



# BOARD OF CORRECTION

DAVID MCCLUSKY  
Chair

DODDS HAYDEN  
Vice Chair

KAREN NEILL  
Secretary

## MINUTES

### BOARD OF CORRECTION MEETING

August 23, 2019, 9:00 AM –3:45 PM MT

#### Location:

IDOC District 4 Probation and Parole, 10221 W. Emerald Street, Boise, ID 83704

#### Members Present:

Dr. David McClusky, Chair  
Dodds Hayden, Vice Chair  
Dr. Karen Neill

#### Others Present:

Attendee sign in sheet on file

- Call to order
  - ❖ Chair McClusky called the meeting to order at 9:28 a.m. Attendees introduced themselves.
- Action Item - Board of Correction meeting minutes approval

**Vice Chair Hayden moved to accept the July 16, 2019 meeting minutes; Secretary Neill seconded the motion; Vote taken: Chair McClusky – yes, Vice Chair Hayden – yes, Secretary Neill – yes.**
- Division Spotlight – Probation and Parole
  - ❖ Overview of Makeup of P&P Division – Dylan Hobson
    - PowerPoint presentation titled, “Probation and Parole Division”
      - Division Structure
        - a. Chief position is currently vacant. Dylan Hobson is Acting Chief.
        - b. Deputy Chief Greg Lewis oversees
          - i. SUD Treatment
          - ii. Clinicians and DARS
          - iii. Community Reentry Centers
        - c. Deputy Chief Dylan Hobson oversees
          - i. Districts
          - ii. Limited Supervision / Interstate Compact
            - 1.
          - iii. Presentence Investigations
    - ❖ Community Reentry Center Presentation – Greg Lewis, Bruce Wells-Moore
      - PowerPoint presentation titled, “Community Reentry Centers” (embedded in P&P presentation, starts on page 3), handout titled, “Community Reentry Centers (CRCs)”
        - Normal participant of a CRC is a low risk offender, but there are rare exceptions.
        - 4 centers in Nampa, Idaho Falls, Treasure Valley, and East Boise (female)
          - a. Total of 483 beds in the 4 current CRCs
        - 2 additional centers planned
          - a. Twin Falls, to be operational in Fall 2020, goal is 160 beds
          - b. N. Idaho, site not determined, goal is 130 beds, depending on design
        - CRCs Benefit:
          - a. Idaho Taxpayers
          - b. Victims
          - c. Offender families

- d. Employers
- e. Offenders
- f. Idaho Communities
- Bruce Wells-Moore, Nampa CRC Manager, spoke about his facility
  - Located next to State Hospital
  - We advocate for offenders when they cannot
  - Employers are community partners with the CRC to transition offenders from the facility into the community – it’s not just about providing jobs.
  - While offenders are at CRC, they pay fines, fees, and restitution. 20 of 85 current residents are currently paid off on all obligations.
  - Offenders are also able to take classes at CWI, online, etc. to further their education
  - Community service work is a priority. Offenders take pride in being able to give back to the community, and to help local charities such as Brush Up Nampa, etc. One example was a Navy Veteran’s home where additional work needed to be done, offenders raised an extra \$500 and did the additional repairs.
  - Staff morale at CRCs is phenomenal. Staff really enjoy being role models.
- Laurie LaFollette and Dallas Leatham from Special Olympics spoke about their experience with IDOC
  - In 2015, Special Olympics Idaho experienced a huge financial snag. Law Enforcement Torch Run reached out to IDOC to participate. Within 3 months, IDOC participants were able to raise \$100K. During that time, Laurie saw inmates – including those with life sentences – with incredible skills who donated beautiful items that the inmates crafted. Inmates were recognized by Special Olympics and the stories they share about how meaningful it is to them to be able to help is truly touching. CRC inmates also helped to build a haunted house for Special Olympics athletes that helped to raise over \$6000. This partnership has worked so incredibly well. Special Olympics mission is to work with people with intellectual disabilities, and historically, those people were hidden away. Over time, they have learned that given the opportunity, people with intellectual disabilities can succeed in amazing ways. The same principle applies for inmates. We need to remove the labels to help them be successful and battle the negative stereotypes. All inmates are told that Special Olympics wants them to continue to volunteer after their release, and are welcome anytime. Thank you so much for being our partner!
  - Dallas shared that Special Olympics is an environment of acceptance and inclusion. There are so many parallels between those with intellectual disabilities and those who are felons. Both groups start off fearing judgement, but it’s beautiful to see them start to trust, and open up, and work hard. And many of them continue to volunteer after release. “When you give people an opportunity to shine, they will.”
- Gretchen Woodland, East Boise CRC Manager, spoke about her facility
  - 25 workers
  - 65 employers
  - 2500 hours of community service so far this year at Boise Bike Project, food bank, suicide risk prevention project, humane society, VA, etc.
    - a. Offenders recently raised funds to create and distribute over 100 hygiene bags for the homeless
  - Furlough program
  - The Phoenix offers 2/week exercise program
  - Counseling program
  - Visiting center, park, employee events
  - Alumni group recently formed, which is an extremely positive program.
  - Karalee Greely, a resident at EBCRC, shared her personal story
    - a. About 10 years ago, graduated high school, and lost someone very close to her from cancer. Started experimenting with drugs. After a few years, became pregnant, got clean and had a son. Life was good until she had a car accident and ended up self-medicating with heroin. “It ruined my life, and my family.” Arrested for trafficking heroin, sentenced to 3 years fixed

