



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

October 15, 2013 – 9:00 a.m. – 4:00 p.m. MT
Idaho Department of Environmental Quality (DEQ)
1410 N. Hilton, Boise ID 83706 – C and D Conference Rooms

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

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

Marty Thomas, Division Chief, Correctional Industries

Jeff Zmuda, Division Chief, Prisons

Sharla Means, Manager, Human Resources

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

1. Call to order

- ❖ Chair Sandy called the meeting to order at 9:00 a.m.

2. Welcome and introductions

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

3. Message from the House of Representatives

- ❖ Mark Warbis, Governor's office Director of Communications, read a letter to the Board requesting they allow the Department to submit a proposal to manage the Idaho Correctional Center. The letter was signed by many members of the House of Representatives.

4. CAPP update, Deputy Warden Angie Norton

- ❖ Norton introduced Mike Gililand, Deputy Warden of Operations.
- ❖ She shared that there have been 756 successful completions in 2013 and since opening in July 2010, there have been 2,987 successful program completions.
- ❖ Norton expressed appreciation for the Department's cooperation in allowing six officers to attend the current academy.
- ❖ Norton provided a copy of programs that are available at CAPP.

5. ICC update, Warden Jason Ellis

- ❖ Ellis shared that there are currently 173 offenders enrolled in the GED program and 83 have completed the program this year. The GED passing rate is 92%. He stated that

they are also providing limited educational services to 47 offenders in segregation and close custody.

- ❖ Ellis stated that the Sex Offender Treatment Program has a current enrollment of 58 and 13 offenders have completed the program this year.
- ❖ He shared that the facility is enforcing the lock-in/lock-out policy every hour at 15 minutes after the hour. Ellis stated that six staff members have been sanctioned for violating policy and approximately 60 DOR's have been written to inmates that fail to follow rules.
- ❖ Ellis shared that the facility was audited by the American Correctional Association the week of September 30 through October 2, 2013. He stated that they met all 57 mandatory criteria and 434 of the 435 non-mandatory criteria for an overall score of 99.8%.

6. Medical RFP, Natalie Wolfe, Business Support Manager

- ❖ Wolfe presented the scoring results for the medical contract. She stated that the RFP had 2 per diem requests. One includes all inmates in the care and custody of the Department within Idaho and the second excludes the inmates at ICC. Division chief Pat Donaldson provided information on budget requests pertaining to the medical contract and private prison. Representative Darrell Bolz made comments regarding the two per diem options.

Secretary Van Tassel motioned to proceed with per diem option one which includes providing medical services at Idaho Correctional Center. Vice-Chair McClusky seconded. Motion carried unanimously.

7. Legislative presentation

- ❖ Sharla Means, HR Manager, presented information to the legislators relating to staff recruitment and retention.
- ❖ Prisons Division Chief Jeff Zmuda provided a profile of a correctional officer and the responsibilities and duties they perform daily.
- ❖ Idaho State Correctional Institution (ISCI) Warden Randy Blades spoke briefly regarding senior correctional officers (CO). He stated that he values the professionalism exhibited by these officers and he values their input.
- ❖ Director Reinke provided information on the data driven population facility needs plan (1-3-5-7). South Boise Women's Correctional Center Warden Shannon Cluney provided information gathered relating to the possible conversion of South Idaho Correctional Institution (SICI) North Dorm to a female facility.
- ❖ Connie Cruz, Marketing Director, Management Training Corporation, presented information relating to the expansion of CAPP and the benefits of expanding. Russell Moorhead, Vice President, LCA Architects, presented drawings showing the footprint of the expansion.
- ❖ Education, Treatment and Reentry Division Chief Shane Evans provided information relating to the secure mental health facility and the option of converting ISCI Unit 15 to a stand-alone unit for male mental health offenders.
- ❖ Warden Cluney provided information regarding the option of converting SICI entirely to a female facility.
- ❖ Correctional Industries Division Chief Marty Thomas provided information on possible new Correctional Industries (CI) training programs. Director Reinke stated that he would like to bring the commissary function in-house and allow Correctional Industries to provide the service.

