



**BOARD OF CORRECTION**  
Protecting Idaho through Safety, Accountability,  
Partnerships and Opportunities for Offender Change

Robin Sandy  
Chair

David McClusky  
Vice-Chair

J.R. Van Tassel  
Secretary

C.L. "Butch" Otter  
Governor

---

**Board of Correction Meeting Minutes**

May 9, 2013 – 8:30 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

Kevin Kempf, Division Chief, Operations

Martin Thomas, Division Chief, Correctional Industries

Henry Atencio, Division Chief, Probation & Parole

Mark Kubinski, Lead Deputy AG

Teresa Jones, Administrative Support Manager

Sharla Means, Manager, Human Resources

Chris Tucker, Acting Division Chief, Management Services

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

1. Call to order
  - ❖ Chair Sandy called the meeting to order at 8:30 a.m.
2. Welcome and introductions
  - ❖ Chair Sandy welcomed everyone and introductions were done around the room.
3. Board of Correction meeting minutes approval

**Secretary Van Tassel motioned to accept the meeting minutes from March 7 and April 25, 2013. Vice-Chair McClusky seconded the motion. Motion passed unanimously.**

4. CAPP update, Angelina Norton, Program Manager
  - ❖ Norton provided statistics for the facility from January 1, 2013, to the present. She stated that there have been 1053 total urinalyses and only two positive results.
  - ❖ There have been 644 successful program completions through April 30, 2013.
  - ❖ Norton stated that 76% of the population is enrolled in programming; there have been four offender-on-offender assaults and one use of force.
5. ICC update, Acting Warden Juan Ibarra
  - ❖ Currently there are 199 enrolled in educational programs and there have been 37 GED completions as of May 9, 2013.
  - ❖ Ibarra stated there are 210 enrolled in vocational programs with 216 completions for the year. There are 241 inmates participating in the Therapeutic Community (TC) and 57 in the sex offender treatment program.
  - ❖ Ibarra stated that the incidents of violence and discovery of contraband are trending down from last year.
6. Corizon update, Tom Dolan, Regional Director

- ❖ Dolan shared information on new staff at some of the institutions and that Corizon has added a legal compliance manager to manage Balla monitoring and reporting.
- ❖ Connie Smock, Regional Director of Nursing, provided information on the clinics available to the offenders as well as the clinical performance measures and outcomes.

## 7. Leadership team updates

- ❖ Director Reinke
  - ◆ Reinke provided background information for the Board regarding the Back to Basics meetings and discussed the new Mission, Vision and Values.
  - ◆ He discussed the plan to use salary savings to provide permanent pay raises to those staff that are below 72% of their compa-ratio to bring them up to 72%. Staff who are between 72% and 80% will receive \$0.40 per hour increases and staff over 80% will not receive an increase at this time.
  - ◆ Reinke talked about the FY13 supplementals, the PERSI contribution increase that will go into effect July 1, 2013, and the FY14 line items.
- ❖ Human Resources, Sharla Means, Manager
  - ◆ Means shared that the Human Resource specialists are spending time at the facilities and the group meets monthly to discuss feedback and determine if anything needs to be followed up on or referred.
  - ◆ She discussed the new Elevate program and shared that employees are experiencing difficulties using the system, and that the issues are being addressed.
  - ◆ She shared that each staff member has been assigned a policy to review and they are working on bringing them up to date.
- ❖ Probation and Parole (P&P), Henry Atencio, Division Chief
  - ◆ Atencio discussed cost of supervision and the positions funded with that money and provided an update on current projects.
  - ◆ He discussed the P&P culture of “do no harm”. The philosophy means to hold the offender accountable while not jeopardizing his/her ability to provide for their family.
- ❖ Education, Treatment and Reentry (ET&R), Shane Evans, Division Chief
  - ◆ Evans discussed Pathways and shared that beginning January 1, 2014, offenders will be required to complete their GED requirements online. The school has received a grant to purchase computers to facilitate the new process.
  - ◆ He discussed the continuous quality improvement process that ET&R is implementing to assure best practices are followed.
- ❖ Prisons, Kevin Kempf, Division Chief
  - ◆ Kempf shared some of the accomplishments of the division including the move to 12-hour shifts at some institutions, the purchase of new outside patrol vehicles and the change to a new uniform.
  - ◆ He discussed what the division leadership is currently focusing on and the relationship that the prisons have with Correctional Industries.
- ❖ Correctional Industries (CI), Marty Thomas, Division Chief
  - ◆ Thomas shared that CI is looking into new services to provide to customers and discussed the mission, vision and values of CI.
  - ◆ He discussed the reporting structure for CI and the plan for employee compensation. He discussed the offender training system and the expectations for each offender and stated that they will be implementing a similar system for staff.
  - ◆ Thomas stated that the Lincoln Legacy project will have a grand opening for donors on November 18, 2013, and the official grand opening for the public will be November 19, 2013.

