



C.L. "Butch" Otter  
Governor

## 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

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### Board of Correction Meeting Minutes

July 11, 2013 – 8:30 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

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

Pat Donaldson, Division Chief, Management Services

Teresa Jones, Administrative Support Manager

Sharla Means, Manager, Human Resources

Martin Thomas, Division Chief, Correctional Industries

See attached attendance list

1. Call to order
  - ❖ Chair Sandy called the meeting to order at 8:32 a.m.
2. Welcome and introductions
  - ❖ Chair Sandy welcomed everyone to the meeting and asked that they introduce themselves.
  - ❖ Director Reinke announced that Pat Donaldson has been appointed as Division Chief of Management Services.
3. Board of Correction meeting minutes approval
  - ❖ Secretary Van Tassel asked that the minutes for June 18, 2013, be amended to reflect his comments regarding the contract for the private prison. Minutes will be approved at the next meeting.
4. Board of Correction recognition, Director Reinke
  - ❖ Director Reinke recognized John Carroll as the new district manager for District 3 and presented him with a plaque. Chief Kempf and Deputy Chief Kirkham provided comments on their experiences with Carroll. Both spoke of his care for staff and his professionalism.
5. Corizon update, Tom Dolan, Regional Director
  - ❖ Dolan introduced the other Corizon members present and each gave short remarks.
  - ❖ Dr. Murray Young is the new regional medical director; he provided a brief history and discussed his vision for the medical services.
  - ❖ Ryan Valley is the Regional Director/Health Services Administrator; he will be focusing on care tracking to ensure there is a continuum of care throughout the agency. He discussed the SICI outreach program in which inmates are making items for patients at local hospitals and

care facilities. They are currently making stuffed animals for children in the St. Luke's Children's oncology center.

- ❖ Grant Roberts is the new compliance manager who will be working with Balla. He provided an update on the process and the areas of focus.
  - ❖ Connie Smock provided an overview of the orientation plan for new nurses. She discussed the extreme heat and the effect on patients. She stated that Corizon and the Department are making sure there are extra fans and ice available to the most vulnerable patients. Smock discussed a program being used in Tennessee and Indiana that helps patients transition into the community.
6. CAPP update, Warden Brian Finn
- ❖ Finn provided an update on the operations since the opening of the facility in July 2010. He stated there have been 3,188 inmates with 2,970 graduates. Finn shared that 2,634 inmates have graduated from the 90-day program and 336 from the 180-day program. He proudly shared that there have been 3,801 UAs conducted and no positive results.
  - ❖ He stated that the CAPP facility was awarded the operational excellence award at the MTC annual warden's conference. Finn discussed a few of the community involvement projects that MTC sponsors.
7. ICC update, Assistant Warden Juan Ibarra
- ❖ Ibarra provided information on the number of GED completions and that the average passing rate is 94%. He shared information on programs and completion rates for the year.
  - ❖ He discussed the high-risk sex offender program stating there are 5 case managers, a psychologist and psychiatrist who work with offenders to change their mindset. This is a strict program that has high expectations. Offenders who fail to follow the rules is removed for 6 months and then can be reassigned to the program. The time allows them to reassess their thought process and make changes before being allowed back in.
  - ❖ Ibarra discussed the Braille program that began in 2002 and shared that in 2013 348 projects have been completed and 3009 projects have been completed since it's inception. In just the number of transcribed pages there has been a cost savings of \$1,970,620 overall.
  - ❖ He talked about the inmate dog alliance program and stated that there are 26 inmate handlers. Thirty-nine dogs have graduated in 2013.
8. Correctional Industries (CI) printing, Representative Donna Pence
- ❖ Representative Pence addressed the Board regarding a constituent concern with t the CI print shop.
  - ❖ Claudia Harris is an independent printer who stated that she has lost revenue due to the inability to compete against CI's labor costs and technology. She stated that CI should not be allowed to bid competitively against small businesses.
  - ❖ Pence would like to work with the Board to devise a solution to protect local printers.
9. Leadership team updates
- ❖ Prisons Division, Chief Kevin Kempf
    - ◆ Kempf discussed the issues with equipment failure due to the extreme temperatures. He stated that facility leadership and staff are working with inmates to provide additional fans and ice to reduce the heat. He shared that there has been no increase in incidents due to the temperature.
    - ◆ He stated that the Department is adjusting the criteria for inmate classification. Classification adjustments are currently done on an annual basis or following an incident and involve several staff throughout the agency which increases errors. Inmate classification adjustments will be centralized and performed by two staff which will reduce errors.
    - ◆ Kempf briefly discussed his visit to Airway Heights in Washington State and the relationship between the prison and their CI.