8. Executive session

Secretary Van Tassel motioned to adjourn to executive session at 12:05 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. 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.
9. Regular session
Secretary Van Tassel motioned to move out of executive session. Vice-Chair McClusky seconded. Motion carried unanimously. Returned to regular session at 1:05 p.m.
10. Board of Correction meeting minutes approval
Secretary Van Tassel motioned to accept the meeting minutes from August 15, 2013. Vice-Chair McClusky seconded the motion. Motion passed unanimously.
11. Board of Correction Award/Recognition, Chair Sandy and Director Reinke
 - ❖ Director Reinke and Board members thanked administrative assistant Debi Jessen for the support she has provided to the Board for the past six years.
12. Leadership updates
 - ❖ Division of Prisons, Chief Jeff Zmuda
 - ◆ Zmuda discussed the scheduled CO academies for 2014 and shared information concerning the joint core academies which include both CO's and probation and parole officers (PO)
 - ◆ He provided information relating to special teams within the Department and shared that the Correctional Emergency Response Team (CERT) was recently invited to participate in training with local law enforcement.
 - ◆ Zmuda stated that the new port of entry building will be operational by the end of October 2013, and that there are four levels of protocol.
 - ◆ He provided information on the new fence detection systems that are being installed at Orofino and Idaho Maximum Security Institution.
 - ◆ Zmuda shared information relating to the harvest yield from the garden at SICI.
 - ❖ Division of Probation and Parole, Chief Henry Atencio
 - ◆ Atencio shared that 11 PO's recently graduated from the academy which will help with caseloads in the districts.
 - ◆ He stated that a letter was sent to offenders explaining the requirements for the DNA statute. He shared that the courts would like to have a note in the presentence investigation report stating if the offender needs a DNA sample and/or a thumbprint.
 - ◆ Atencio stated that there have been issues with getting the kits to take DNA samples and that part of the kit has been backordered by the manufacturer.
 - ◆ Atencio stated that all district offices have fully implemented the 19-2524 process and all offenders that come into the office receive the GAIN core assessment.
 - ◆ He shared that the Web Infrastructure for Treatment Services (WITS), an online treatment record, is on-line and fully functional.
 - ◆ Atencio discussed the staff shortages experienced in District 4 due to staff retirements and staff accepting other employment opportunities. He stated that they have five new POs proceeding through their field training program and the fugitive recovery officers and training staff at Central Office are helping with home visits and some FTO duties.
 - ❖ Division of Management Services, Chief Pat Donaldson

- ◆ Natalie Wolfe, Business Support Manager, provided an update on the letter of intent to award the medical contract to Corizon. She stated that a five-day period for appealing the decision will begin and the contract will be awarded on October 24, 2013.
- ◆ Donaldson discussed the ICC contract and the plans being developed to ensure a smooth transition to the new vendor.
- ◆ Donaldson stated there are two additional contracts; one for religious activities and volunteer coordinators with Three Oaks Life Transformation and the contract with Kit Carson Correctional Center (KCCC); are up for renewal and staff recommends extending both contracts until July 1, 2015.

Secretary Van Tassel motioned to extend the religious activities contract with Three Oaks Life Transformation and the contract to house offenders at KCCC until July 1, 2013. Vice-Chair McClusky seconded. Motion passed unanimously.

- ◆ Donaldson discussed a request for proposal for the offender phone system, commissary and inmate banking.
- ❖ Division of Education, Treatment and Reentry, Chief Shane Evans
 - ◆ Evans shared that the Department has received notification from Judge Carter in the Balla case and the Director commended Evans on the effort he has put forth.
 - ◆ Evans stated that the implementation of WITS is going to change the way offenders in the community receive treatment and stated that there is a component to assure the offenders receive quality care.
 - ◆ He shared that the Khan Academy developed a stand-alone system to provide education services to those without internet access. He stated that the Department is the first correctional system to use the program.
 - ◆ Evans stated that the final implementation of Pathways should be March 2014.
- ❖ Division of Correctional Industries, Chief Marty Thomas
 - ◆ Thomas shared copies of the FAQ prepared for legislators.
 - ◆ He provided the Board with copies of the financial statements for July and August.
 - ◆ Thomas discussed the ongoing process of reevaluating position classifications at CI.
- ❖ Director's office, Teresa Jones, Administrative Support Manager
 - ◆ Jones discussed the current performance measures and provided copies of the most recent brief sheets given to legislators.
 - ◆ She shared the Department is working on ways to inform the general public of events that have an impact on them. For example; if visiting is canceled at a facility, a notification can be placed on the website to alert families. In November 2013, facilities will begin notifying the public that information of that type will be available on the website.
 - ◆ Jones introduced Kathy Dayley, the new management assistant in the Director's office. Dayley provided the Board with a brief history of her background.

13. Director's report, Director Brent Reinke

- ❖ Deputy Chief Kevin Kempf updated the Board on the progress of the Council of State Governments study. He stated that there will be two meetings in October and that members of the executive branch from South Dakota will be attending one of the meetings. Kempf stated that recommendations are expected in November 2013.
- ❖ Reinke shared that the Kootenai County sheriff is planning to build a new larger facility and is asking the Department to commit to using 50-100 beds.

Chair Sandy motioned to send the Kootenai County Sheriff a letter of interest for using 50 beds. Vice-Chair McClusky seconded. Motion passed unanimously.

- ❖ Reinke provided information on the expansion of the SAUSA project to include northern and eastern Idaho and shared the projected budget. He stated that the office is looking for support for the expansion.

14. Next Board meeting date, time and location confirmation

The next Board meeting is scheduled for November 6, 2013 at Central Office.

15. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Vice-Chair McClusky seconded. Motion passed unanimously. Meeting was adjourned at 2:55 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chair

Date