



C.L. "Butch" Otter
Governor

BOARD OF CORRECTION

To promote a safer Idaho by reducing recidivism

Robin Sandy
Chair

David McClusky
Vice-Chair

J.R. Van Tassel
Secretary

Board of Correction Meeting Minutes

March 27, 2014 – 9:00 a.m. – 4:00 p.m. MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, 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

Debi Jessen, Administrative Assistant

Jeff Zmuda, Division Chief, Prisons

Pat Donaldson, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Mark Kubinski, Lead Deputy AG

Sharla Means, Manager, Human Resources

Alan Anderson, Division Chief, Correctional Industries

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

- I. Call to order
 - ❖ Chair Sandy called the meeting to order at 9:05 a.m.
- II. Welcome and introductions
 - ❖ Chair Sandy welcomed everyone in attendance and introductions were made around the room.
- III. Board of Correction meeting minutes approval
 - ❖ Secretary Van Tassel motioned to approve the minutes from the February 5, 2014 Board of Correction meeting. Vice-Chair McClusky seconded the motion. Motion passed unanimously.
- IV. ICC update, Assistant Warden Juan Ibarra
 - ❖ Ibarra provided an update on Program participation as of February 28, 2014. He stated that there are 185 offenders currently enrolled in the GED program and 12 have completed the program so far this year. Twenty-four Spanish speaking offenders have enrolled in the INEA program and 7 have completed it.
 - ❖ Vocational education currently has 170 offenders enrolled and 64 have completed programs; 53 offenders are currently working through the SOTP program and 5 have completed the program already this year.
 - ❖ The Therapeutic Community has 192 currently enrolled with 31 completions; the RDAP program has a current enrollment of 48 with 8 completions; and the TCU has 31 currently enrolled and 22 completions.

- V. CAPP update, Warden Brian Finn
- ❖ Finn provided an update on facility statistics for the current year. He stated that the average population enrolled in programming is 237 and that 73% of the population is currently enrolled in programs for the year.
 - ❖ He stated that since opening in July 2010, they have had 4,818 intakes, and the average facility count is 415.
 - ❖ Finn stated that there have been three offender on offender assaults and no positive urine analysis results since opening.
 - ❖ Finn shared that the CAPP facility has been selected as a finalist for the MTC Innovative Practice award with their Cognitive Skills program. In this program offenders have completed over 15,000 program hours in addition to their regular program hours.
- VI. Corizon update, Regional Director Tom Dolan
- ❖ Rolly Maldonado, Chief Operations Officer for the Western Region provided an update on the possible per diem adjustment based on Medicaid reimbursement.
 - ❖ Education, Treatment and Reentry Chief Shane Evans stated that the Department of Administration, Division of Purchasing is currently reviewing the contract with the AG's office.
 - ❖ Connie Smock, Regional Director of Nursing, updated the Board on the ICC transition. She stated that they have identified the equipment they will purchase, what supplies they will need and discussed the staffing plan. Corizon will be taking a more active role in the delivery of Behavioral Health services.
 - ❖ Smock discussed the provider network and specialty referral process and that Pharmacorr will be providing the medications for offenders with the new contract.
 - ❖ She stated they are interviewing current nursing staff at ICC and those selected will be trained to the new processes. In addition, key clinicians and nursing staff will begin June 1, 2014, to become familiar with the facility and processes to insure a smooth transition.
 - ❖ Smock stated that James Fairgrave has been hired as the Reentry Coordinator and he will work with community partners to ensure offenders have a place to parole out to. A Reentry website is being created to provide offenders with information as to what is available to them in the community they are paroling out to.
 - ❖ Dolan discussed the electronic medical record (EMR) and stated that the current IT system cannot support the new EMR without a bandwidth upgrade. An upgrade has been approved; however, the funding is not available until July 1, 2014. The upgrade will take between 30 and 45 days from the date the order is placed. It is anticipated that Pocatello, Saint Anthony, and the Idaho Falls CWC will be completed in July, and SBWCC and SICI PRC will be complete in August. ICIO and NICI will follow in September, and the South Boise complex including ICC will be on board in October.
- VII. Plaque presentations, Director Brent Reinke
- ❖ Reinke presented plaques to the new leaders in the Division of Prisons and Probation and Parole.
 - ❖ Keith Yordy, Warden at ISCI was presented with a plaque and Prison Division Chief Jeff Zmuda provided a brief history of Yordy's 28-year career with the Department.
 - ❖ Jeff Kirkman, Warden at PWCC was presented with a plaque and Zmuda provided a brief history of Kirkman's varied career with IDOC.
 - ❖ Casandra Crowell, District 3 Manager, was presented with a plaque and Probation and Parole Division Chief Henry Atencio provided a brief history of her career with the Department.

