



# BOARD OF CORRECTION

*To promote a safer Idaho by reducing recidivism*

Robin Sandy  
Chair

David McClusky  
Vice-Chair

J.R. Van Tassel  
Secretary

C.L. "Butch" Otter  
Governor

## **Board of Correction Meeting Minutes**

June 19, 2014, 9:00 a.m. – 4:00 p.m. MT

Idaho Department of Correction

1299 N. Orchard St., Suite 110, Boise, ID 83706 – 3<sup>rd</sup> Floor Conference Room

### **Members Present:**

Robin Sandy, Chair

David McClusky, Vice-Chair

JR Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

### **Others Present:**

Brent Reinke, Director

Felicia Forbus, Management Assistant

Kevin Kempf, Deputy Director

Pat Donaldson, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Teresa Jones, Administrative Support Manager

Mark Kubinski, Lead Deputy AG

Alan Anderson, Division Chief, Correctional Industries

Jeff Zmuda, Division Chief, Prisons

Sharla Means, Manager, Human Resources

Ashley Dowell, Deputy Chief, Education, Treatment & Reentry

See attached attendance list

### 1. Call to order

- ❖ Secretary Van Tassel called the meeting to order at 9:00 a.m.

### 2. Welcome and introductions

- ❖ Secretary Van Tassel welcomed everyone and introductions were made around the room.

### 3. Board of Correction meeting minutes approval

- ❖ **Vice-Chair McClusky motioned to approve the meeting minutes from May 21, 2014. Chair Sandy seconded the motion. Motion passed unanimously.**

### 4. Board of Correction Award/Recognition, Chair Sandy and Director Reinke

- ❖ Director Reinke presented HR Manager Sharla Means with an award in recognition for her hard work during the ICC transition. She has a passion for her work, cares about the employees, and maintains high standards, always in the best interest of the Department.
- ❖ Director Reinke presented Administrative Support Manager Teresa Jones an award in recognition for her invaluable work in the Director's office and on the leadership team. She is always looking out for the agency, and her creativity and communication skills are appreciated.
- ❖ Noel Barlow-Hust received an award in recognition for her service. She is now Warden at SBWCC, and is well respected by both staff and offenders.

### 5. CAPP update, Warden Brian Finn

- ❖ The facility celebrates its four year anniversary on July 3, 2014, and will host a reception.
- ❖ In four years, 3,913 offenders have participated in the program, and 3,602 have graduated. They have a 94% graduation rate. Current population is 414, and 311 are in programming.

- ❖ They received first place in operational excellence in 2013, and 2<sup>nd</sup> place in 2014. They also received awards in the community.
  - ❖ 5,854 random UAs have been administered since opening, with no positive UAs.
  - ❖ There has been only one use of force in four years. It's believed to be due to the culture, where everyone is held accountable.
  - ❖ Chair Sandy recalled the facility's opening day, noting that it doesn't seem like four years ago. She believes that Finn has done a good job.
  - ❖ Finn added that six Management & Training Corporation (MTC) administrators attended the warden's meeting last month at ISCI.
6. ICC update, Assistant Warden Juan Ibarra
- ❖ The transition is on track, and all are working as a team to ensure success.
  - ❖ Education enrollment is at 160 offenders; no GED completions this year. Vocational enrollment is at 166; 172 offenders have completed vocational classes.
  - ❖ 61 offenders are in the sex offender treatment program (SOTP), near full capacity. TC enrollment is at 192, and there have been 76 completions this year. RDAP completions total 26.
  - ❖ Deputy Chief Ashley Dowell said the facility is transitioning to online testing. Education staff will be retained - they have one of the best education programs in the state.
  - ❖ Ibarra added that the new testing process doesn't allow free pre-tests like the old one. Pre-testing enabled them to gauge the participant's progress; they are hoping to find another way.
  - ❖ Last year they achieved 120% of their GED completion goal, but offenders are hearing that the test is tougher, so that affects their motivation.
  - ❖ Vice-Chair McClusky said it's surprising there is no pre-testing capability with the new online program. Ibarra agreed that it has made it more difficult to assist the participants.
  - ❖ Director Reinke presented Ibarra with a challenge coin and thanked him for his professionalism and assistance in the transition.
7. Leadership team updates
- ❖ Education, Treatment and Reentry Division, Deputy Chief Ashley Dowell
    - ◆ Implementation of the Electronic Health Record (EHR) is moving forward. They are testing automated notifications from the Department's databases to the EHR, for when there are offender status changes. Next, they will start facility cabling and installing wireless access equipment; CAPP will be completed first.
    - ◆ The Balla clock was reset, with a new start date of June 6. This was due to a potential error in interpretation of the consent decree; the judge was concerned that it could be overturned on appeal.
    - ◆ Director Reinke said it's better that the reset took place now rather than a year from now. Judge Carter completed a tour of ISCI earlier in June, and liked what he found. The day after Judge Carter made his comments, Judge Winmill ordered the clock reset.
    - ◆ They sent a letter to Corizon last week to request a per diem adjustment to rates, which gets them in line with Medicaid rates.
    - ◆ Jim Fairgrieve has been hired as the statewide Corizon reentry coordinator. He is an LCSW and one of the best discharge planners Dowell knows. He will be assisting with high risk/high need discharge plans.
    - ◆ Corizon is developing a reentry website to provide information on community resources to staff and offender family members. They've reached out to resources in the community who will provide information on their available services. Corizon currently operates similar websites in Missouri and Tennessee.
    - ◆ Vice-Chair McClusky believes this is a good way to help offenders with health care and other needs.
    - ◆ Dowell said they are in the beginning stages of a partnership with Rx Access; they administer prescription plans for a monthly fee. The division would arrange the services for offenders, and fund them for 90 days after release; totaling 120 days of medication. Those who qualify can continue the program thereafter for an affordable monthly fee.