- ◆ Director Reinke discussed the number of inmates voicing suicide ideation and the time requirements for each incident, which included making the inmate safe and the assessments required.
- ❖ Probation and Parole Division, Deputy Chief Terry Kirkham
  - ◆ Kirkham stated that as of July 1, 2013, every individual convicted of a felony will be required to submit a DNA sample. He stated that this is having an impact on the Department.
  - ◆ He stated that new software has been installed on the pre-sentence investigator (PSI) computers to allow the investigators to include portions of the assessment into the report as required by the courts. Kirkham provided a brief history of how assessments were previously handled and how the Department has evolved to handle more of the assessments rather than contracting it out. He also described the typical workload for a PSI.
  - ◆ Kirkham stated that \$6.5 million was collected for cost of supervision (COS) last year. Seven positions funded by COS are still vacant but he hopes to be able to fill two positions soon. He shared that the collection rate is greater than 95% but that not every offender is paying the full amount. Those offenders that are unable to pay their full COS fee due to unemployment or other issues are given reduced amounts until they are able to pay the full amount.
  - ◆ The Department initially intended to staff the limited supervision caseload with volunteers however, every probationer or parolee is required to have a parole officer. A parole officer has been hired to manage that caseload.
- ❖ Management Services Division, Chief Pat Donaldson
  - ◆ Donaldson stated that the Health Services Request for Proposal (RFP) is currently with the Department of Administration for review. The timeline for issuing is July 19, 2013. It is anticipated that the contract will be awarded in October 2013, and the contractor will be required to complete implementation and start providing services by January 1, 2014.
  - ◆ The current location of the Department's data center has been identified as a significant risk due to lack of a redundant system, a single HVAC system, a water-based fire suppression system, and no back-up power. Donaldson stated that the State Controller's office (SCO) has recently remodeled their data center and there is enough space to house our data equipment. He stated that the Department was authorized to spend \$250,000 to purchase new equipment which will be installed in the SCO facility. There is a \$40,000 annual fee for hosting the equipment. The Department's existing equipment will be used as a redundant system and will eventually be moved to an offsite location.
  - ◆ Dave Sorenson, Financial Manager, provided information on the FY13 spending. He stated that the Department had a \$174.5 million appropriation and that \$173.4 million has been spent or encumbered. The total amount reverted to the general fund is \$1.1 million.
  - ◆ Kim Frashier, Financial Specialist Sr., provided information on the decision units for FY14 and FY15.
  - ◆ Katie Hall, Dietary Services Manager, provided an overview of food services at the Department's facilities. She provided information on raw food costs and the FY13 costs per facility. She shared information detailing each facility and whether they were over budget or under budget for FY13. She described a food satisfaction survey that is sent to approximately 25% of the inmate population each year.
  - ◆ Chief Kempf replied to a question about commissary stating that inmates are allowed to spend up to \$60 per week for commissary and can skip meals if they wish.
- ❖ Correctional Industries, Chief Marty Thomas
  - ◆ Thomas shared that on July 1 he reviews the forecast for the past year and looks ahead at the forecast for the next year. He stated that they exceeded their forecasted numbers for last fiscal year.
  - ◆ He shared that he toured a facility in Colorado as well as the Airway Heights facility in Washington and has copies of their business plans and price lists. He stated that he was

advised to roll out new processes incrementally. He will bring forward to the Board a business plan to provide commissary to the institutions.