VIII. Leadership updates

- ❖ Education, Treatment and Reentry Division, Chief Shane Evans
 - Evans discussed the transition of ICC and that the Department is working with Corizon to develop the infrastructure for the EMR. He stated that the challenges being faced are with timing and the procurement process.
 - He discussed a program that will allow offenders returning to the community to pay a small monthly fee and receive their medication free until they are able to afford the cost.
 - Evans provided a brief snapshot of the continuous quality improvement process and how data is captured.
- ❖ Probation and Parole Division, Chief Henry Atencio
 - Atencio stated that Phase I of the Justice Reinvestment Act is complete which involved several meetings between Department staff and criminal justice partners.
 - He said there will be changes to 20 statutes and IDAPA rules will need to be drafted for a behavior matrix with graduated sanctions and rewards as well as the limited supervision unit.
 - Atencio stated that funding provided by the Justice Reinvestment Act will allow the Department to move 19 Probation and Parole officer positions from the Cost of Supervision fund to the general fund, and provide five new positions for the division. Also, funding is available for training and a web based offender reporting system.
 - Phase II has begun and the CSG staff are helping with policy development and rule making. Atencio stated that a one-time grant of \$500,000 is available through the Bureau of Justice Assistance, but that it will be between six and nine months before the funds are received.
 - Atencio discussed the organizational chart for Phase II which consists of an Oversight Committee, Steering Committee, and Issue Specific teams.
 - Atencio discussed the rules for offenders wishing to participate in Interstate Compact. He shared that Idaho is known as an export state due to the 1700 offenders that are being supervised by other states opposed to the 590 offenders that Idaho is supervising.
 - He stated that there are challenges as any parole violations must have nation-wide warrants and the cost of extradition lies with the county or the Commission of Pardons and Parole.
 - Atencio shared that due to the collection of cost of supervision from offenders, the Department has been able to fill the last three vacancies.
- ❖ Prisons Division, Chief Jeff Zmuda
 - Zmuda discussed the transition process for ICC and stated that the positions of Warden, Deputy Wardens of Operations and Security, and the Management Assistant have been filled. Currently, the positions of Captain and Administrative Support Manager are in the hiring process and once they are filled the management team will be complete. He stated that the Department will be hiring 350 positions, 276 of which are security positions.
 - Zmuda shared that the facility is currently using a different phone system and there have been some difficulties converting dedicated lines to our vendor. In addition, the radios being used at ICC are on UHF, and they are not compatible with the VHF radios used by the Department; there is a substantial cost to convert the system.
 - In April, there will be a meeting with Corrections Corporation of America (CCA) officials to determine what furniture, fixtures and equipment belongs to the Department and what belongs to CCA.
 - Zmuda shared that Pocatello Women's Correctional Center (PWCC) is celebrating its 20th anniversary and has events scheduled for April 16 and 17, 2014.

