



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

Robin Sandy
Chairman

Vice-Chairman

Jay Nielsen
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

8:30 AM – 4:00 PM MT

**Idaho Dept of Correction / Board Room
1299 N. Orchard St., Suite 110, Boise ID. 83706**

Attendees:

Robin Sandy – Chairman	Brent D. Reinke – Director
Jay Nielsen – Secretary	Debi Jessen – Administrative Assistant
Jim Woolf – Deputy Division Chief, Prisons	Sharon Lamm – Evaluation & Compliance
Tony Grange – Research Analyst	Mary Perrien—Division Chief, Ed. & Treat.
Teresa Jones – Admin. Support Mgr.	Tony Meatte – Division Chief, Mngt. Svcs.
Paul Panther – Deputy Attorney General	Kevin Kempf – Division Chief, Comm. Corr.
Jeff Ray – PIO	Andrea Evans - CCA
Phillip Valdez – Warden ICC	Krista Howard – Deputy AG
Judi Gregory – Director Human Services	Kathy Baird – Sex Offender Class. Board
Maureen Shea – OPE	Amy Lorenzo – OPE
Will Fruehling – OPS	Lorenzo Washington – Policy Coordinator
Pat Donaldson – Construction	Mark Kubinski – Deputy AG

Meeting was called to order at 8:32 a.m. MT by Chairman Robin Sandy.

Consent Agenda

**Board of Correction Meeting Minutes Approval – April 17, 2009
Presented by Administrative Assistant Debi Jessen for the Board of Correction**

**SECRETARY JAY NIELSEN MOVED TO APPROVE THE APRIL 17, 2009 MINUTES. CHAIRMAN
ROBIN SANDY SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.**

Regular Agenda

I. Leadership Team Update

❖ Division of Prisons – Deputy Chief Jim Woolf for Pam Sonnen

- Introduction of new deputy division chief Jim Woolf
- Audits – complete except for SBWCC and SICI should all be done by end of July
- Furloughs are beginning at institutions
- Warden interviews for IMSI have begun
- IMSI– staff assaulted by offender not life threatening injuries

- 3 offenders walked away from ICIO apprehended next day.
- Preparing to move offenders to ICC in preparation of bringing back offenders from Oklahoma

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

- Uniforms – all P & P staff will be wearing uniforms – this ensures officer safety, professionalism and the ability to be identified easily – black shirt, khaki pants. Won't start until Jan 1
- Data accuracy – 1st phase was the auditing of each casefile, 2nd phase is the hiring of two Technical Records Specialist II to ensure data accuracy.
- Furloughs – PSI's will create some problems with reports for judiciary

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

- Budget – there is money left for FY09.
- Financial position from NICI was moved to Central Office and is working well.
- CIS on track for phase 1 up the last week of September.
- Turned over the Close custody unit to CCA on June 10.
- Furlough facts – 90,000 hours for all staff. For perspective YTD, the department has taken 91,000 sick hours and total vacation 157,000 hours, and 60,000 hours of comp and EAL for an approximate total of 400,000 hours = 192 people

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

- Furlough – Central Office staff are taking less than 8 hours at a time to reduce the disruption with groups and parole commission.
- Secure mental health facility – 1st planning meeting, next meeting will be the end of June to determine final site, how units will be laid out and costs.
- Health care contract – amendment signed by CMS for another year – RFI is in draft form. It will be finalizing and sent out to get feedback then send the RFP.
- Pathways – have been implemented – establishes timeframes so that they are ready for parole in terms of educational needs.
- Community sex offender treatment providers – notifying providers of changes in the way we pay. Must provide documentation i.e. resume and current license. Must provide treatment plan. Will work more like managed care.

