



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

August 15, 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, Deputy Director

Pat Donaldson, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Teresa Jones, Administrative Support Manager

Mark Kubinski, Lead Deputy AG

Martin Thomas, Division Chief, Correctional Industries

Jeff Zmuda, Division Chief, Operations

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 8:35 a.m.

2. Welcome and introductions

- ❖ Chair Sandy welcomed everyone to the meeting and requested introductions be made around the room.

3. Board of Correction meeting minutes approval

Secretary Van Tassel motioned to accept the meeting minutes from May 9, June 18, and July 11, 2013. Vice-Chair McClusky seconded the motion. Motion passed unanimously.

4. CAPP update, Angie Norton, Program Manager

- ❖ Norton stated that currently there are 305 offenders enrolled in programming. That is 73% of the current population and since January 1, 2013, 697 (90%) have successfully completed programming.
- ❖ She shared that there will be a barbeque celebrating Labor Day on August 30, 2013, from 12:30 to 2:30 p.m. and that everyone is invited.

5. ICC Update, Warden Jason Ellis

- ❖ Ellis gave a brief history of his career within corrections and provided an update on current operations.
- ❖ He stated that the week of September 30, 2013, ICC will be going through the American Correctional Association accreditation process.
- ❖ Ellis discussed the incident that occurred on August 9, 2013.

6. Special projects overview, SICI Warden Steve Little
 - ❖ Little gave the Board a brief history of his career in special projects with the Department. He stated that there are about 400 inmates employed in special projects and that most are summer-related jobs that fall off in the winter.
 - ❖ He said that St. Anthony Work Camp (SAWC) and Idaho Correctional Institution-Orofino (ICIO) work with the Forest Service as their biggest employer. ICIO has two 20-man fire crews and for the first time have a camp crew. The camp crew provides support with meals and equipment upkeep.
 - ❖ SAWC has always had camp crews; they have one fire crew and a kitchen trailer that will serve up to 400 meals per service. The fire crews currently have over 300 hours on fires and the camp crews have 148 hours.
 - ❖ South Idaho Correctional Institution has one camp crew and one fire crew. The fire crews currently have 352 hours working on fires this year and the camp crew has approximately 159 hours. For this institution, the Idaho Transportation Department is the biggest employer and crews typically work clearing roadsides. The facility is working to be able to provide services to the community.
 - ❖ Little stated that there are also landfill crews that work for the counties at various facilities.
 - ❖ Little discussed the benefits of special crews to offenders. He stated that it gives them a sense of pride and feelings of accomplishment. They receive the same training as anyone from the community would and are then employable once they are released.
 - ❖ He touched briefly on the Prison Industries Enhancement program (PIE) that is overseen by Correctional Industries (CI).
7. Research and Analysis, Cathy McCabe, Research Supervisor
 - ❖ McCabe presented data from a recent study of the trio of options for retained jurisdiction offenders.
 - ❖ She discussed the information being requested by the Council of State Governments and stated that they are focusing on rider populations.
8. Leadership team updates
 - ❖ Prisons division, Chief Jeff Zmuda
 - ◆ Zmuda provided a brief history of his career with the Department. He discussed the Prison Rape Elimination Act (PREA) and the challenges the Department is dealing with trying to adhere to the policy. He stated that the Department must be in compliance with all standards and all contracted beds must also be in compliance.
 - ◆ He stated that beginning October 1, 2013, all facilities must be audited within three years and audits will then be conducted every three years.
 - ◆ Zmuda discussed the division's progress with zero-based budgeting. He stated that the process should be completed in 2014. He said that other agencies have been contacted to find what processes have been most effective.
 - ❖ Probation and Parole division, Chief Henry Atencio
 - ◆ Atencio stated that a probation and parole officer (PO) has been hired to manage the limited supervision caseload which currently has 175 offenders assigned.
 - ◆ He stated that cost of supervision (COS) paid by offenders fund ten PO positions; currently there are five and half positions vacant as collections will not support the cost. He discussed the difficulties that offenders have with the financial responsibility to pay court fees, restitution, treatment costs and COS.
 - ◆ Atencio shared that the Department will be staggering the implementation of 19-2524, Consideration of community-based treatment to meet behavioral health needs in sentencing and post-sentencing proceedings throughout the districts. The challenge is that the some courts are ignoring the recommendations of the assessments and ordering full mental health assessments while others are following the recommendations of the assessment.