and fined \$10,300. Started at PWCC, and was eventually approved for EBCRC.

- b. A day in my life at a CRC
    - i. Wake up, check schedule
    - ii. Go to work
    - iii. See opportunities for extra activities – church services, etc.
    - iv. Inmates really want to give back to the community. Karalee works for the suicide prevention hotline. Finds it rewarding to respond to calls from people who are struggling, as she didn't feel like she had that kind of resource when she needed it.
    - v. Participates in Toastmasters.
    - vi. Expressed that three years doesn't sound like a long time to be away, but a LOT has changed in her community since she was incarcerated.
    - vii. She will be released from the CRC in 23 days, and be on parole. Looking forward to keeping her job.
    - viii. The Special Olympics presentation was emotional for Karalee, she feels the labels and stigmas are very real.
  - c. Ginger Wright and Dusty Orr provided a quick overview of Advance Practice (AP) class that Karalee will take while on parole.
    - i. Ginger and Dusty role played a scenario of a recently released offender meeting up with an old friend in the community wanting to drag her back into a drug using/selling lifestyle.
    - ii. The most beneficial part of this program is that it teaches offenders skills to use but allows them to tailor them situationally – not every person is going to use the same skills for each situation.
- ❖ Substance Use Disorder (SUD) Update – Greg Lewis
    - Historically about \$7.2M per year to offer treatment to offender population
      - \$500 per incident for treatment seems to be the average amount for successful treatment outcome.
      - January 1, 2020, funding will change when Idaho becomes a Medicaid expansion state. Prescreening process will start November 1, 2019.
    - Medically Assisted Treatment (MAT) Program
      - Working to develop a pilot program at PWCC to offer MAT program while incarcerated.
  - ❖ Presentence Investigation (PSI) Overview and Update – Whitney Ascuena-Bolt
    - PowerPoint presentation titled, "Presentence Investigation"
      - PSI Lifecycle
        - a. Court-initiated process
          - i. Felony-level guilt is established
          - ii. Court orders presentence investigation (PSI)
          - iii. IDOC receives PSI Order and assigns the case
        - b. Investigative Process
          - i. Criminal history
            - 1. NCIC, iCourt, out-of-state courts, police reports
          - ii. Interview
            - 1. Based on client self-reported questionnaire
            - 2. 1-2 hour interview occurs in office, jail, or prison setting
          - iii. Collateral
            - 1. Victim impact statement(s), evaluations, family, records from life-areas
          - iv. Report
            - 1. Comprehensive report with LSI-R & sentencing recommendation
        - c. PSI John Doe
          - i. Whitney gave an overview of her experience conducting a PSI for offender "John Doe" to include all the steps for information

gathering, conducting the interview at the jail, and compiling the report and sentencing recommendation.

