



# 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**

February 5, 2014 – 7:45 a.m. – 4:00 p.m. MT  
State of Idaho Capital – Room C310  
700 W. Jefferson, Boise, ID 83720  
Idaho Department of Correction – 3<sup>rd</sup> Floor Board Room  
1299 N. Orchard, Boise, ID 83706

### **Members Present:**

Robin Sandy, Chair

David McClusky, Vice-Chair

J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

### **Others Present:**

Brent Reinke, Director

Kathryn Dayley, 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

Sharla Means, Manager, Human Resources

Jeff Zmuda, Division Chief, Prisons

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

### 1. Call to order

- ❖ Secretary Van Tassel called the meeting to order at 7:55 a.m.

### 2. Recess

- ❖ Vice-Chair McClusky made the motion to recess the meeting at 7:56 a.m. so Board members could attend the JFAC presentation of the Department of Correction. Secretary Van Tassel seconded the motion.

### 3. Reconvene

- ❖ Chair Sandy reconvened the meeting at 11:00 a.m. in the board room at Central office.

### 4. Welcome and introductions

- ❖ Chair Sandy welcomed everyone and introductions were made around the room.

### 5. **Secretary Van Tassel made a motion to amend the original agenda based on the good faith reason that the Human Resources update was inadvertently omitted from the original agenda. Vice-Chair McClusky seconded the motion. A roll call vote was taken in which all board members voted in favor. Motion passed unanimously.**

### 6. Board of Corrections meeting minutes approval

**Vice-Chair McClusky motioned to accept the meeting minutes from the previous three board meetings; January 10, 2014, January 23, 2014 and February 3, 2014. Secretary Van Tassel seconded the motion. Motion passed unanimously.**

7. ISP Investigation
  - ❖ Chair Sandy advised that the ISP investigation would not be discussed as the ISP representative was out of town.
  
8. ICC update, Warden Jason Ellis
  - ❖ Ellis stated there had been 659 vocational completions, 213 therapeutic completions, 125 GED completions, of which 17 were closed custody offenders and 19 were GEDs obtained through INEA (Inmate Nationalization Education Administration) for Spanish speaking offenders. There were 48 drug and alcohol completions along with 25 sex offender completions. Ellis stated that ICC had an ACA audit, which was completed 9-31-13 and 10-01-13. The audit reflected that only one standard was not achieved. An update was given regarding the court order from Judge Carter, which showed a significantly lower number of incidents at the facility. Ellis also reported that CCA is currently in excess of meeting staffing standards. Information regarding INEA, a program which teaches adult basic education to Spanish speaking offenders, was provided to the board.
  
9. CAPP update, Deputy Warden Gilliland
  - ❖ Gilliland reported that the CAPP facility has a daily population average of 417.
  - ❖ YTD numbers are as follows: 99 completions, 165 urinalysis' with 100% being negative, and 129 arrivals.
  - ❖ There will be four CAPP staff at the next POST academy in March.
  - ❖ CAPP is currently fully staffed in programming but is actively recruiting for two more positions which will put the facility over the number of staff required.
  - ❖ Last year the facility conducted 215 emergency drills comprised of fire, bomb, and other emergency drills. These are conducted on a regular basis with an average of 15 emergency drills being done a month.
  - ❖ 17,000 bunk searches were conducted last year with no significant contraband found.
  
10. Corizon update, Regional Director Tom Dolan
  - ❖ Dolan highlighted the 2013 performance measurements.
  - ❖ Dr. Young, Regional Medical Director for Corizon, spoke to the treatment of diabetic offenders. The board was given the Corizon 2013 Clinical Performance Measures.
  - ❖ Electronic Medical Records (EMR) will allow for accurate records to be kept and will save the State of Idaho money as staff will not have to re-test unnecessarily. In addition, when offenders leave the facility their record will go with them, showing the treatment received while incarcerated.
  - ❖ Currently, there are four dialysis machines at ISCI that are owned by IDOC. A dialysis technician comes in three times a week for nine patients. Dr. Adcock, a St. Luke's Nephrologist contracted by Corizon, comes to the facility to treat patients. There are two dialysis machines at IMSI, also owned by IDOC, with four patients being treated at that site. The current machines are well maintained and will last for some time. IMSI currently has a machine that is over 10 years old.
  - ❖ Mark Warbis, Governor's Office, asked if Ashley, Shane and Teresa would meet with Dr. Young to answer the questions the legislators asked at the JFAC presentation.
  - ❖ 60% of offenders received a flu shot this year.
  - ❖ Site tours have been completed for the EMR, but they are not on-line as of this date.

