



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

Robin Sandy
Chair

Jay Nielsen
Vice-Chair

J.R. Van Tassel
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

July 19 - 20, 2012 – 10:30 a.m. – 5:00 p.m. MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy, Chair

Jay Nielsen, Vice-Chair

J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director

Debi Jessen, Administrative Assistant

Kevin Kempf, Division Chief, Operations

Tony Meatte, Division Chief, Management Services

Teresa Jones, Administrative Support Manager

Sharla Means, Director, Human Resource Services

See attached attendance list

1. Call to order

- ❖ Vice-Chair Nielsen called the meeting to order at 10:25 a.m., in the Board room at the Central Office.
- ❖ Director Reinke reviewed the day's events and explained that Chair Sandy would be joining the meeting today at 1:30 p.m.

2. Corrections Corporation of America (CCA) Community Relations Committee meeting

- ❖ Board members traveled to the Idaho Correctional Center (ICC) and attended the CCA Community Relations Committee meeting then travelled back to Central Office.

3. Welcome and introductions

- ❖ Chair Sandy welcomed everyone to the meeting.

4. Board of Correction meeting minutes approval

Vice-Chair Nielsen motioned to accept the minutes from the May 3 - 4, 2012, Board meetings. Secretary Van Tassel seconded the motion. Motion carried unanimously.

5. Correctional Industries update, Marty Thomas, General Manager

- ❖ Thomas updated the Board on the new warehouse design and the security measures that will be put into place. He stated that construction will begin on expansion on July 25, 2012, and completion is expected in December 2012.
- ❖ Thomas provided samples of jeans, shirts, scrubs and jackets that will be produced by the new garment shop at Pocatello Women's Correctional Center. He informed the Board that the products are currently undergoing tests to make sure the clothing will hold up.

6. Leadership team update
 - ❖ Operations division, Chief Kevin Kempf
 - ◆ Kempf shared that the Bureau of Probation and Parole is working on a new training program for officers.
 - ◆ He discussed the security audits done on a yearly basis and stated that it is time to begin auditing the state run facilities. Any deficiencies are required to be corrected within 60 days then a follow-up audit is conducted.
 - ◆ Kempf shared that the Operations division is in the planning phase of the zero-based budget process.
 - ◆ He briefed the Board on the recent changes in leadership at Idaho Maximum Security Institution (IMSI) and Idaho State Correctional Institution (ISCI). Randy Blades has returned to ISCI as warden and Al Ramirez has been promoted to warden at IMSI. He also briefly touched on the professionalism of the staff during the Leavitt execution.
 - ❖ Management Services, Deputy Chief Pat Donaldson
 - ◆ Donaldson presented information on the capital budget including alteration and repair projects.
 - ◆ Director Reinke provided information on a mitigation grant that will allow the Department to clear the area surrounding North Idaho Correctional Institution (NICI) and trim the remaining trees up 20 feet from the ground to improve the line of sight. He also briefed the Board on other projects that will be occurring at NICI.
 - ◆ Chief Kempf discussed the possibility of using dogs in the perimeter fences to enhance security at IMSI, and discussed the supplemental request to reopen G Block that will open 66 more beds and require five positions.
 - ◆ Reinke expanded on the supplemental budget requests.
 - ◆ Donaldson shared the request for proposal evaluation summary for the out-of-state beds and how the decision was made to select the winning vendor.
 - ❖ Human Resources, Sharla Means, Manager
 - ◆ Means discussed the new human resources organizational chart and the new responsibilities of staff.
 - ◆ Training staff is working on an IDAPA rule change to allow staff with POST certification to work outside the field but within the Department for up to 3 years and be able keep their certification.
 - ◆ Correctional officer Academy #35 is ongoing and includes six staff members from Management and Training Corporation (MTC). Graduation is set for August 10, 2012. The next PO academy is scheduled to begin August 26, 2012.
 - ❖ Director's office, Teresa Jones, Administrative Support Manager
 - ◆ Jones presented the strategic plan for FY13 and highlighted the changes from FY12.
 - ◆ She shared that two policies have been published relating to the Quality Management System.
 - ◆ Jones shared that the legislative team is working on changes to Idaho Code, section 39-604 which addresses HIV testing and fees charged by the Department.
 - ◆ PIO Jeff Ray is working on a video for probation and parole to show that the Department is more than just prisons.
7. Substance Use Disorder year-end report, Greg Lewis, Director
 - ❖ Lewis gave a brief outline of how the program came to be and highlighted the successes that occurred in the first year. He discussed the priority populations that the program supports.
8. Secure mental health aka (Owyhee facility), Director Reinke
 - ❖ Reinke discussed the historical timeline for the facility and updated the Board on changes to the plans that will increase the beds available to the Department.