- ◆ Substance Use Disorder (SUD) audits were conducted in Districts 1 and 2 earlier in June; they will be conducted in mid-June in Districts 3 and 4.
  - ◆ \$818,900 in supplemental funding was received in April 2014, enabling an expansion of aftercare services in response to increased referrals for parolees. Prior to receiving the funding, they were on track with anticipated SUD expenditures. As the funding came late in the fiscal year, there will be approximately \$200,000 unspent at the close of the fiscal year.
- Community Reentry Center Concept, Research Supervisor Cathy McCabe
- ◆ They looked at samples of offenders released from January 2008 - January 2011, with three years of follow up data. Samples for CWC and non-CWC releases were matched in terms of risk levels, crimes, and demographics. Findings showed those released from CWCs are less likely to recidivate, at 31% versus 36% for those not released from a CWC.
  - ◆ "Toppers" are less likely to recidivate, so they focused on parolees. The study showed the recidivism rate for parolees released from CWCs is 39% over three years, compared to 53% for the general population.
  - ◆ The recidivism rate for offenders who stay at a CWC for about 6-9 months prior to release is 21.8%; the rate increases when the stay exceeds one year. It is believed that complacency and loss of motivation to succeed set in beyond the 6-9 month mark.
  - ◆ Even higher risk offenders did better on release from CWCs. Younger offenders overall did not do as well. Those with substance use issues will recidivate at a higher level, but the CWC is still significantly better for them in terms of recidivism.
  - ◆ For those offenders looking to parole, particularly those 30 and older and regardless of the risk level, they will focus on keeping them at a CWC less than a year.
  - ◆ Dowell said the numbers speak volumes, and the Division feels that the term "work center" doesn't represent this well. They recommend transitioning to using the term Community Reentry Centers (CRC) instead of CWC;
  - ◆ Director Reinke said he feels this speaks well with the JRI implementation.

**Vice-Chair McClusky motioned to accept the Division's recommendation to rebrand Community Work Centers as Community Reentry Centers. Chair Sandy seconded the motion. Motion passed unanimously.**

- ◆ Dowell noted that SICI lies at the far end of Darrington Way, while the SICI work center is located on the other side of Pleasant Valley. The work center has no real affiliation with the SICI facility. The Division asks the Board to consider changing the name of the work center to Treasure Valley Reentry Center (TVRC).

