

Governor

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

Board of Correction Meeting Minutes

May 3 & 4, 2012 – 1:00 p.m. – 5:00 p.m. MT Idaho Correctional Industries 1301 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy, Chair J.R. Van Tassel, Secretary Jay Nielsen, Vice-Chair

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director Kevin Kempf, Division Chief, Operations Mark Kubinski, Lead Deputy AG Teresa Jones, Administrative Support Manager See attached attendance list Debi Jessen, Administrative Assistant Tony Meatte, Division Chief, Management Services Sharla Means, Director, Human Resource Services

- 1. Call to order
 - Chair Sandy called the meeting to order at 1:00 p.m. Thursday, May 3, 2012, in the hall classroom at Correctional Industries.
- 2. Welcome and introductions
 - Chair Sandy welcomed everyone and asked attendees to introduce themselves.
- 3. Board of Correction meeting minutes approval

Vice-chair Nielsen motioned to accept the minutes from the February 7, 2012, and April 5, 2012, Board meetings. Secretary Van Tassel seconded the motion. Motion carried unanimously.

- 4. Change in offender population, Director Reinke
 - Reinke discussed the changes in offender population that are requiring the Department to make preparations to send offenders to facilities out of state.
 - Operations Chief Kempf stated that of 38 states represented at a recent conference, 25 are experiencing growth as well.
- 5. Leadership team updates
 - Operations Division, Chief Kevin Kempf
 - Kempf briefed the Board on the actions being implemented to meet the needs for bed space. The Department is currently working on an agreement with Bonneville County to lease 100 jail beds and G Block at IMSI will be reopened and will house 32 inmate workers. He stated that if growth continues at the current rate it may become necessary to erect tents at IMSI that would house 96 inmates.
 - ♦ Kempf briefed the Board on a tour of the Super Max prison in Colorado. He stated that the Correctional Industries programs include a fish farm, mustang program, goats, water buffalo for producing a special cheese and a huge flower nursery.

- All District Managers, Section Supervisors and Clinicians attended a statewide Probation and Parole symposium. Beginning March 2013 all parolees and probationers will be screened for services as they enter the system.
- The Department is involved in mediation to settle the Balla case.
- ♦ He updated the Board on the actions being taken by the Department to fix the problems associated with the lagoons at Cottonwood and what the time line is for those actions.
- Kempf discussed the new patrol vehicles recently purchased by the Department. He stated that they have been outfitted with the Department's and Division of Prisons decals and are awaiting installation of light bars. Idaho Maximum Security Institution, Idaho State Correctional Institution and Idaho Correctional Institution Orofino will each receive two vehicles and Pocatello Women's Correctional Center will receive one.
- ♦ Kempf briefly discussed the preparations and rehearsals for the upcoming execution, stating that it is tentatively scheduled in June.
- Correctional Officer Cody Nieko, laundry officer at South Idaho Correctional Institution, presented a few of the quilts that have been made by offenders and stated that they are either donated to charitable organizations or are raffled off and the money then goes to a charity or to the fund established for families of fallen staff members.

Management Services Division, Chief Tony Meatte

- Natalie Warner, Business Support Manager, updated the Board on the Request for Proposal for out-of-state beds that was issued April 13, 2012. She stated that a preproposal conference was held May 2, 2012, and was attended by five vendors: Corrections Corporation of America, Management and Training Corporation (MTC), GEO Group, Emerald Correctional Management, and Community Education Centers. Warner stated that all proposals are due by June 7, 2012, and the contract award date will be no later than June 30, 2012.
- Meatte briefed the Board on the budget issues for the remainder of the fiscal year and said that a new correctional officer academy has been added to bridge a gap in staffing needs and that the funds will come from the personnel budget.
- Meatte updated the Board on the progress of the disposal of the employee housing at Cottonwood. He stated that on April 10, 2012, the warranty deed was given to the Department of Lands and the Department is now waiting for the property to be placed on the auction list.
- ◆ The information technology manager resigned and a replacement is being sought. Meatte stated that the fiscal department is preparing for year-end.

Human Resource Services, Sharla Means, Manager

- ♦ Means presented the new mission statement, a copy of which is attached.
- Means discussed the possibility of going smoke-free as an agency. She discussed the reasons for implementing such a policy and the subsequent trend for lifestyle discrimination suits. Further research will be conducted and this issue will be readdressed at a future meeting.
- ◆ The State of Idaho has passed legislation that will go into effect on July 1, 2012, banning texting while driving. The Department has no other policy dealing with the staff use of cell phones while driving.