9. Recess
 - ❖ Chair Sandy recessed the meeting until Friday July 20, 2012, at 8:00 a.m.
10. Reconvene
 - ❖ Chair Sandy reconvened the meeting at 8:07 a.m., Friday July 20, 2012, in the Board room at Central Office.
11. Executive session

Secretary Van Tassel motioned to adjourn to executive session at 8:08 a.m. pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Vice-Chair Nielsen seconded the motion. Roll call was taken. Motion carried unanimously.

 - A. *I.C. 67-2345(1)(b)* 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.
 - B. *I.C. 67-2345(1)(f)* To communicate with legal counsel for the Idaho Department of Corrections to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
12. Regular session

Vice-Chair Nielsen motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried unanimously. Returned to regular session at 9:35 a.m.
13. Corizon update, Tom Dolan, Regional Director
 - ❖ Dolan presented an update on staff changes, facilities with National Commission on Correctional Health Care accreditation and an update on the Balla case action plan.
 - ❖ Dolan shared the external resources they use to support the contract at the Idaho State Correctional Institution (ISCI) as well as staffing resources provided by Corizon beyond the scope of the contract.
14. CAPP update, Deputy Warden Jeff Henry
 - ❖ Henry provided an update for June 2012. He commented on the number of drug tests performed and stated that they have not had any positive tests, there have been 279 certificates awarded, there are 250 offenders enrolled in classes and there have been no offender on offender assaults.
 - ❖ Henry stated that the American Correctional Association will audit the facility October 1 - 3, 2012.
15. Bureau of Probation and Parole update, Deputy Chief Henry Atencio
 - ❖ Atencio briefed the Board on Idaho Code §19-2524 and the change to the code to require assessment completion within 5 days. The need for an assessment is usually determined prior to the pre-sentence investigation, usually when a guilty verdict or plea is made. A pilot project has been implemented in each District for six months to determine what resources will be required.
 - ❖ Reinke discussed the Idaho Web Infrastructure for Treatment Services (WITS), a statewide database that the Department has begun using to record assessments and referrals.
 - ❖ Probation and Parole (P&P) is retooling their supervision practices based on risk assessment. Low-risk offenders are usually close to completion and/or have completed all the required treatment, therefore, needing fewer services.
 - ❖ Statewide, low-risk offenders will be removed from regular case loads and will be monitored through staff at Central Office to allow district P&P officers to focus on remaining offenders. Low-risk probationers will be closely monitored for the first 90 days to determine if they adhere to the terms. Those that meet the criteria will also be monitored by Central Office staff. The

process will begin with District 4 and gradually all districts will be included. Implementation is scheduled to begin September 2012.

- ❖ Atencio discussed the violation matrix and addressed some changes that will be implemented. Districts are going to focus more on the positive stories and highlight offenders that have been successful. He provided a new violation survey, implemented in March 2012, that is being used to track what steps have been taken prior to violating an offender.

16. Offender statistics, Cathy McCabe, Research Supervisor

- ❖ McCabe provided a snapshot on the total incarcerated population including contract beds. She shared how populations have grown since 2009.

17. Director's report, Director Brent Reinke

- ❖ Reinke advised the Board that the Department will return to four divisions to manage populations. His intention is to appoint Henry Atencio as Chief of the Division of Probation and Parole and Shane Evans as Chief of the Division of Education, Treatment & Reentry
- ❖ Reinke suggested that all board members attend the population forecast meeting on July 31, 2012.
- ❖ Reinke discussed a document, "Pathways for Success" which has been created to help families understand the process.
- ❖ Tentative date for the auction of the houses in Cottonwood is 10 a.m. on August 24, 2012.
- ❖ Reinke provided members with a questions and answers document in the event they are asked about the offenders being out of state.
- ❖ In conjunction with the Sex Offender Management Board, notification of sex offenders being released is sent to the Idaho Sheriff's Association. In addition, notifications of gang member releases are also being sent.
- ❖ Reinke discussed the incident (105) report. A 105 is generated any time an incident outside of normal operations occurs. Vice-Chair Nielsen and Secretary Van Tassel asked to be added to the report distribution list.

18. Next Board meeting date, time and location confirmation

- ❖ The next Board meeting will be held in either late August or September.

19. Final discussion

- ❖ The Board discussed the issues with CCA's contract deficiencies and possible remedies.

20. Adjournment

Vice-Chair Nielsen motioned to adjourn the meeting. Seconded by Secretary Van Tassel. Motion carried unanimously. Meeting adjourned at 12:23 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chair

Date