**Chair sandy motioned to accept the Division's recommendation to change the name of SICI-CWC to Treasure Valley Reentry Center. Secretary Van Tassel seconded the motion. Motion passed unanimously.**

8. Corizon update, Tom Dolan, Regional Director

- ❖ EHR Update, Ryan Valley, Corizon
  - ◆ Work began in January to determine what infrastructure upgrades each individual facility needs; they weren't initially wired to support EHRs. There will be 17 super-users in Idaho who will be involved in the initial training and piloting of the system; training has been increased to a week-long session. Implementations will start in the south Boise complex.
  - ◆ Super-users are coming in from other locations, and they will ensure that all institutions are staffed appropriately. Super-users will remain on site four times longer than was originally planned to ensure support and user comfort with the system before they leave.
  - ◆ Super-user training and testing will take place July-August. The infrastructure upgrades begin in July and are to complete in September. SBWCC and EB-CWC will be the first to roll out; they are going live October 27; PWCC in November; SICI/SICI-CWC in December.

- ◆ Secretary Van Tassel asked about the record itself. Valley explained that the EHR system was developed by CorrecTek, and the record can be transmitted to other health facilities.
- ◆ Chair Sandy questioned the ability to transmit the record to hospitals that use a variety of systems. Valley explained that the paper records will be available where they are needed. The current medical records will be scanned, and nurses will enter new information. Since old information is removed from the medical file, they only need to scan the current.
- ◆ Vice-Chair McClusky expressed concern about the ability to see lab results. Valley explained that existing reports will have to be accessed individually, but going forward, they will be available in an automatic feed.
- ◆ Vice-Chair McClusky questioned whether a patient portal is available; the information has to be protected. Valley said there is not a patient portal; most offenders do not have access to their records. Dowell added that a discharge summary can be generated as needed.
- ❖ Jim Fairgrieve, Corizon Reentry Program
  - ◆ They are creating a website that will provide a map of resources divided up by judicial districts; focus is on high risk populations. There is no start date yet. Resources are being gathered and then testing conducted; they will go live once all resources are available.
  - ◆ Chief Atencio said Rx Access for offenders is an important issue, and they've discussed this with Fairgrieve. The website will be a great resource for Probation and Parole.
  - ◆ Vice-Chair McClusky questioned when offenders get connected with resources; there should be no reason that anyone should walk out of the system without medication and resources in place. Fairgrieve said it will take about 6-9 months pre-release.
- ❖ ICC medical services update, Corizon, Deputy Chief Ashley Dowell
  - ◆ They are meeting weekly with ICC and new leadership. The director of nursing at ISCI will take over the medical administrator position at ICC July 1; Medical staff is being recruited, and Dr. Craig has been involved. Two providers were hired; an orientation will take place.
  - ◆ Pharmacor is the pharmacy vendor; they have a plan in place to transition from the existing provider by July 1.

## 9. Leadership Team updates, continued

- ❖ Prisons Division, Chief Jeff Zmuda
  - ◆ The firearms conversion was completed last week. The 9 mm firearm is easier to use, and more accurate; this has reduced the number of reshoots and remedial training needed; ammunition is cheaper.
  - ◆ Fire season has arrived. Crews at SAWC and ICIO have been out doing prescribed burns, and have already been dispatched to a few wildfires. They also sent the catering unit out to provide food for the fire crews, generating good revenue.
  - ◆ Uniforms are transitioning to black and tan; similar to P&P, but with insignia on the collar. They look professional and are more comfortable for staff. All ISCC staff will wear the new uniform on July 1; and all new hires will be issued the new uniforms. Facilities will have both uniforms until the conversion is completed at each location, in 6-8 months. A contract is being established statewide. SAWC was the test facility, and it is already in place there.
  - ◆ They are finding a way to convert the brass. Staff will have a badge and belt clip to wear when it's appropriate to represent the organization.
  - ◆ Honor Guard uniforms are being upgraded from the Class A uniforms they wear now.
- ISCC transition, Warden Randy Blades
  - ◆ There has been a monumental effort since January, when people came together and started with a blank piece of paper. Operational meetings were a half day long; now they are 25 minutes. The transition started with 772 individual tasks, and those are 98% complete.
  - ◆ The Mission is a seamless transition and to maintain the integrity of the IDOC system.
  - ◆ HR hired in a few months as many as they typically would hire in a couple years; they held career fairs to explain the process to CCA employees. 93% of the positions filled, and 64% of those are staff already in the facility. New employee orientations are going well. The stress level at the facility has improved substantially.