## 8. Executive session

**Secretary Van Tassel motioned to adjourn to executive session at 11:20 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.

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 1:25 p.m.**

10. Leadership updates, continued

- ❖ Management Services, Chris Tucker, Acting Division Chief
  - ◆ Tucker provided a brief summary of the past week in Management Services and discussed the current state of contracts, budgets and the year-end closing.
- ❖ Director's office, Teresa Jones, Administrative Support Manager
  - ◆ Jones shared with the Board how the public gets the news and the shift from printed media to electronic media she then presented the new look for "DOC TALK".
  - ◆ She stated that a new Policy Coordinator has been hired and will start on May 20, 2013.
  - ◆ Jones stated that legislative ideas are due August 1, 2013, and provided a copy of the most recent Department dashboard.

11. Substance Use Disorder (SUD), Greg Lewis, SUD Program Manager

- ❖ Lewis provided a report on the utilization of the SUD funds by district and the type of treatment utilized.

12. Research and Analysis, Cathy McCabe, Research Supervisor

- ❖ McCabe provided information on the recidivism rate from 2008 through 2012.

13. Legislative amendments, Director Brent Reinke

- ❖ Reinke discussed the legislative amendment dealing with possessing a firearm or other deadly or dangerous weapon in restricted areas.

14. Council of State Governments West, Director Brent Reinke

- ❖ Reinke discussed the Justice Reinvestment Initiative to reduce recidivism and curb costs of corrections. This study is being conducted by the PEW Charitable Trusts and the Council of State Governments Justice Center.

15. OPE execution evaluation, Director Brent Reinke

- ❖ Reinke stated that the Office of Performance Evaluations has been asked to look at the Department's execution process. He stated that they will also be evaluating the public defense office.

16. Director's report, Director Brent Reinke

- ❖ Chief Kempf discussed Board Resolution FY2011-001 listing the staff that the Board has empowered to act as peace officers during certain circumstances. He has asked the Board to approve Board Resolution FY2013-001 amending the language.

**Vice-Chair McClusky motioned to approve Board Resolution FY2013-001 amending language in Board Resolution FY2011-001. Secretary Van Tassel seconded. Motion carried unanimously.**

- ❖ Reinke discussed the contract with Corrections Corporation of America (CCA) and the upcoming contract extensions. He asked the Board to consider drafting a Request for Proposal (RFP). The Board agreed to begin the process of drafting an RFP and bring this topic back at the next Board meeting.
- ❖ Reinke stated that CI is looking at bench marks and reorganizing. He asked the Board to reconsider their motion making CI a division and change it to a sister agency. He also discussed the possibility of a change in compensation for Marty Thomas.

**Secretary Van Tassel motioned to authorize Director Reinke to discuss compensation changes for Thomas with the Division of Financial Management. Vice-Chair McClusky seconded. Motion carried unanimously.**

- ❖ Reinke provided copies of a news article from Eastern Idaho and one from Cottonwood involving an offender who was submitting claims on bankruptcy filings and was receiving money in the guise of legal mail. The investigation resulted in new charges for mail fraud.
- ❖ Reinke discussed the medical/mental health/pharmaceutical contract. He stated that the department would like to include ways to decrease the fees on the next RFP.
- ❖ He talked about the recent death of Tom Clements, Director of Corrections in Colorado, and the resulting changes that are occurring in corrections around the country.
- ❖ Reinke shared that Representative Donna Pence would like to have time on a Board agenda to discuss an issue that was brought to her by one of her constituents.

**Secretary Van Tassel motioned to invite Representative Pence and her constituent to the July Board meeting. Chair Sandy seconded. Motion carried unanimously.**

- ❖ Chief Evans updated the Board on Elijah Rafino, a blended sentence offender, who is sight and hearing impaired. Evans stated that Rafino will begin a 15-year probation with the Department and shared some of the challenges involved.

17. Next Board meeting date, time and location

- ❖ The next Board meeting is scheduled for July 11, 2013, at Central Office.

18. Adjournment

**Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair McClusky. Motion carried unanimously. Meeting adjourned at 4:10 p.m.**

Submitted by:

\_\_\_\_\_  
Debi Jessen, Administrative Assistant

\_\_\_\_\_  
Date

Approved by:

\_\_\_\_\_  
Robin Sandy, Chair

\_\_\_\_\_  
Date