carolyn Meline – Vice-Chairman  
Brent D. Reinke – Director  
Pam Sonnen – Division Chief  
Mary Perrien—Division Chief  
Kevin Kempf – Division Chief  
Tony Meatte – Division Chief  
Judi Gregory – Human Resources  
Gail Cushman – Education and Treatment  
Angelique Fish – Education and Treatment  
Michael Trobock – Officer, ISCI  
Cory Weinstine – Officer ISCI  
Dale Schmidt – Officer, ISCI  
Tyson Hansen – Officer, ISCI  
Christine McIntire, PPO, District 4  
Mike Coolidge, PPO, District 4

**Meeting was called to order at 9:00 a.m. MT by Vice-Chairman Carolyn Meline.**

#### **Consent Agenda**

- I. **Board of Correction Meeting Minutes Approval – August 20<sup>th</sup>, 2008 and September 23<sup>rd</sup>, 2008**  
**Presented by Administrative Assistant Debi Jessen for the Board of Correction**

**SECRETARY JAY NIELSEN MOVED TO APPROVE THE AUGUST 20<sup>th</sup>, MINUTES. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

**VICE CHAIRMAN CAROLYN MELINE MOVED TO APPROVE THE SEPTEMBER 23<sup>rd</sup> MINUTES. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

#### **Regular Agenda**

II. **Board of Correction Award/Recognition**

- Director Reinke presented Silver Cross Medals to officers Dale Schmidt and Tyson Hansen, and Letters of Commendation to Officers Mike Trobock and Cory Weinstine for their actions which resulted in the saving of an offender's life.

- Chief Kempf presented awards to Christine McIntire and Mike Coolidge for their work in the “Targeting Criminality: Successful Police – Corrections Partnerships” video. The video was shown to the group.
- The Board was presented with challenge coins from Community Corrections.
- Director Reinke presented Martin Thomas of Correctional Industries with a plaque in thanks for remodeling the IDOC conference room.

### **III. Division Chief’s Reports**

#### **Division of Prisons – Chief Pam Sonnen**

- Pam briefed the Board members on the creation of an Intelligence Unit.
  - Tim Higgins is heading this project.
  - Each institution will assign investigators who will train at POST.
  - Investigators will gather information about gangs which will be sent to law enforcement.
- Use of force numbers are down right now.
- Administrative segregation beds are full.
- Food costs were explained.
- There are 1,556 offenders who are gang members currently under supervision.

#### **Division of Education and Treatment – Chief Dr. Mary Perrien**

- Behavioral Health Unit at ISCI – many of these offenders are now employed. About 83 have been clinically discharged and the fact that they aren’t coming back into BHU is a good sign.
- There was the first annual ETAC conference this year. They’ve been able to bring in national authorities and the staff has been very positive about what this conference is providing for them.
- GAIN will roll out Jan 09.

#### **Division of Community Corrections – Chief Kevin Kempf**

- Community Corrections is targeting recidivism through alternative sanctions. A GPS program is being developed. All sex offenders are currently under GPS monitoring, this program will be expanded to difficult parolees. These offenders can be put under house arrest for 30 days as an alternative sanction.
- The sex offender policy is being worked on. Currently all sex offenders are treated the same. We want to make sure that the highest risk offenders, such as pedophiles, get the most attention.
- There was an audit finding, they are working with Management Services to fix this problem and become more efficient. Right now that policy is in SOPRC.
- The challenge coins are thank you’s for staff, an added token for a job well done.

#### **Division of Management Services – Chief Tony Meatte**

- Virtual Prisons has been placed under Evaluation and Compliance.
- The ICC RFP evaluation is almost complete. It is being scored and cost proposals will come next week.
- Attestation letter – This is an internal control audit which Shari Elam is working on. A complete audit was done at all facilities. This audit will make the department more efficient.
- CIS project – They’ve decided to phase in the CIS project. Phase I should be up by September 2009. The goal of Phase I is to get off of Reflections and get all staff using CIS. Phase II will involve visiting with the user community and making enhancements to the system.
- Fiscal Reorganization Update – Tony wants to centralize some fiscal services including financial technicians who currently work at the institutions and purchasing.
- Budget Holdback - 1% has already been reduced from our appropriation. An additional 1.5% holdback is being planned for. There are plans to deal with additional holdbacks if they come.

#### **Project Update – Pat Donaldson**

##### **(Chairman Sandy joined the meeting via phone)**

- PIE Building – On Oct 24, Guho Construction came in the lowest bid. 210 days to complete the work.
- SMHF – CH2M Hill is evaluating sites, they will report next Tuesday at the Siting Committee Meeting.
- 324 bed Closed Custody Unit at ICC - This project is on schedule.

- There are currently 18 projects under construction and 13 in design.

**(Chairman Sandy left the meeting)**

**Correctional Industries – Martin Thomas**

- CI 1<sup>st</sup> quarter sales exceeded forecast by 37%. They have been working hard to expand the customer base, and now have customers in cities, counties, schools and the private sector.
- CI building should be finished in January; asphalt will be poured in the spring.