- ◆ There were 3,000 items to tag and inventory, and then they had to decide what to retain.
- ◆ They have been meeting with the food service manager, psychologist, library aides, and others. Corizon has been helpful; they will go to each tier for pill call instead using long lines.
- ◆ This is his 5<sup>th</sup> assignment as a warden. Typically, when going into a facility, everyone is in place; it takes about a year to get one's philosophy across to the people. He didn't have to instill that, as staff came with it already.
- ◆ They maintained good communication with CCA, and their management has been cooperative. Instead of holding the information, Warden Ellis shared the challenges.
- ◆ Communication with staff allowed him to get to know them. They have accomplished 54 town hall meetings, where they told offenders what to expect and took questions. Information is posted on the web for families, and they are taking calls and working with them to address their concerns.
- ◆ Continuity of operations is most important. They keep to the schedule, and hope to maintain this as close as possible when they move into secure status July 1-3.
- ◆ They will operate under incident command system with an organized chain of command from June 30-July 14. They don't expect trouble, but are still prepared with contingencies.
- ◆ They will assume operations on July 1 at midnight.
- ◆ Vice-Chair McClusky asked what significant changes have been made that will affect the offenders. Blades said there are no current plans for significant offender lifestyle changes.
- ◆ Zmuda said they are going from 12 hour shifts to 8 hour shifts, the uniforms will change, and the medical staff will be different. They have been mindful of things like food service and television programming, so they create anxiety among the offenders.
- ◆ Chair Sandy recalled the press reports about the State assuming operations of the prison. They hadn't wanted to do so without knowing they could do a good job. Once the decision was made, they knew it was going to be good. They have a lot of confidence in Blades. Chair Sandy added the transition has gone so smoothly; she can't thank Blades enough.

PREA compliance update, PREA Coordinator Jack Fraser

- ◆ Congress passed PREA in 2003. The act was triggered by human rights group studies on the percentages of inmates subject to sexual assault in prisons. The intent was to establish a zero tolerance policy, and make that a high priority for all law enforcement agencies.
- ◆ Idaho was a front runner in establishing PREA. Idaho developed a zero tolerance policy early on, and was chosen by ACA as location to film a PREA training video.
- ◆ The largest challenge to implementing the policy was training. Sexual assaults had been accepted as an ugly, but expected part of corrections. They had to change that viewpoint with both offenders and staff.
- ◆ The level of video surveillance was increased, as some units were old and not built with that in mind. A statewide PREA hotline was established for inmates to call. Now, each facility has its own hotline number. Inmates can leave a message, which then goes out to the management team to enable them to quickly address issues.
- ◆ Their first successful prosecution was in 2009, where an offender had sexually assaulted his cell mate. Ada County investigated the incident, and the offender was convicted of rape.
- ◆ PREA published national standards in June 2012. Once the line by line standards were reviewed, they determined there were some they could not achieve.
- ◆ Governor Otter called for a task force to develop standards for Idaho. In May 2014, Governor Otter sent a letter to the U.S. Attorney General advising Idaho's decision not to comply with the federal standard; we are establishing our own standards.
- ◆ Idaho standards started with the national standards. They sat down with the Idaho Sheriffs Association (ISA), and paragraph by paragraph to determine what was and was not achievable; most were left unchanged. The Idaho PREA (IPREA) standards are designed to detect, prevent, and respond.
- ◆ Work with ISA to develop IPREA standards for adult offenders in prisons and jails is ongoing. It's been an opportunity to share ideas and plans with ISA. They are working on an auditing plan, as the standards are useless without a way to ensure adherence to them.