- Idaho Correctional Institution – Orofino is celebrating 30 years and will hold events on April 24, 2014. Idaho State Correctional Institution will have events celebrating the 40th anniversary of the facility on August 8, 2014.
 - ❖ Human Resources, Sharla Means, Manager
 - Means stated that HR is gathering resources to ensure a smooth transition with ICC. They are hiring additional staff and reconfiguring space to accommodate the new positions.
 - She discussed the challenges with assisting ICC employees to understand the state hiring process and to encourage them to apply for positions.
 - Means discussed the new change in employee compensation for staff and stated that the Department will have the plan to the Division of Financial Management by April 8, 2014, and it will include ongoing increases and bonuses for staff based on merit.
- IX. Renaming of ICC
- ❖ Director Reinke asked the Board to consider renaming Idaho Correctional Center to Idaho State Correctional Center (ISCC).

Vice-Chair McClusky motioned to accept the recommendation from the Director to change the name of the Idaho Correctional Center to the Idaho State Correctional Center. Secretary Van Tassel seconded. Motion carried unanimously.

- X. Executive session
- Secretary Van Tassel motioned to adjourn to executive session at 11:55 a.m. pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Vice-Chair McClusky 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.

- XI. Regular session
- Secretary Van Tassel motioned to move out of executive session. Vice-Chair McClusky seconded. Motion carried unanimously. Returned to regular session at 12:30 p.m.**

- XII. Leadership updates, continued
- ❖ Management Services Division, Chief Pat Donaldson
 - Donaldson discussed the general fund and operating expense totals for each division. He provided information relating to the FY14 supplementals and FY15 enhancements.
 - Donaldson discussed the ICC transition and the equipment and fixtures to determine what the Department desires to purchase. He shared that there are areas in which the State wants repairs completed prior to the end of the fiscal year.
 - The current food service vendor will remain in place until an evaluation of the cost and a decision can be made whether to continue to use a private vendor or use state run services at the institution.
 - Donaldson discussed the telephone and kiosk contract and said the current contract will expire December 31, 2014. The contract will be open for bids in June 2014, and the goal is to have the contract awarded in October 2014.
 - Donaldson discussed the move of the IT data center to the State Controller's office and the security the move provides to the system.

- ❖ Correctional Industries Division (ICI), Chief Alan Anderson
 - Anderson provided a financial overview of the division and discussed some of the issues contributing to the 7% decrease in sales.
 - He discussed the need to complete repairs to the buildings that were traded to the Department when the new warehouse was built. He is asking the Board to approve a one-time expenditure of \$43,263 to complete them.

Secretary Van Tassel motioned to authorize the \$43,263 expenditure to repair the warehouse spaces vacated by Correctional Industries prior to the Department moving in. Vice-Chair McClusky seconded the motion. Motion passed unanimously.

 - Anderson discussed the review of staff positions to assure the classifications are appropriate and are conducting an independent audit of commissions paid in previous years to determine if there is any validity to allegations of irregular pay.
 - S1374aa which provides for inmate agricultural labor was passed this session and he is evaluating the impact and how best to manage an agricultural inmate workforce throughout the state.
 - Anderson discussed the decrease in sales from the garment shop at PWCC and they are developing a plan to increase profitability. He shared the accomplishments of ICI and some of the upcoming events.

XIII. Quality Assurance, Chris Tucker, Manager

- ❖ Tucker presented information gathered during his study of the causes of staff separation from the Department.
- ❖ Based on the information presented in the report, the Department will take a closer look at ICI-O to determine how best to slow the turnover rate at that facility.

XIV. Director's Office and Director's update, Director Brent Reinke

- ❖ Reinke discussed the bills passed this legislative session and the impact each will have on the Department.
- ❖ He provided the Board with a copy of the Back to Basics schedule and invited them to attend any of the sessions in their area if they had time.

XV. Next Board meeting, date, time and location

- ❖ The next Board meeting will be held May 21, 2014, at Central Office.

XVI. Adjourn

Secretary Van Tassel motioned to adjourn the meeting. Vice-Chair McClusky seconded the motion. Motion passed unanimously.

Meeting was adjourned at 3:45 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chair

Date