## 11. Leadership updates

Division Management Services, Chief Pat Donaldson

- ❖ Teams were at ICC conducting inventory last week. The next step will be to determine ownership of the items and then the negotiation process can begin.
- ❖ IDOC staff are reviewing maintenance issues to ensure everything is in good condition and working order.
- ❖ There are very few contract items to close out from the previous Corizon contract as the new contract was awarded to them. There should be a seamless transition from the old to the new contract .
- ❖ Education, Treatment and Reentry (ETR) staff have been meeting regularly with Corizon to review Balla requirements, EMR implementation, and staffing issues.
- ❖ Vendors are currently reviewing the RFP for offender phone and kiosk systems. Seven vendors so far have responded and will attend a tour of IDOC facilities. Ada County and Snake River facilities have been toured by IDOC Staff to look at systems that may be implemented into the system IDOC puts in place. RFP responses are due March 28, 2014 and plan execution will occur in May 2014.
- ❖ The current phone contract due to the assumption of operations at ICC.
- ❖ IDOC will be implementing only the phone system, voice messaging and email system on the kiosks. Once processes are in place additional items such as concern forms and grievances will be added to the system.
- ❖ The board members indicated they would like information about the kiosks sent to them and possibly a tour of the kiosks in place at Ada County.
- ❖ Trinity, the current food service contract at ICC, has been asked by IDOC for a proposal to continue service at the facility for an additional year.

## 12. Executive session

**Secretary Van Tassel motioned to adjourn to executive session at 12:03 p.m., pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Vice-Chair McClusky seconded the motion. Roll call was taken. All members voted Aye. Motion carried unanimously.**

- A. *I.C. 67-2345(1)(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.
- C. *I.C. 67-2345(1)(d)* To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code.

## 13. Regular session

**Vice-Chair McClusky motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried. Returned to regular session at 1:08 p.m.**

## 14. Leadership Updates, continued

Division of Probation and Parole, Chief Henry Atencio

- ❖ The Council of State Governments (CSG) legislation is expected to be released within the next seven to ten days. We are anticipating that with the proposed legislation, parole officers will see lower case loads which, in turn, will save the State of Idaho money to be reinvested.

- ❖ The implementation of the WITTS program has allowed parole officers to get the offenders they supervise into drug and alcohol treatment substantially faster. Chief Atencio gave an example from District 3 where three probationers tested positive for methamphetamine and by the next day, all three had scheduled appointments for treatment.

15. Director's Office, Jeff Ray, Public Information Officer

- ❖ Twitter is being implemented as a communication tool that allows IDOC to get information regarding the facilities out to the public much quicker. Ray gave an example of a recent road closure out to the South Boise facilities and how twitter was used to notify the public of this incident.
- ❖ Facebook is also being utilized as a communication tool. The board was informed that when two inmates absconded from NICI, mug shots were posted on Facebook which helped aid in the capture of the two offenders.

16. Research and Analysis, Cathy McCabe, Supervisor

- ❖ McCabe highlighted Idaho's collection system for criminal fees and fines through a case study of three offenders.
- ❖ For a felony, the fine amount varies between \$1500 and \$4000. The amount of the fine is at the discretion of the sentencing judge. With the other fees of \$440.50 included, the lowest amount a felony offender would pay is \$1940.50
- ❖ An additional \$3600 is added for someone found guilty of aggravated domestic assault and controlled substance for a total of \$5,540.50 as the lowest total possible.
- ❖ Someone found guilty of an aggravated DUI is assessed additional fees of \$4640. When added to the felony fines of \$1940.50 it comes to a total of \$6,580.50 as the lowest total possible. With reinstating a drivers license and accounting for insurance increases, the lowest total is approximated to be \$7170.50.
- ❖ Sex Offenders are assessed fees of \$10,660 on top of the \$1940.50 for a lowest possible total of \$12,600.50.
- ❖ McCabe also highlighted additional fees that each county may opt to assess which would increase totals.
- ❖ IDOC will present this information to different committees so legislators can be informed on the amounts of fines being assessed to offenders.