- ◆ Screening tools will be implemented in jails and prisons statewide to identify offenders at risk for sexual abuse, or those with a history of abusiveness to ensure appropriate housing.
  - ◆ They hope to track PREA events in CIS, to include allegations made, investigations, and outcomes, and have the history available as offenders move from facility to facility.
  - ◆ Eight other states have said they will not come into compliance; others say they are attempting to come into compliance. Two states claim they are now in full compliance, but it is not known whether they have been audited.
  - ◆ Chair Sandy recalled that the cost was going to be astronomical when it was first considered. Director Reinke added that they didn't know what the standards would look like, and it was nine years before they were published. The federal government initially indicated there wouldn't be a fiscal impact, but once the standards were published, they learned that the costs were substantial. Director Reinke said he feels that the Idaho Statesman did the agency an injustice as far as the work IDOC has done toward addressing PREA, so he felt it was important to provide the Board with an update.
- ❖ Human Resources, Sharla Means, Manager
- ◆ HR has stayed busy with the ICC transition and recruiting.
  - ◆ The first Challenge academy is was completed; they are hoping to test by next Wednesday. They are down to 37 attendees from 47, due to some injuries, some who quit, and some that were terminated. MTC was a great help and their assistance is appreciated.
  - ◆ The Challenge academy required a lot of resources. Another academy was running at the same time, and they were also working on the ICC transition. They decided that 30-35 attendees is the optimal number for the best learning experience in the academy.
  - ◆ More resources were needed; they should have put an extra trainer on the academy. It was also a tremendous draw on IDOC trainers, as they were needed in multiple locations.
  - ◆ POST packets were an issue, as POST wasn't prepared for the large numbers; they are working on that relationship; they learned some good lessons to carry forward.
  - ◆ They anticipated hiring a number of ICC staff; they are making offers but some declined and some already moved on. Some who didn't apply originally are applying now.
  - ◆ New Hire Orientations (NHOs) are being conducted to let employees know what to expect. Mike Evans was the HR manager at ICC, and he will be coming on board. He had said they lost a lot of momentum, but the NHOs were encouraging.
  - ◆ Supervisor training will be conducted for both CCA and IDOC due to promotions.
  - ◆ Director Reinke advised the Board that Bill Flink has resigned from POST.
  - ◆ Director Reinke noted that 350 employees at ICC are moving from electronic time keeping to a paper-driven system. Director Dick Armstrong said Health & Welfare will be the test site for an electronic time keeping system, developed by Chronos. No state agency in Idaho has an electronic way to capture time for staff; it's something IDOC needs to consider.

#### 10. Executive Session

**Vice-Chair McClusky motioned to adjourn to executive session at 12:03 p.m. pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Chair Sandy seconded the motion. A roll call vote was taken. Motion carried unanimously.**

- A. *I.C. 67-2345(f)* To communicate with legal counsel 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.
- B. *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.

11. Regular Session

**Chair Sandy motioned to move out of executive session Vice-Chair McClusky seconded the motion. Motion carried unanimously.** Returned to regular session at 12:53 p.m.

12. Director Reinke informed the Board that his grandson's trial is approaching. They have been working through that and things are going well.

13. Board of Correction Award/Recognition, Chair Sandy and Director Reinke

- ❖ Director Reinke presented an award to Chief Henry Atencio in recognition of his leadership and management skills. Atencio is loved and respected by staff and other leadership.
- ❖ Chair Sandy said Atencio does a good job and is always appropriate when he answers her questions. The Governor's office has a lot of confidence in him and thinks he is a very credible person in the agency.

14. Leadership team updates, continued

- ❖ Probation and Parole Division, Chief Henry Atencio
  - ◆ Academy 18 will be part of an upcoming POST academy starting July 20. They have 14 officers attending. There are 5 or 6 officers who won't attend academy until February.
  - ◆ Washington legalized the personal possession and consumption of marijuana in 2012. IDOC received a letter from WA interstate; they will no longer test probationers or parolees for marijuana. They will only test if court or parole conditions say not to use marijuana. Oregon is about to pass a similar statute. He thinks it will drive up their caseloads.
  - ◆ Secretary Van Tassel expressed concern about what substances for which offenders will be tested. Atencio said they will be tested for other drugs, just not marijuana, to bring their supervising policy in line with their statutes. Secretary Van Tassel said he's at a loss for understanding how that will be done.
  - ◆ The JRI oversight committee members have not yet been appointed. The steering committee still consists of Director Reinke, Olivia Craven, and Patti Tobias. Tobias is leaving this summer, so they anticipate an announcement on who will take her place.
  - ◆ Recidivism language now lives in the PSIs. This was one of their first JRI benchmarks met.
  - ◆ The Parole Commission is amending their IDAPA rules to come in line with SB1357. They are also developing a release matrix, which will contain the risk assessment and other guidelines to help make their parole release decisions. This is relative to the recommendation that they release lower risk offenders.
  - ◆ The steering committee has added some tasks. The first is to redefine recidivism, and come up with a single statewide definition. Also, Craven brought to their attention a better process for calculating time served.
  - ◆ They will contract with Dr. Charlene Taylor to re-norm the LSI; this is an important part of JRI. This is a 2-3 month process.
  - ◆ The PET tool is being upgraded. CPC will be used to determine program effectiveness; Chris Tucker is working on program assessments.
  - ◆ Brenda LaMott will conduct "train the trainer" sessions to develop master trainers within IDOC and staff from the Courts, Parole Commission, and Misdemeanor Probation.
  - ◆ Josh Tewalt is leading the restitution team. They are trying to work out a system with the courts to exchange information electronically. The committee is also coming up with a plan to address offenders' financial obligations and how those can be collected.
  - ◆ Chair Sandy asked whether Cost of Supervision (COS) can be paid electronically. Atencio said it can only be paid by money order currently, and they are trying to develop a way to accept online payments from offenders and their family members.
  - ◆ Cathy McCabe is heading the data collection team. A staff member attends most of the meetings to capture ideas and make recommendations on what needs developing.

