



# 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

September 14, 2012 – 8:30 a.m. – 4:00 p.m. MT  
Idaho Correction Industries  
1301 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  
Services

Tony Meatte, Division Chief, Management

Henry Atencio, Division Chief, Probation & Parole

Mark Kubinski, Lead Deputy AG

Teresa Jones, Administrative Support Manager  
Services

Sharla Means, Manager, Human Resource

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

### 1. Call to order

- ❖ Chair Sandy called the meeting to order at 8:32 a.m. in the executive conference room at Correctional Industries (CI).

### 2. Welcome and introductions

- ❖ Marty Thomas, General Manager, welcomed the Board to CI. Introductions were made for all attending.

### 3. Board of Correction meeting minutes approval

**Vice-Chair Nielsen motioned to accept the minutes from the July 19 - 20, 2012, Board meetings. Secretary Van Tassel seconded the motion. Motion carried unanimously.**

### 4. Board of Correction award/recognition, Chief Shane Evans and Julie Oye-Johnson

- ❖ Oye-Johnson, Education Program Director, presented exceptional service awards to Mary Ellen Nourse and Janet Lund for their actions during a medical emergency involving another staff member.

### 5. CAPP update, Warden Brian Finn

- ❖ Finn briefed the Board on operations for the month of August 2012. Two hundred and eleven UA's were conducted and all were negative, a total of 304 certificates were awarded and 285 offenders are currently enrolled in classes.

- ❖ Finn shared information related to national operations for Management and Training Corporation (MTC), and discussed the academies that are being combined with IDOC.
6. Corizon update, Tom Dolan, Regional Director
- ❖ Dolan provided an operational update relaying the changes to personnel at the facilities. He shared that Corizon is working toward using an electronic medication administration record to streamline the process.
  - ❖ Connie Smock, Regional Director of Nursing, provided an update on the requirements set forth in the Balla settlement, such as, are clinics open regularly and providers available when needed.
7. Leadership team updates
- ❖ Division of Prisons, Chief Kevin Kempf
    - ◆ Kempf briefed the Board that the division is exploring the possibility of moving some officer posts to 12-hour shifts.
    - ◆ Security audits are being conducted and two-thirds have been completed. Kempf noted that discovered deficiencies are not being addressed.
    - ◆ Kempf provided an update on the field training program and shared that the field training officers have been selected and are currently in program training.
  - ❖ Division of Probation and Parole, Chief Henry Atencio
    - ◆ Atencio provided background information on problem-solving courts and their function. He stated that currently Idaho has 43 problem-solving courts.
    - ◆ Atencio shared that Idaho used the GAIN assessment tool to conduct 130 assessments of which 95 triggered mental health screenings. He stated that the department of Health and Welfare conducted brief mental health assessments on those individuals and that 47 required a full mental health assessment.
    - ◆ He provided information regarding pre-sentence investigations and the components that make up the report. Atencio stated that the Department averages 4700 reports yearly statewide and investigators usually have between four and six weeks to complete each investigation. He also discussed some of the challenges that the investigators face.
  - ❖ Division of Education, Treatment and Reentry (ET&R), Chief Shane Evans
    - ◆ Evans presented the new organizational chart for ET&R and shared the recent changes within the division.
    - ◆ He briefed the Board on the assessment tool used to monitor compliance by Corizon for the requirements specified in the Balla settlement.
  - ❖ Human Resources, Sharla Means, Manager
    - ◆ Means briefed the Board on the changes made to the unit. She stated that background investigations work unit has been reassigned to report to the Office of Professional Standards. She also stated that she is in the recruitment process for the vacant Human Resource Specialist Senior.
    - ◆ She shared that the main concern for staff is compensation and a group is currently working on it. The discipline process is also currently undergoing changes to make sure it is a fair, consistent, and legal process.
    - ◆ PO academy #14 began August 26, 2012, and graduation will be held October 5, 2012. CO academy #36 is scheduled to begin October 14, 2012, with graduation scheduled November 16, 2012. This academy will include 6 employees from MTC.
    - ◆ Means stated that the Leadership 200 class begins September 17, 2012, and ends September 19, 2012.
  - ❖ Director's office, Teresa Jones, Administrative Support Manager
    - ◆ Jones discussed the performance measures report for FY12 and indicated that it would be provided to legislators in the budget book. Chair Sandy asked if it was

possible to see a historical look showing the number of offenders by crime classification. Cathy McCabe will bring that information to the next regular meeting.

- ◆ Jones discussed proposed legislation to be submitted during the next session and presented the results of the quality management survey.

❖ Division of Management Services

- ◆ Contract Prisons oversight, Tim Higgins, Deputy Warden
  - Higgins reported on the recent movement of 160 offenders to Colorado. He stated that for the first group of 130 offenders, a team from Kit Carson Correctional Center (KCCC) came to Boise and met with the offenders, conducted the inventory of all property and transported it to the facility. This reduced the amount of lost property to one television set that was damaged. On September 14, 2012, 30 more offenders arrived by bus at the facility and two more groups are scheduled to be transported in the following weeks.
  - Higgins also provided the Board with information concerning the action plan to address the contractual deficiencies with Corrections Corporation of America (CCA).
- ◆ Contracts/Grants, Natalie Warner, Business Support Manager
  - Warner discussed the request for information for the medical contract and what specifically was asked for in the request. The RFP should be ready to publish by the end of 2012.
- ◆ Budget/Payroll, Kim Frashier, Financial Specialist
  - Frashier presented the enhancements requested for FY13 and budget requests for FY14.

8. Executive session

**Secretary Van Tassel motioned to adjourn to executive session at 11:50 p.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.

9. Regular session

**Vice-Chair Nielsen motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried unanimously. Returned to regular session at 12:41 p.m.**

10. Review & Analysis, Cathy McCabe, Research Supervisor

- ❖ McCabe presented an historical perspective on the offender population for the previous six years, including parole and probation violations, and new commitments.

11. Day in the life, Warden Randy Blades

- ❖ Blades provided the Board with a glimpse of what he does on an average day as warden at Idaho State Correctional Institution.

12. Day in the life, District Manager Kim Harvey

- ❖ Harvey shared with the Board a few of the incidents that he and his staff were involved in recently as well as the other law enforcement agencies that the staff typically interact with.

13. Director's report, Director Brent Reinke

- ❖ Reinke provided Board members with a copy of the most recent edition of *DOC Talk* newsletter. He provided dates for upcoming meetings and invited Board members to attend any that were in their area.
- ❖ He discussed the *Pathways for Success* booklet that have been developed for families to provide information detailing what each aspect of correction entails.
- ❖ Reinke discussed the Idaho Code that states that the Board of Correction is to be involved in the operations of Correctional Industries and stated that CI will provide an update at each meeting.
- ❖ He shared that after the November 6, 2012 election there could be as many as 40 new legislators and discussed the best way to educate them on the mission of the Department.
- ❖ Chief Kempf briefed the Board on the status of the zero-based budget for the Division of Prisons and shared that Rod Leonard will be handling that function.
- ❖ Reinke shared a copy of the memo to staff regarding overtime and the compensation plan leadership is working on.

14. Next Board meeting date, time and location confirmation

- ❖ The next Board meeting is scheduled for October 5, 2012.

15. Adjournment

**Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. Motion carried unanimously.** Meeting adjourned at 3:40 p.m.

Submitted by:

\_\_\_\_\_  
Debi Jessen, Administrative Assistant

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Robin Sandy, Chair

\_\_\_\_\_  
Date