



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

December 6, 2012 – 11:00 a.m. – 5:00 p.m. MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy, Chair

Jay Nielsen, 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, 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

Sharla Means, Manager, Human Resources

See attached attendance list

1. Call to order

- ❖ Chair Sandy called the meeting to order at 11:00 a.m.

2. Welcome and introductions

- ❖ Introductions were made around the room.

3. Board of Correction meeting minutes approval

Vice-Chair Nielsen motioned to approve the minutes from the October 12 and October 26, 2012, meetings. Secretary Van Tassel seconded the motion. Motion passed unanimously.

4. Awards and recognition

- ❖ Correctional officer (CO) Mike Kaschmitter from North Idaho Correctional Institution (NICI) was recognized with a Silver Cross for his life-saving efforts during an incident in which an offender was choking and officer Kaschmitter was able to dislodge the obstruction. Officer Larry Childers, from NICI, was traveling back to the facility and came upon a vehicle fire with senior citizens and children around the vehicle. He was able to move the family to a safe distance and extinguish the fire; he was also honored with a Silver Cross.

5. Leadership updates

- ❖ Division of Prisons, Chief Kevin Kempf

- Kempf stated that the uniforms for correctional officers will be changing to allow staff more comfort while performing day-to-day activities. The new uniforms will be black tactical shirts and beige pants which are similar to the uniforms being worn by probation and parole officers. Badges and rank bars will be embroidered on the shirts to reduce the amount of metal coming into the facilities. The move to new uniforms will save the Department approximately \$63,000.

- Terry Kirkham has been promoted to Deputy Division Chief of Probation and Parole creating a warden vacancy at South Idaho Correctional Institution (SICI). Steve Little will move to SICI as warden and Jim Woolf will move to St. Anthony Work Camp leaving a warden vacancy at Pocatello Women's Correctional Center (PWCC). An announcement has been posted and will close on December 7, 2012.
- Kempf said the Division of Prisons is looking at the culture of the facilities with a plan to professionalize the culture and remove the "good old boy" mentality.
- He stated PWCC, NICI and Idaho Correctional Institution Orofino will begin working 12-hour shifts beginning in January.
- Kempf shared that the check station at the south Boise complex is being built. At this time it will not be staffed continuously, but will be staffed at different times throughout various days. When staffed, all cars will be stopped upon entering the complex; this will reduce the number of cars that drive in to drop contraband.
- Tim Higgins, Deputy Warden in Contract Facility Oversight, shared with the Board that a volunteer working with the dog program at Idaho Correctional Center, Nelson Gross, has bequeathed his money to create an area that would be used by the dog program to clean the dogs during winter months. Mr. Gross has cancer and believes strongly in the program.
- ❖ Division of Probation and Parole, Chief Henry Atencio
 - Atencio shared that Cheryl Iseri was promoted to Program Coordinator and that Keith Thomas was promoted into her vacant Administrative Assistant (AA) 2 position.
 - He stated that the cost of supervision (COS) fund has increased and stabilized allowing the Department to fill three of the vacant positions that are funded by COS.
 - Atencio stated that the volunteer for the limited supervision program has been selected and low-risk offenders will be moved to that caseload.
 - Atencio shared that he has been meeting with the district managers and he is trying to determine what the culture is at each district office.
 - Olivia Craven, Executive Director of the Commission of Pardons and Parole, shared that the commission has reinstated to parole many of the offenders who had been waiting for violation hearings due to the amount of time.
- ❖ Division of Management Services, Chief Tony Meatte
 - Meatte stated that IT is working to improve the backup process for the computer system and that Windows XP will no longer be supported after April of 2014.
 - He stated that Contract Services has issued the Request for Proposal for the Substance Use Disorder program. The contract oversight manual is complete and will be reviewed within the next 30 days.
 - Meatte said that the construction manager, Mike McCabe, is working with the facilities to change out the lighting which will lead to a significant savings for the Department.
 - Currently, there are 248 offenders being housed out of state and that monitors are traveling to Colorado every week. The frequency will be reduced to every other week as there have been very few incidents involving IDOC offenders.
- ❖ Human Resources (HR), Sharla Means, Manager
 - Means stated that a new HR Specialist Sr. has been hired. Cody Carlson will be working to create a new hire orientation program.
 - Means shared that in 2012, 131 COs were trained through POST. Of those, 18 have already separated from the Department. For each officer it costs \$14,000 to send them to POST and the cost increases if the staff member travels from another location.
 - She shared information from a statewide survey of employees dealing with compensation. Means shared that the statewide compa-ratio is 84.8% while the Department's is 77.2%. The average pay rate statewide is \$19.47 and the Department's is \$17.48. She also stated that the statewide turnover rate is at 12.9% while the Department's rate is 14%.