- d. Post-sentencing Uses
  - i. Prison – Classification and housing placements, medical/mental health needs, programming, and visitor concerns
  - ii. Parole Board – Criminal history, victim impact statement(s), and historical information
  - iii. Community Supervision – LSI-R, criminal history, victim information, and officer and community safety considerations
- Trends
  - a. Time and Motion Study (2018) concluded that an average PSI report takes 13.4 hours to compile
  - b. Completed PSIs
    - i. 2019 (projected) – 5903 reports
    - ii. 2018 – 6028 reports
    - iii. 2017 – 5633 reports
    - iv. 2016 – 5334 reports
    - v. Since July, 2017, have offered the courts a file review, rather than a full report
    - vi. May see a slight drop in 2019 with option to waive PSI
  - c. Positions and Turnover
    - i. 2019 – 53 positions, 5 turnover
    - ii. 2018 – 51 positions, 12 turnover
    - iii. 2017 – 50 positions, 12 turnover
    - iv. 2016 – 50 positions, 6 turnover
  - d. Investigators above policy per month
    - i. 2019 – 15 of 53 positions
    - ii. 2018 – 18 of 51 positions
    - iii. 2017 – 16 of 50 positions
    - iv. Policy: 10-11 reports per month. Does not allow for vacation, sick time, or state holidays. Ideal would be 8-9 per month.
- Solutions
  - a. Completed since 2017
    - i. Time and motion study
    - ii. Rovers
    - iii. Electronic questionnaire
    - iv. File review format
  - b. In Process
    - i. Video interviewing expansion
    - ii. New PSI format proposal
      - 1. Supreme Court has asked IDOC to come up with a new PSI format. Studied formats from other states; best two were Yamhill County, Oregon and Travis County, Texas
      - 2. Goes to review with felony sentencing committee at end of August
      - 3. Whitney to complete PSI in the new format to quantify potential time savings
      - 4. Judges Ford and Reardon reviewed the new format and gave feedback, which has been integrated into the draft for felony sentencing committee
  - c. In the future
    - i. Promotional opportunities
      - 1. Whitney noted that there are no promotional opportunities for PSIs. Example: In order to become a Section Supervisor, you need to have 3 years of offender supervision experience.
    - ii. Secondary trauma training
    - iii. New OMS functionality

- ❖ Probation and Parole Officer (PPO) Presentation – Dylan Hobson
  - Population update
    - As of today, we are at 16,776 – a 5.9% increase from last year
    - Forecast to August 2020 is 17,754 – a 5.5% increase
  - Staffing Trends
    - 223 PPO positions, 15 vacancies, 94% fill rate.
    - Last year, 215 PPO positions, 15 vacancies, 93% fill rate.
  - Initiatives for Recruitment and Retention
    - Starting wage has been increased to \$20/hour
    - HR has improved recruiting to include things like digital and radio advertising
  - P&P Specialist Positions
    - Some have just been hired, others are moving through background process
    - Duties will include
      - a. COS collection, UA collection, DNA collection, customer service, data entry, employment verifications, returning phone calls, follow up on no-shows

➤ Action Item – Begin Executive Session

**Vice Chair Hayden moved to go into executive session at 12:50 p.m.; Secretary Neill seconded the motion. Vote taken: Chair McClusky – yes, Vice Chair Hayden – yes, Secretary Neill - yes.**

*I.C. 74-206 (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.*

*I.C. 74-206 (1)(c) To acquire an interest in real property which is not owned by a public agency.*

*I.C. 74-206 (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.*

**Vice Chair Hayden moved to adjourn executive session at 1:43 p.m. and return to regular session; Secretary Neill seconded the motion. Vote taken: Chair McClusky – yes, Vice Chair Hayden – yes, Secretary Neill - yes.**

➤ Open Meeting Law – Karin Magnelli

- ❖ PowerPoint presentation titled, “Idaho Open Meeting Law”
  - Open Meetings
    - It is policy of this state that formation of public policy is public business and shall not be conducted in secret.
  - Definitions
  - Notice and Agenda
    - Meeting Types
      - a. Regular meetings
      - b. Special meetings
      - c. Executive sessions
    - Notices and Agendas must be posted in a prominent place at the principle office.
    - Notice for meetings and agendas shall also be posted electronically if the entity maintains an online presence through a website or social media platform.
    - An agenda is required for each meeting.
      - a. Posted same as meeting notice
      - b. Only “good faith” amendments
      - c. Motion and vote required for amendments made within 48 hours of, or during, the meeting
    - Action Items
  - Conduct of Meeting
    - All meetings of a governing body of a public agency shall be open to the public.
    - A governing body shall not hold a meeting at any place where discrimination on the basis of race, creed, color, sex, age or national origin is practiced.
    - All meetings may be conducted using telecommunications devices.