❖ Director's office, Teresa Jones, Administrative Support Manager

- ♦ Jones provided brief sheets detailing the changes in offender populations and the secure mental health facility.
- ◆ She presented the 3rd edition of the Integrity Bulletin that is published by the Office of Professional Standards.
- Jones discussed the new social media policy that is being developed for the Department relating to staff's personal pages and briefly discussed the Quality Assurance policy being developed.

She updated the Board on the strategic plan progress.

6. CAPP update, Deputy Warden Jeff Henry

- ❖ Henry updated the Board on statistics for the month of April 2012. He stated that 269 urinalyses were conducted and all were negative. Eighty-two offenders graduated from programs and there are 250 currently enrolled in classes.
- Henry reported that the cooperation between the facility, contract prisons oversight unit and the transport division has been excellent.

7. ICC update, Assistant Warden Tom Kessler

- ❖ The facility is currently housing 2052 offenders.
- ❖ Kessler stated that on May 15, 2012, a class of 15 new correctional officers will graduate. He also stated that they are working through issues they are having with POST with regard to background checks for potential employees.
- 8. Offender statistics update, Cathy McCabe, Research Supervisor
 - McCabe presented a snapshot on the total incarcerated population including contract beds. She discussed month to month and overall changes, the daily population for April and growth patterns.
- 9. Quality assurance policy, Chris Tucker, Quality Assurance Manager
 - ❖ Tucker discussed the policy for quality assurance management for the Department. He stated that the policy and standard operating procedure should be released by May 18, 2012.

10. Centralized purchasing, Chief Tony Meatte

Meatte discussed the progress on the development of a centralized purchasing program for the Department. Kempf discussed the problem of each facility ordering the same items but from different vendors.

11. Director's Report, Director Brent Reinke

- Reinke asked if any of the Board members wished to attend the upcoming long-term forecast advisory meeting. All members expressed an interest in attending.
- ❖ He discussed the issues that the Department will focus on when meeting with the new legislators after the election.
- * Reinke stated that discussion regarding the Balla issues will continue on May 16, 2012.
- ❖ A Memorandum of Understanding (MOU) for Misdemeanor Probation has been developed. An agreement has been signed with Twin Falls County and Cassia County has expressed an interest. The MOU will be in effect until after the November 2012 election.
- ❖ Reinke stated that the Department is currently working on enhancing the mental health services that are available to offenders and exploring options for the secure mental health facility. The Department of Health and Welfare has determined that they will want to lease six acute beds as opposed to utilizing half the facility. This will afford the Department more beds without increasing the cost of the facility.
- ❖ He stated that MTC will send their new staff members through the academy with the Department staff rather than conduct a separate academy as a cost savings measure. They will still pay the required fees for their staff.
- Reinke presented the proposed Idaho Criminal Justice Commission strategic plan to the Board and outlined the role the Department will have.
- Chief Kempf updated the Board on the issue of gang violence in the facilities and shared that a new Gang Intelligence Coordinator has been hired.

12. Recess

❖ Chair Sandy recessed the meeting until Friday, May 4, 2012, at 8:30 a.m.

13. Reconvene

Chair Sandy reconvened the meeting at 8:32 a.m., Friday, May 4, 2012, in the Boardroom at IDOC.

14. Executive session

Secretary Van Tassel motioned to adjourn to executive session at 8:35 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.

15. Regular session

Vice-Chair Nielsen motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried unanimously. Returned to regular session at 9:40 a.m.

16. Balla settlement

Vice-Chair Nielsen motioned that the Board grant authority to the Director to pursue funding and resources in accordance with option one of the Balla settlement. Secretary Van Tassel seconded. Motion carried unanimously.

17. Wardens

- The wardens introduced themselves and shared information regarding the overall feelings of employees at their institutions.
- 18. Next Board meeting date, time and location
 - The date for the next Board meeting has not yet been determined.
- 19. CO Academy #34 graduation
 - Board members attended the Academy #34 graduation ceremony held at the Idaho Peace Officer Standards and Training facility.
- 20. Reception for Senator Denton Darrington
 - ❖ Board members attended a reception for Senator Darrington who is retiring from office.
- 21. Adjournment

Vice-Chair Nielsen motioned to adjourn the meeting. Seconded by Secretary Van Tassel. Motion carried unanimously. Meeting adjourned at 12:45 p.m.

Submitted by:		
Debi Jessen, Administrative Assistant	Date	
Approved by:		
Robin Sandy, Chair	 Date	