**SECRETARY NIELSEN MOVED TO TRANSFER \$400,000 IN FUNDS FROM THE CORRECTIONAL INDUSTRIES ENTERPRISE FUND TO IDOC FOR THE VOCATIONAL BUILDING. VICE CHAIR CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND APPROVED.**

**SECRETARY NIELSEN MOVED TO TRANSFER \$7,500 FROM THE CORRECTIONAL INDUSTRIES BETTERMENT ACCOUNT TO IDOC VOCATIONAL EDUCATION CAD CLASSES. VICE CHAIR CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND APPROVED.**

**Division of HRS – Manager Judi Gregory**

- Turnover this year has continued to decrease. During bad economic times, the employees who leave are our best as they are the most marketable. We need to work with our good staff to give them opportunities here. We continue to work on our workforce plan to improve employee retention.
- Vacancies as of September 30 are currently low.
- Turnover in October/November has been due to people leaving for school and for better jobs. We might be able to keep some of these people from leaving by offering tuition reimbursement.
- Involuntary turnover is down.

**Director's Office – Public Information Officer Jeff Ray**

- The PIO office's focus has been to respond to 3 public records requests.
  - There was a request from the Post Register for phone recordings, phone lists and visitor logs for Kimball Mason, and now his attorney is asking for the same records.
  - The AP and Times News have requested records about ICC. AP requests all records between IDOC and ICC for the past two years. Times News wants everything from a ten year period, audits and personnel actions. These requests are unmanageable, we are trying to get them refine their requests.
  - KIVI did a story about the sex offender classification board; Kathy Baird gave an information interview about how the Board works.

**(Chairman Sandy joined the meeting via phone)**

**SECRETARY JAY NIELSEN MOTIONED TO MOVED INTO EXECUTIVE SESSION & LUNCH AT 11:50 PM. VICE CHAIRMAN CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

**Executive Session began at 11:30 a.m.**

1. *To communicate with Paul Panther, Deputy Attorney General, pursuant TO I.C. 67-2345(f) for the Idaho Department of Correction to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. Legal implications of pending and imminently likely lawsuits were discussed.*
2. *To communicate with Human Resources Manager Judi Gregory to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student I.C. 67-2345(1)(b). The Board excused everyone from the room and had a private discussion after which a regular executive session was held.*

**VICE CHAIRMAN CAROLYN MELINE MOTIONED TO MOVE OUT OF EXECUTIVE SESSION AT 11:55 A.M. AND INTO REGULAR SESSION. SECRETARY JAY NIELSEN SECONDED THE MOTION. MOTION CARRIED AND PASSED UNANIMOUSLY.**

(Chairman Sandy left the meeting)

**Regular Agenda**

**IV. Director's Report—presented by Director Brent Reinke**

- A departmental philosophical statement was needed for staff and inmates. Chiefs Sonnen and Perrien took an old statement by Director Beauclair, and worked from that. This statement reinforces the department's mission of change. The Parole Commission, IDOC Leadership Team and Chairman Sandy have all expressed their support.

**SECRETARY NIELSEN MOVED TO APPROVE THE PHILOSOPHICAL STATEMENT. VICE CHAIR CAROLYN MELINE SECONDED THE MOTION. MOTION CARRIED AND APPROVED.**

- Future Meetings - Director Reinke suggests monthly conference calls. Secretary Nielson suggests quarterly meetings, Fridays are best for him. Conference calls would be updates, not full-blown meetings. We will propose some dates and the Board will approve them, planning for a conference call the 2<sup>nd</sup> or 3<sup>rd</sup> Friday of December. The next formal Board meeting will be in January, and quarterly after that. Andrea and Debi will solidify dates.
- IDOC sent an email out to staff outlying that we will be taking 3 furlough days, the day after Thanksgiving, Christmas and New Years.
- Executions – A Brief Sheet for the governor was handed out. Our policy is being updated to conform to the new Kentucky protocol, to make sure that all necessary processes and security pieces are in place.
- Regional Offender Management Centers – The governor supports IDOC working with local government. Multiple counties would have to come together to create joint facilities combining state and county inmates. This is all concept and ground work until the economy improves.

**V. Offender Statistics – presented by Greg Sali**

- Greg provided information on the prison population YTD FY2009.

**IX. Next Board Meeting Date, Time and Location Confirmation**

**THE NEXT BOARD MEETING DATE HAS NOT YET BEEN DETERMINED.**

**X. Final Board Discussion**

**XI. Adjournment**

**SECRETARY JAY NIELSEN MOVED TO ADJOURN – 2:00 PM. VICE CHAIRMAN CAROLYN MELINE SECOND THE MOTION. MOTION CARRIED AND PASSED UNANIMOUSLY. MEETING ADJOURNED AT 2:00 PM MT.**

Submitted by:

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Lindsey Young, Administrative Assistant

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Date

Approved by:

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Robin Sandy, Chairman

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Date