- ◆ The Parole Commission is taking advantage of shared services through IDOC management services. They are identifying what data points need to be collected. Most of that now is hand-tallied, and they are getting closer to an automated system.
  - ◆ Vice-Chair McClusky asked Atencio to clarify the requirements of JRI with regard to training. Atencio said they were given training funds, and they are required to hit certain targets with the training. They will also be able to enhance some of the existing training.
15. Board of Correction Award/Recognition, Chair Sandy and Director Reinke
- ❖ Director Reinke presented an award to Chief Pat Donaldson in recognition for his tremendous contributions toward bringing different areas together and providing infrastructure support. Leadership appreciates his straightforward, can-do attitude, intelligence, and sense of humor.
  - ❖ Chair Sandy commented that she's seen Donaldson move through the organization. The moves have always been good ones, and were well-deserved.
16. Leadership team updates, continued
- ❖ Management Services Division, Chief Pat Donaldson
    - ◆ Offender housing contracts saw a per diem increase of .9% for FY15. The initial term runs through June 30, 2015. The Kit Carson contract was just renewed; there was an inflationary per diem increase of .9%.
    - ◆ Bonneville County Jail committed to 100 beds per agreement; the per diem for county jails was increased to \$45 in the last legislative session
    - ◆ There was a major change for Corizon to bill at Medicaid rates; this will be a 65 cent reduction per diem, or \$1.7 million per year.
    - ◆ Religious volunteers coordinate activities in the facilities, and there are about 3,500 volunteers. These are funded through the inmate management fund (funds from inmates).
    - ◆ The food service contract with Trinity at ICC starts July 1, and includes both raw foods and preparation. Sysco provides raw foods to other facilities as part of a larger contract that includes other state agencies.
    - ◆ The Keefe commissary contract goes through December 2014. CCA allows vending in the ICC facility, and Prisons wanted to keep the vending in place. Keefe is working on this and handling the collection of money for tokens. The cost is approximately \$47,000 per month; Keefe asked the Department to reduce commission from 25 to 24% during the six months of the transition. The new RFP for commissary services will come in at the end of that contract; it allows an option to include inmate banking. The new phone contract starts in October.
    - ◆ Chair Sandy asked about the cost paid to Kit Carson versus what is paid to CAPP. Donaldson said the cost with medical is more than what is paid for the out of state offenders. Chair Sandy asked what is the per inmate per day cost at ICIO. Director Reinke said that information will be available at the next meeting.
    - ◆ Chair Sandy asked, in the event offenders needed to be moved to other locations, what would be the build time to add to the CAPP facility. Finn said he would anticipate needing approximately 18-20 months. The design time is short; the original bid was for double the size of the current facility. Chair Sandy would also like this information for the July meeting.
  - Research and Analysis/Populations update, Cathy McCabe, Research Supervisor
    - ◆ The end of the year has seen a small increase in the population. May ended at 8,111.
    - ◆ They are below forecast.
17. Board of Correction Award/Recognition, Chair Sandy and Director Reinke
- ❖ Director Reinke presented an award to Alan Anderson in recognition of his leadership and good project management. Anderson has well-thought out goals, and has done a good job winning over relationships and maintaining high morale of employees.
  - ❖ Chair Sandy said they are getting great reports on Anderson's work, and she congratulates him.
  - ❖ Secretary Van Tassel said he appreciates Anderson's style and the way his team reacts to his leadership.