- The communications among members of the governing body must be audible to the public in attendance and the other members
  - The governing body of a public agency shall provide for the taking of written minutes of all its meetings, and all minutes shall be available to the public.
  - Executive Sessions
  - Enforcement
  - Helpful Forms and Documents
    - Curing Process – Idaho Code 74-208(7) Flowchart
    - Open Meeting Law Checklist – Regular Meetings
    - Open Meeting Law Checklist – Special Meetings
    - Open Meeting Law Checklist – Executive Session
    - Sample Form – Executive Session Motion and Order
    - Sample Form – Motion and Order to Amend Agenda
- Action Item – IDOC Proposed Budget – Josh Tewalt
- ❖ Spreadsheets titled, “Department of Correction Budget Request FY2021” and “Idaho Department of Correction FY21 Budget Request, Preliminary Decision Units”
    - In FY20, we did not receive appropriation for growth, with the understanding that we would request a supplemental with adjusted population totals
    - County went down, but medical went up based on offender placements
    - Larger growth than anticipated
    - Increase in population, contract amendment with Corizon in response to a NCCHC audit, one-time cost associated with bringing on additional contract staff members
    - Per Governor’s directive, looking at \$8M offset
    - #4: Ongoing funding of 17 FTP for Community Corrections for PPO and PO Specialist positions to make the positions awarded in FY20 permanent.
    - These totals will likely be changed multiple times until our last submission in February.
    - Green Highlights:
      - All Replacement OE & CO is being requested from dedicated funds
      - Change in Employee Compensation will be a change made globally based on Governor and Legislature recommendations
    - FY2021 Line Item Requests – Enhancements
      - #1 – Improving Community Outcomes (refer to page 2, blue section)
        - a. CCC - Outpatient
          - i. Could provide services for 2000 at \$25/day
          - ii. Dodds inquired about how this concept will work and the types of services provided, including employment readiness. Dylan explained as intensive outpatient programming. Dodds clarified that this will not reduce IDOC employee count, but it will reduce some workload aspect for IDOC to allow for more focused supervision. Josh indicated that it will provide much needed resources for supervised population. Dodds asked how IDOC arrived at a need of 2000. Josh replied it’s based on high-risk population. 500 people in treatment at any one time. Match that to where the population that needs it.
        - b. Innovations in Supervision: Capacity Building
          - i. Federal grant application, won’t know if approved until October. Would allow us to pilot a dosage probation program so that supervision is lowered or ended upon successful completion of prescribed programming.
          - ii. Josh explained that the funds would all be federal grant awarded, but we still have to request spending authority for those funds. If not awarded, this item will be deleted.
        - c. Contracted Substance Abuse Testing
          - i. Would remove UA testing from PPOs’ responsibilities to focus more on offender contacts.
        - d. Transitional Funding
          - i. To provide additional funding for transitional housing to speed up release process.

- #2 – Twin Falls CRC
- #3 – OMS Replacement Year 3 of 4
  - a. Pat Donaldson explained that the contractor for the new offender management system, Abilis, is currently working on the first phases of implantation. Year 1 was RFP process, Year 2 is current year (FY20). Abilis is currently on schedule in the contracted implementation agreement.
- #4 – Instructor Pay
  - a. Appropriated specifically for instructor pay increases
- #5 – Security Positions
  - a. For vocational work projects at SAWC, funded by project revenue. Requesting spending authority to use funds to pay for the staff to supervise those projects.

- Action Item – Idaho Correctional Industries Proposed Budget – Kevin Mickelson
  - ❖ Spreadsheet titled, “FY 2021 Agency Budget – Request, DU Summary Report”
    - Kevin explained that ICI’s budget is different than IDOC, and the Board of Correction is the governing authority
    - Kevin provided a summary of the FY 2021 budget request
  - ❖ Spreadsheet titled, “FY 2021 Agency Budget – Request, Line Item Report”
    - Kevin gave a brief overview of the specific line items being requested

**Vice Chair Hayden moved to approve the ICI budget request; Secretary Neill seconded the motion. Vote taken: Chair McClusky – yes, Vice Chair Hayden – yes, Secretary Neill - yes.**

- Adjourn
  - ❖ Meeting adjourned at 4:06 p.m.

Submitted by:

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Cheryl Iseri, Program Coordinator

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Date

Approved by:

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Dr. David McClusky, Chair

\_\_\_\_\_  
Date