17. Leadership updates, continued

Human Resources, Sharla Means, Manager

- ❖ IDOC held a job fair at the Meridian Idaho Department of Labor focused on recruiting correctional officers. There were 246 people show up at that event. Interested recruits brought their background information with them which allowed staff to make immediate determinations as to whether they were eligible to be hired based on IDOC requirements.
- ❖ HR is currently overstaffing academies to ensure positions will be filled. As of this time, IDOC is on track to meet the commitments made to POST regarding academies.
- ❖ 194 ICC staff showed up at the information fair held at Correctional Industries.
- ❖ HR has created a landing page on [idoc.idaho.gov](http://idoc.idaho.gov) for ICC staff specific to information about the transition. Brochures from the information fair are housed here as well as updates on job opportunities.
- ❖ IDOC is looking into the possibly of putting a mobile unit out at ICC to be accessible to current staff.
- ❖ Mark Warbis from Governor Otter's office offered help from the Idaho Department of Labor if needed.

Division of Prisons, Chief Jeff Zmuda

- ❖ Zmuda gave an overview of the audit system that has been recently revamped. It is Excel based and the questions have been edited and updated. There are also facility specific audit tools. There are 49 individual topic audit tools, which will allow IDOC to find out what we are doing well and where we are falling short.
- ❖ There are quality assurance managers at each facility who have received the necessary training. Audits at the facilities will begin in March and, if necessary, follow-up audits will happen in the third quarter of 2014.
- ❖ Zmuda provided the board with a list of the audit tools used and presented how this tool will be applicable to ICC to ensure the facility would conform to IDOC standards.

Correctional Industries Division, Alan Anderson, General Manager

- ❖ Anderson reported on his first 18 days of being the General Manager of C.I. and highlighted what he had done since being put in charge.
- ❖ Anderson presented the YTD financial information and stated C.I. was on track to have a good year.
- ❖ Vice-Chair McClusky said he would like the focus of Correctional Industries to be that lives are being built by offenders participating in the programs offered and that the true value lies in the lives we heal.

Director's Office, Teresa Jones, Administrative Support Manager

- ❖ Jones gave an update on the legislature, specifically the legislation requesting an increase in both county jail fees and VINE fees. Legislation regarding CI workers being able to help with perishable goods is expected. Holiday Pay is a bill being closely watched as it has fiscal impact on the department. There has also been legislation introduced regarding crimes against the elderly receiving enhanced punishment.
- ❖ Jones also highlighted the Annual Statistical report from the Office of Professional Standards (OPS).

18. Deputy Director's report, Kevin Kempf

- ❖ The Incident Command System (ICS) for assuming operations of ICC is in place and working well with Chief Jeff Zmuda at the helm.
- ❖ Kempf highlighted the steps being taken with the ICC transition.  
Goal 1: On site visits, inventory, staffing, POST orders, and operations.  
Goal 2: Stabilize the population with a slow and steady message.  
Goal 3: Provide meaningful opportunities with education, vocational education and Correctional Industries.
- ❖ The focus is on partnering with the staff and the inmates to make slow and steady changes over time.
- ❖ The ICC transition team meets every Thursday morning, and the ICC Operations meeting is held every Tuesday morning.

19. Director's report, Brent Reinke

- ❖ Chief Zmuda updated the board on the classification project. The Prison Division is centralizing classifications to reduce the number of errors and maintain consistency. Two additional staff have been hired to start this process.
- ❖ Sharla Means reported on the POST academies scheduled for 2014. IDOC is on track to have 50 candidates in each academy. HR has also committed to 100% accuracy with information contained in the POST packets.
- ❖ Means also advised that when the academies were changed from five to four weeks the firearms training was removed from the POST schedule and put in as an in-service training. Making this change will allow IDOC to target the correct individuals for this

training. Items have also been moved to the new employee orientation, such as Mission, Vision, Values.

- ❖ Director Reinke thanked Adam Jarvis for the hard work he has done surrounding the governor's budget recommendations.
- ❖ The board was presented with the IPREA standards along with the Governor's Executive order surrounding IPREA.
- ❖ The board members were each given a pedometer and informed of the Thrive Idaho program the State of Idaho has instituted.
- ❖ The Director asked the board to have a discussion regarding a possible name change when assuming operations of the Idaho Correctional Center. Director Reinke indicated that a name change could be used to symbolize a new beginning. Chair Sandy asked that staff suggestions be discussed at the next board meeting.
- ❖ The Association of State Correctional Administrators, (ASCA), has asked IDOC to document the history of ICC from beginning through the transition.

20. The next Board meeting is scheduled for March 13, 2014 at 8:30 am.

21. Adjournment

**Vice-Chair McClusky motioned to adjourn the meeting. Secretary Van Tassel seconded. Motion passed unanimously.** Meeting was adjourned at 3:30 p.m.

Submitted by:

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Kathryn Dayley, Management Assistant

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Date

Approved by:

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Robin Sandy, Chair

\_\_\_\_\_  
Date