- ◆ Atencio stated that the statute requiring DNA collection was expanded to include all offenders who have been convicted of a felony and is retroactive. The Department will be collecting samples from 5% of the current population every month until all offenders have submitted samples.
- ◆ He shared information on the Justice Reinvestment Initiative stating that 17 states have been through the process. He said that the group is looking at all aspects of the criminal justice system and are looking for ways to reduce the cost of incarceration. He discussed the results of the study done in South Dakota and North Carolina.
- ❖ Correctional Industries division, Chief Marty Thomas
 - ◆ Thomas provided the Board with information that will be provided to Representative Pence in response to the request she made during the July 11, 2013, Board meeting. Included in the packet is data for the previous four years relating to work within the private sector.

9. 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.

10. Regular session

Secretary Van Tassel motioned to move out of executive session. Vice-Chair McClusky seconded. Motion carried unanimously. Returned to regular session at 1:10 p.m.

11. CAPP taxation

Secretary Van Tassel motioned that the Board would not appeal the decision made by the Board of Tax Appeals relating to the CAPP facility. Vice-Chair McClusky seconded. Motion carried unanimously.

12. Leadership team update, continued

- ❖ Management Services division, Chief Pat Donaldson
 - ◆ Tim Higgins, Deputy Warden Virtual Prisons, discussed the incidents that occurred at ICC in August.
 - ◆ Kim Frashier presented the revised supplemental requests for FY14 and the FY15 decision unit requests.
 - ◆ Julie McKay, Grant/Contract monitor discussed the ruling by the FCC relating to the interstate phone calls made by offenders. If approved, the ruling will impact the Department's budget.
 - ◆ Natalie Wolfe, Business Support Manager, presented the elements of the procurement evaluation process as it relates to the medical services and private prison contracts.
- ❖ Human Resources, Sharla Means, Manager
 - ◆ Means discussed the turnover rate for FY13. She stated that the Department's overall rate is 17%, for CO's the rate is 26%.
 - ◆ She provided information on the academies held at POST and cost associated with an increase in the number of academies each year.
 - ◆ A wedge academy has been scheduled for September 26, 2013, current enrollment includes 38 CO's and 11 PO's.

- ◆ Means shared that MTC, CCA and the Department anticipates losing between 240 and 330 CO's next year.
 - ❖ Director's office, Teresa Jones, Administrative Support Manager
 - ◆ Jones provided the Board with a draft copy of the 3-5-7-year facility needs plan. She discussed the options of converting portions of South Idaho Correctional Institution to a female facility versus converting the entire facility.
 - ◆ The legislative team is not proposing any new legislation this year, however they are looking at the CI betterment fund to make sure all aspects are taken into account.
 - ◆ Jones shared the recent staff changes in the Director's office; Zaine Baird, Management Assistant, is leaving for the Department of Juvenile Corrections and Alan Stewart has joined the staff as the policy coordinator.
 - ◆ She shared the performance measures for the Office of Professional Standards and the Background Investigation Unit.
 - ◆ Jones provided a packet of information including the strategic plan, Mission, Vision and Values, Goals, operating plan and brief sheet for July. Also included was a recidivism analysis.
13. Director's report, Director Brent Reinke
- ❖ Reinke provided the Board with a copy of the Deputy Director's responsibilities.
 - ❖ He stated that he has a meeting with the Governor's office regarding offender earned time.
 - ❖ Reinke discussed the transition in leadership for the Idaho Criminal Justice Commission to Sara Thomas.
14. Director's security, Chair Robin Sandy
- ❖ Chair Sandy would like the Director to investigate the cost of a home security system for himself. She feels that the Director needs a security system for his home and that based on the recent events in Colorado, he should be protected. The Director isn't comfortable with the state paying however; he will investigate the options and bring it back to the Board in October.
15. Next Board meeting date, time and location
- ❖ The next Board meeting is scheduled for October 2, 2013, in the hall classroom in the CI building.
16. Adjournment
- Secretary Van Tassel motioned to adjourn the meeting. Vice-Chair McClusky seconded. Motion passed unanimously.** Meeting adjourned at 4:34 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chair

Date