18. Leadership team updates, continued

- ❖ Correctional Industries Division, Chief Alan Anderson
  - ◆ They had a great May, and good June. CI is negative for the year, but is at 95% of forecast. There will be a much more rigorous forecasting cycle moving forward.
  - ◆ The rules for SB 1347, perishable goods, were submitted, and subsequent modifications were completed. They are ready to implement July 1.
  - ◆ The operating agreement with IDOC is drafted; they just need to do some fine tuning.
  - ◆ CI will supply 20 employees to Symms Fruit Ranch effective July 1, and hope to grow that to 50 in the future. They asked for 2.5 additional positions to help them work through the bill.
  - ◆ The carpentry shop is being expanded to add 6,180 square feet, and 7-13 jobs for offenders. The cost for the expansion is \$375,000, and will include electrical improvements. It will be paid for in about two years.
  - ◆ Garment shop options are being pursued. They are looking for anchor customers, one in Pocatello; and hope to partner with others for production.
  - ◆ CI is working on modifications to compensation and commission agreements, and are consulting with other states for best practices.
  - ◆ Secretary Van Tassel asked about the CI employees that were classified. Means explained they put them in a pay code, but they remain non-classified. The pay code gave them guidelines as to what their compensation should be.
  - ◆ Anderson said this allows them to sit down once a year and have a reference to discuss evaluations and pay increases.
  
- ❖ Director's Office, Teresa Jones, Administrative Support Manager
  - ◆ In the past month, hits on the external website increased from 38,500 to 89,600. The increase in visits is due to "offender search" being moved from the Access Idaho website to the IDOC website. Some fields were redefined, such as "age" instead of "date of birth."
  - ◆ Health and Welfare frequently uses the search tool for benefits and child support, and asked for a "released to supervision" date, which has been added.
  - ◆ Last week, there were 29,000 hits to the offender search tool, with 13,000 search results.
  - ◆ Users also viewed prisons, careers, policies, locations, and visiting pages.
  - ◆ They recently met with Senator Lodge and Representative Wills to give updates on JRI and ICC. Both are very engaged and supportive of JRI, and asked what they can do to assist.
  - ◆ Director Reinke noted that the legislators are seeing an increase in inquiries from people contacting them about the legislation and the outcome.
  - ◆ Jones said there are no changes in legislation, other than housekeeping items previously discussed.
  - ◆ Page two of the strategic plan is relative to JRI. It is the most substantial change to the criminal justice system in 20 years, and will take a lot of leadership's focus moving forward.
  - ◆ The idea of strengthening offender accountability has been added. There has been a lot of discussion about mitigating risks, looking at what's mandatory, what's essential, and what's important. With so many things happening in the agency, it was important to look closely at where priorities are set. The elements are similar, but are designed but to address today's needs. They continue looking for different alternatives to manage that.
  - ◆ Relative to reducing recidivism, they are addressing all the things that came from JRI (reduced caseloads, etc.).
  - ◆ Director Reinke told the Board members the strategic plan doesn't sit on the shelf. They actively use the action items. It will be important over the next few years, because of JRI.
  
- ❖ Deputy Director's briefing, Kevin Kempf
  - ◆ Kempf spent a week in Texas with the national deputy directors group and talked about national issues like restrictive housing, segregation, etc., and he thinks Idaho is on a good track as to how things are done.

- ◆ Idaho and Arizona will conduct a peer to peer visit. AZ Deputy Director Jeff Hood will be coming to spend some time with IDOC. Hood has a rich history and is an expert in several areas in corrections. They will look at policy, the execution process, and the ICC transition. Hood was an administrator during a hostage situation. He expects we will learn a lot from him during his visit.

19. Office of Professional Standards update, Will Fruehling, Chief Investigator

- ❖ Fruehling supervises the OPS unit, which serves as internal affairs unit for the agency. They have just created a special investigations unit (SIU), whereas investigative resources from the fugitive unit, gang intelligence and backgrounds are combined under one roof.
- ❖ The Integrity Bulletin is published quarterly. It serves as a guide for staff to learn from others' mistakes. Some stories are raw and compelling; they've received positive feedback from staff.
- ❖ For FY14 they conducted 10 internal affairs cases involving allegations of staff misconduct. The number is low compared to years past, where they typically conduct about 20-30 OPS cases. He believes this is due to that the line of work being cyclical; better training is also a factor.
- ❖ Five of the ten cases involved staff sexual misconduct, where staff was alleged to have had some kind of sexual contact with inmates. In three of those cases, allegations were not sustained. Two staff members were charged with felony sexual contact with an inmate. The preliminary inquiries included security staff, non-security staff and contract staff.
- ❖ The fugitive unit has two staff members who are responsible for locating absconders. Since 2010, they have apprehended 474 absconders. One staff member spends 20 hours locating absconders, and 20 hours per week working at Fusion Center with Idaho State Police.
- ❖ The Fusion Center provides support with data and intelligence in Idaho and other states.
- ❖ Investigators complete about 2,000 background investigations per year. The average time to complete a background is 5-7 business days now, versus 15-20 days in the past. Adding an additional staff member helped improve turnaround time.

