



C.L. "Butch" Otter
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

October 12, 2012 – 8:30 a.m. – 2:30 p.m. MT
Idaho Correctional Industries
1301 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Jay Nielsen, Vice-Chair

J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

Members Absent:

Robin Sandy, Chair

Others Present:

Brent Reinke, Director

Debi Jessen, Administrative Assistant

Kevin Kempf, Division Chief, Operations

Tony Meatte, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Mark Kubinski, Lead Deputy AG

Teresa Jones, Administrative Support Manager

Marty Thomas, General Manager, CI

Will Fruehling, Chief Investigator

Shane Evans, Division Chief, Education, Treatment & Reentry

Olivia Craven, Director, Commission of Pardons and Parole

See attached attendance list

1. In Chair Sandy's absence, Vice-Chair Nielsen called the meeting to order at 8:28 a.m. in the executive conference room at Correctional Industries.
2. Welcome and introductions
 - ❖ Introductions were made around the room.
3. Board of Correction meeting minutes approval
Secretary Van Tassel motioned to accept the minutes from the September 14, 2012, Board meeting. Vice-Chair Nielsen seconded the motion. Motion carried unanimously.
4. Board of Correction award/recognition, Chief Kevin Kempf
 - ❖ Five members of the southern region Critical Incident Stress Management team were recognized for their service to staff for incidents that have occurred over the last three months.

5. Mandatory supervision, Chief Henry Atencio and Chief Shane Evans
 - ❖ The Department is developing a Community Transition Program (CTP) which will provide a best practice method of reintegration for offenders who have refused programming and are within 12 months of completing their full-term sentence. There are 646 offenders that will be eligible within the next 18 months.
 - ❖ The program will focus on residence stabilization, development of employment opportunities, community support systems and connection to community services.
 - ❖ Commission of Pardons and Parole Director Olivia Craven stated that the Parole Commission is supportive of the program, and they like the vetting committee that will assess each candidate for the program.
 - ❖ Chief Kempf said there is some concern that it will appear that the Department is releasing offenders early and that it may be difficult to get buy-in from some offenders.

6. Idaho Correctional Industries (ICI) update, Marty Thomas, General Manager
 - ❖ Thomas presented a historical look at Correctional Industries and discussed the different systems used by Prison Industries. He provided a copy of the vision of ICI and detailed projects that leadership is working on. He stated that ICI is recognized as one of the national leaders in correctional industries.
 - ❖ Colleen Zahn, Deputy Attorney General, briefed the Board on Idaho Code, sections 20-403, 20-404, and 20-408 dealing with the Correctional Industries Act that govern the Board's responsibility to ICI.
 - ❖ Thomas will bring a copy of the ICI financial statement to the next Board meeting.

7. Office of Professional Standards (OPS) update, Will Fruehling, Chief Investigator
 - ❖ Fruehling provided an update on the number of cases conducted and the number of staff sexual misconduct cases recently. He briefed the Board on the status of background investigations since the recent transfer from Human Resources.

8. Leadership updates
 - ❖ Prisons Division, Chief Kevin Kempf
 - ◆ Kempf shared that the Federal Bureau of Prisons provided training for the Department's Crisis Negotiation Team.
 - ◆ Rod Leonard, Correctional Program Coordinator, is leading the zero-based budgeting project for the division of Prisons; the project is currently within the timeframe specified by the Governor's office.
 - ◆ Idaho Correctional Institution Orofino and Pocatello Women's Correctional Center will implement 12-hour posts for some positions beginning January 2013.
 - ◆ Kempf stated that food service managers will now report directly to the warden and that they will be in Boise on October 24, 2012, to reestablish expectations for the group.
 - ❖ Probation and Parole Division, Chief Henry Atencio
 - ◆ Atencio shared that the Department was able to allocate \$50,000 to pay overtime to process the backlog of Pre-Sentence Investigations.
 - ◆ The division is currently seeking volunteers to help monitor low-risk offenders under the guidance of department staff. A new monthly report is being developed for this class of offender that is more condensed than the current report used by offenders.
 - ◆ Atencio shared his philosophy of "do no harm". He stated that while offenders will be held accountable for their actions, alternative sanctions should be considered when an offender is gainfully employed.
 - ◆ He shared information related to the staff suicide that occurred in Coeur d'Alene.

- ❖ Management Services Division, Chief Tony Meatte
 - ◆ Meatte informed the Board that John Rigby has been hired as the new IT Information Services Manager. He stated that John had been working at the Department as a contractor for approximately five months.
 - ◆ The Office of Legislative Services is working on the Departments Comprehensive Annual Financial Report and hopes to have it completed within five weeks.
 - ◆ The state has awarded the purchasing card contract to Bank of America and new cards will be issued to staff who currently hold a p-card.
 - ◆ The Department owned housing in Cottonwood has been sold to Ironwood Investors, LLC; we are waiting for the final closing documents from the Department of Lands. Improvements to some of the housing has already begun.
 - ◆ Meatte stated that the initial 250 inmates have been moved to the Kit Carson Correctional Center, and there have only been minor incidents.
 - ◆ Corrections Corporation of America has implemented an action plan to resolve the security concerns at Idaho Correctional Center, contract monitors have reported a noticeable improvement in security practices.
 - ◆ The Contract Administration Unit is continuing to work on the request of information (RFI) and request for proposal (RFP) for the medical contract.
 - ◆ Meatte stated that work is continuing between Education, Treatment and Reentry and the Department of Health and Welfare on the RFP for the Substance Use Disorder unit. The target date for completion is January 2013.
- ❖ Director's office, Teresa Jones, Administrative Support Manager
 - ◆ Jones provided a copy of the Fall Brief Sheet and a copy of a new pamphlet with a brief overview of the Department.
 - ◆ She presented a copy of the new social media policy that the Department has adopted and shared some of the concerns that led to the policy.
 - ◆ Jones updated the Board on the recent changes in staffing in the Director's office.

9. Executive session

Secretary Van Tassel motioned to adjourn to executive session at 12:21 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 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.

10. Regular session

Secretary Van Tassel motioned to move out of executive session. Vice-Chair Nielsen seconded. Motion carried unanimously. Returned to regular session at 12:40 p.m.

- ❖ Director Craven spoke briefly regarding the positive relationship that exists between the Department and the Commission of Pardons and Parole. She invited the Board to join the Commission's quarterly business meeting on October 26, 2012. The meeting will be held at the Commission office.

11. Director's report, Director Brent Reinke

- ❖ Reinke provided a copy of a public record request from the ACLU, they are requesting information relating to the confinement of mentally ill individuals.
- ❖ He updated the Board on the legislators that he has met with and briefed on the secure mental health facility.
- ❖ Reinke shared the director's count sheet for October 12, 2012, and pointed out those facilities with high percent of capacity numbers.
- ❖ Reinke discussed the RFI for the medical contract that is being published today.

12. Next Board meeting date, time and location confirmation

- ❖ The next Board meeting will be held jointly with the Commission of Pardons and Parole quarterly business meeting on October 26, 2012. The location will be the Commission office on Elder. The start time will be confirmed later.

13. Board members departed on a tour of the new ICI warehouse being built and the maintenance building.

14. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Meeting adjourned at 2:24 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Jay Nielsen, Vice-Chair

Date