❖ **Division of HRS – Director Judi Gregory**

- Annual report for human resources, turnover rate has been reduced. The best rate since 2005.
- Turnover by tenure has improved, turnover is higher in all positions than correctional officers
- Reported 49,820 hours in training this year.
- Hired 210 employees in FY09 – fewer than each of the last 3 years

❖ **Director's Office – Administrative Support Manager Teresa Jones**

- Strategic plan – PowerPoint presentation with updated information
- Legislative team – finding internal solutions to possible problems
- Exploring the possibility of permanent warrants for escapees
- Mission Vision Values winners were presented

II. ICC Contracts – presented by Sharon Lamm, Evaluation & Compliance

- ❖ Old Contract - Performed a close out audit from March 9 – 13th looked at 27 items from old contract. Ten employees did audit and were able to get everything done within the week to sit down with ICC and present findings. Gave CCA the opportunity to respond and provide a plan of action for several items that needed more information.
- ❖ New contract begins July 1 for 5 years with 4 options for 1-year extensions.
 - Sharon provided a timeline of contract implementation plan and how it is going.
 - Purchasing of furniture, fixtures and office equipment for new units – everything should have arrived prior to opening.
 - CCA has hired staff for the close custody; a total of 24 staff will spend time at IMSI close custody to help with operations. 324 beds due to open July 1 and PIE (programming beds) about 1 month later.

III. Public Information Office Briefing – presented by Jeff Ray

- ❖ Jeff briefed the Board on the recent news releases.
- ❖ No significant issues.
- ❖ News stories are centered on budget, lay-offs and furloughs.

IV. Warm Springs Roundabout – presented by Pat Donaldson

- ❖ Pat Donaldson updated the board on homeowners' feelings about the plan Ada County is proposing. Currently Ada County is redesigning the project due to homeowner's issues.

V. Offender Statistics – presented by Tony Grange

- ❖ Tony provided offender statistics current to June 17, 2009

Introduction of Girl's state Mercy Valdez and presentation of challenge coin and mission vision values

VI. Open Meeting Law – presented by Mark Kubinski

- ❖ Mark updated the Board on the open meeting law changes
 - Agenda – 48 hours notice and any changes after that must be approved in motion during open meeting. Make a motion to delete items also.
 - Minutes – must state the statutory provision for the executive session in the minutes. Must have enough detail to identify the purpose.

VII. Executive Update from the Office of Performance Evaluations – presented by Amy Lorenzo and Maureen Shea

- ❖ A brief overview of the scope of work was given to the board members.
- ❖ 2 studies are being conducted.
- ❖ A draft of the project scope will be ready by mid July. It will be presented once it is approved.

VIII. Director's Report—presented by Director Brent Reinke

- ❖ Mission critical projects
- ❖ Lt. Governor little will be here on Monday for leadership
- ❖ Discussion with LSO
- ❖ ICJC – list of current subcommittees

SECRETARY JAY NIELSEN MOTIONED TO RECESS AT 12:26 PM. CHAIRMAN ROBIN SANDY SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

SECRETARY JAY NIELSEN MOTIONED TO ENTER INTO EXECUTIVE SESSION PURSUANT TO IC 67-2345(f) AND IC 67-2345(1)(b) AT 12:55 PM. CHAIRMAN ROBIN SANDY SECONDED THE MOTION. MOTION CARRIED AND UNANIMOUSLY APPROVED.

Executive Session began at 12:55 p.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 Director 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).*

CHAIRMAN ROBIN SANDY MOTIONED TO MOVE OUT OF EXECUTIVE SESSION AT 1:42 P.M. AND INTO REGULAR SESSION. SECRETARY JAY NIELSEN SECONDS THE MOTION. MOTION CARRIED AND PASSED UNANIMOUSLY.

IX. Next Board Meeting Date, Time and Location Confirmation

THE DATE FOR THE NEXT BOARD MEETING HAS NOT BEEN IDENTIFIED AT THIS TIME.

X. Final Board Discussion

XI. Adjournment

SECRETARY JAY NIELSEN MOVED TO ADJOURN AT 143 PM CHAIRMAN ROBIN SANDY SECONDED THE MOTION. MEETING ADJOURNED AT 1:43 PM MT.

Submitted by:

Debra Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chairman

Date