20. Director's report, Director Brent Reinke

- ❖ Director Reinke asked the Board how often they would like updates on the ICC transition, or what kind of information they would like to know. From June 30 to July 2 the AOC will be in place, with an identified group of leaders who are required to stay close to headquarters. Any incident will be reported to the incident command center at central office.
- ❖ Chair Sandy said the Board had confidence that things will go right, and they only want to know if there is something wrong.
- ❖ Director Reinke talked about Michael Thompson, Director of Safety and Security in Oklahoma who was asked about the recent failed execution. Thompson said no one remembers the 100 that were done right prior to that one. Director Reinke said we need to find a way to protect the identity of our resources. There will be some legislation coming on that topic, and we need to be in the ready state.
- ❖ There are 15 offenders returning from Kit Carson before the end of the year; they will not be replaced. We will continue to evaluate that population, but need the resources today to have beds available in Idaho.
- ❖ There is a need to address the issue with ISCI building 24, and we are nearing a crisis point at ICIO, being down 20 staff members. Those projects need to remain in the forefront. ICIO is a serious issue due to lack of success in recruiting staff. We hope to have some options to talk about in July.
- ❖ Secretary Van Tassel said protection of staff and inmates is paramount. There is a need to figure out how to rotate back and forth as the staffing becomes available, and to look at viable options, like the cost of shutting down a unit temporarily. The situation could spiral - if we overtax the staff that remain, the shortage could increase.
- ❖ Chair Sandy said it's unrealistic to recruit someone in Boise, and expect them to move to Orofino. Closing down a unit or similar solution sounds more viable. She would like to see options.

- ❖ Mark Warbis, Governor's Office Director of Communications, asked about the number of staff who come to Boise to work from northern Idaho. Means said it's not significant, as there is more competition in Lewiston, other industries that pay higher.
- ❖ Director Reinke noted that there are a number of forthcoming retirements, and the agency needs to find a way to recruit younger staff who will see corrections as a career.

21. Next Board meeting date, time and location confirmation

- ❖ The next Board meeting will take place on July 24, 2014. This will be an all-day meeting at ISCC, followed by an off-site dinner meeting at Chair Sandy's residence. It will be an open meeting, and support staff will be present to take minutes. Chair Sandy said Mark Warbis will be present, and the Governor may stop by on his way home. The event will be casual, with no business discussions.

22. Final Board discussion

- ❖ The Board will not meet in August due to a schedule conflict. Subsequent 2014 meetings will be held on September 23, October 23, and December 3.
- ❖ Warbis noted the upcoming departure of Patti Tobias, and said there is a possibility of her continued involvement after she moves into her national role.
- ❖ Warbis said CSG is prohibited from participating in Phase 2 of the JRI implementation due to the lobbying restriction. CSG is exploring options to seek a waiver. If they can't get by it, it will be important to have a resource like Tobias available. There is currently no timeline for her successor being appointed. He asks that the subcommittees bear with them while they work through this with the steering committee, and Director Craven, who is also leaving.
- ❖ Warbis added that the Governor's office questions why IDOC wouldn't adhere to the Kelly standards; they would like all items addressed in the Kelly agreement.
- ❖ Warbis said the Governor's office believes IDOC is doing the right thing with regard to the media and pushback in the interest of safety and security.
- ❖ Warbis advised that they are in the process of finding a new Director for the Commission of Pardons and Parole; Director Craven departs at the end of July. They have a couple of candidates who were outstanding; they will soon be forwarding a few names to the Governor.

23. Adjournment

**Chair Sandy motioned to adjourn the meeting. Vice-Chair McClusky seconded the motion. Motion passed unanimously.** Meeting was adjourned at 2:53 p.m.

Submitted by:

Andrea Blades for Felicia  
Felicia Forbus, Management Assistant

10/1/14  
Date

Approved by:

Robin Sandy  
Robin Sandy, Chair

10/2/14  
Date