- ◆ Director Reinke discussed the need to provide the current commissary contractor, Keefe, the opportunity to address the Board. He added that he envisions CI handling fleet services as well as centralized purchasing.
- ◆ Thomas stated that the week of July 15, 2013, CI will be audited to determine if they are within the targets set for the Enterprise Resource Planning (ERP) system.

10. Executive session

**Secretary Van Tassel motioned to adjourn to executive session at 12:00 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)(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.

1. Regular session

**Secretary Van Tassel motioned to move out of executive session. Chair Sandy seconded. Motion carried unanimously. Returned to regular session at 12:53 p.m.**

11. Leadership update, continued

- ❖ Human Resources, Sharla Means, Manager
  - ◆ Means discussed the current staffing; we are losing about ten correctional officers a month and the department-wide turnover rate is currently at 25%.
  - ◆ She shared that there is a career fair scheduled for July 24, 2013. It is being advertised and shared on social media. There are multiple interview panels in place as well to facilitate on-site interviews.
  - ◆ Means discussed the academies for 2014 and the costs associated with training new staff. She also shared that the new hire training is being updated to meet changing needs within the agency.
- ❖ Director's office, Teresa Jones, Administrative Support Manager
  - ◆ Jones provided a copy of the FY2014 – 2018 strategic plan and discussed the Department's definition of recidivism and asked Board members to adopt this definition as well. She shared that the new mission, vision and values were adopted July 1, 2013.
  - ◆ She stated that the legislative team is proposing a change to the Correctional Industries Act to change language.
  - ◆ Jones highlighted the accomplishments of the Idaho Criminal Justice Commission and shared that Director Reinke was honored by the group for his leadership. She stated that Zaine Baird has written a decision unit for a full-time position to support the commission.

12. Research and Analysis update, Brian Fariss, Research Analyst Principal

- ❖ Fariss provided information on historical population trends and forecast growth versus actual growth. He discussed the current method of forecasting used by the Department and shared information on the new SPSS modeler recently purchased by the Department.
- ❖ Fariss discussed the recidivism study conducted by the Research and Analysis unit and shared the outcome. He asked the Board to accept the proposed definition of recidivism.  
**Upon discussion, Secretary Van Tassel motioned to accept the definition of recidivism as: conduct that results in the return of an offender to incarceration under Idaho Department of Correction responsibility within three years of release. Seconded by Vice-Chair McClusky. Motion passed unanimously.**

- ❖ He shared information regarding the website for the Council of State Governments. This site allows partner agencies to view and share data.
13. Director's report, Director Brent Reinke
- ❖ Reinke provided the Board with information on offender transports and facility operating percentages.
  - ❖ He shared a draft plan of the 3-5-7-year facility needs plan based on recommendations from a 2007 study conducted by Carter, Goble, Lee.
  - ❖ Reinke stated that all GEDs will be taught on-line beginning January 1, 2014. He shared that the AmeriCorps volunteers have been defunded effective October 1, 2013.
  - ❖ Reinke shared with the Board that Kevin Kempf will be appointed Deputy Director and he is seeking the Board's approval. He also shared that he is concerned on how best to communicate this to staff.
  - ❖ Reinke asked the Board for their thoughts regarding the information brought before them by Representative Pence. Chair Sandy stated that they would need more time to consider the issue. He stated that an FAQ sheet will be developed and brought back to the Board for review.
14. Next Board meeting date, time and location confirmation
- ❖ The next Board meeting is scheduled for September 12, 2013, at Central Office.
15. Final Board discussion
- ❖ Secretary Van Tassel asked what the Board's role will be in the RFP process for the ICC and medical services contracts. Chief Donaldson provided a timeline for the RFP's and stated that they would be scored by the Division of Purchasing and the Department. The award is based on the highest combined score.
16. Adjournment
- Secretary Van Tassel motioned to adjourn the meeting. Vice-Chair McClusky seconded. Motion passed unanimously.** Meeting was adjourned at 3:23 p.m.

Submitted by:

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Debi Jessen, Administrative Assistant

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Date

Approved by:

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Robin Sandy, Chair

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Date