- ❖ Director's office, Teresa Jones, Administrative Support Manager
 - Jones stated that the new AA2 in the Director's office is Sue Kinney, who moved from District 5.
 - The Department has scheduled a virtual tour at the Capitol on January 8, 2012, from 10 a.m. until 2 p.m. for legislators.
 - Jones discussed the proposed legislation being prepared by the Department.
 - Jones presented Board members with the most current edition of *Doc Talk*.
6. Recognition of Vice-Chair Jay Nielsen
 - ❖ Board members, current and former as well as guests, shared comments regarding Vice-Chair Nielsen's service on the Board of Correction. Nielsen also gave comments and thanked everyone.
 7. Executive session

Secretary Van Tassel motioned to adjourn to executive session at 12:40 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 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.
 8. Regular session

Vice-Chair Nielsen motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried unanimously. Returned to regular session at 1:45 p.m.
 9. Employee compensation, Sharla Means
 - ❖ Means presented the Department's compensation philosophy and discussed the goals. She also shared how the salary savings are being disbursed throughout the Department.
 10. Offender statistics, Cathy McCabe, Research Supervisor
 - ❖ McCabe presented the offender population overview for FY13 through November 31, 2012. She discussed capacity and special beds and the difficulty of trying to operate at 99% due to the different specialty beds required.
 11. Correctional Industries (CI), Marty Thomas, General Manager
 - ❖ The Board discussed options for integrating CI into the leadership structure of the Department. **Vice-Chair Nielsen motioned to make the Board of Correction the appointing authority for Correctional Industries. Further, the Board grants authority to the Director of the Idaho Department of Correction to treat Correctional Industries as another division within the Department. The Correctional Industries General Manager will report directly to the Director and will be a member of the Department's core leadership team. The Department will provide support services to include legal and human resource services as needed. The new structure will be effective immediately. Secretary Van Tassel seconded. Motion carried unanimously.**
 - ❖ Thomas introduced Lee Whitehead, the financial manager for CI.
 - ❖ He shared comments from attendees of the company meeting regarding Dr. Zimmerman's presentation.
 - ❖ Thomas stated that CI has been approached by the Wyakan Warrior Foundation to sponsor the program and help fund scholarships.

12. Director's update, Director Brent Reinke
- ❖ Reinke discussed an Federal Communications Commission initiative that will stop the collection of fees for telephone calls. He stated that currently, 24 staff positions and some operating expenses are financed by the fees collected through commissary and phone calls.
 - ❖ Reinke stated that legislation is being proposed to add an \$8.00 charge to any new or used car sale to help fund ILETS. The Department has been asked for a letter of support for this legislation.
Secretary Van Tassel motioned to allow the Director to send a letter of support for the ILETS fee of \$8.00. Vice-Chair Nielsen seconded. Motion carried unanimously.
 - ❖ Reinke discussed an amendment that the Department is proposing to Idaho Code, section 39-604 relating to the examination of inmates. The requested change would eliminate the requirement to perform an HIV test on inmates upon release.
Secretary Van Tassel motioned to support the proposed amendment Idaho Code, section 39-604, to eliminate the requirement to perform an HIV test on inmates upon release. Vice-Chair Nielsen seconded. Motion carried unanimously.
 - ❖ The mobile pill call will begin about December 17, 2012, and will be located away from the medical building.
 - ❖ One staff member will be working on a graduate school project dealing with fees and fines offenders are required to pay while on parole to determine if they are onerous and causing offenders to abscond from supervision.
13. Next Board meeting date, time and location confirmation
- ❖ The next Board meeting will be determined by the Department's presentation to the Joint Finance and Appropriations Committee.
14. Adjournment
Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Meeting adjourned at 4:20 p.m.

Submitted by:

 Debi Jessen, Administrative Assistant

 Date

Approved by:

 Robin Sandy, Chair

 Date