



BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability,
Partnerships And Opportunities for Offender Change"

Robin Sandy
Chair

Jay Nielsen
Vice-Chair

JR Van Tassel
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

June 22, 2010 – 8:00 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

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

Pam Sonnen, Division Chief, Prisons

Tony Meatte, Division Chief, Management Services

Paul Panther, Lead Deputy AG

Terri Tomisser, Director, Human Resource Services

Teresa Jones, Administrative Support Manager

Henry Atencio, Deputy Chief, Community Corrections

Shane Evans, Division Chief, Education & Treatment

See attached attendance list

I. Call to order

Chair Sandy called the meeting to order at 8:05 a.m.

II. Welcome and introductions

Introductions were made around the room.

III. Board of Correction award/recognition, Chair Sandy and Director Reinke

Kim Harvey, District 3 Manager, Community Corrections Division (CCD), was recognized for his efforts in working with the Metro Violent Task Force.

IV. Board of Correction meeting minutes approval

Vice-Chair Nielsen motioned to approve the minutes from the May 13, 2010, Board meeting. Seconded by Secretary Van Tassel. Motion carried unanimously.

V. Medical contract update, Jan Epp, Regional Manager, Correctional Medical Services

- ❖ Epp gave the Board members an update on the process of closing out the old contract and implementing the new contract.

VI. Leadership team updates

❖ **Division of Prisons, Chief Pam Sonnen**

- ◆ The new processes for food service started seven weeks ago. A total of eight positions were cut around the state. Over-production of food is down to approximately 3% and theft has been reduced. The bar code system with IT is coming along and will be implemented at the Idaho State Correctional Institution on or about August 1, 2010.

Idaho Correctional Institution-Orofino with start two weeks later and the remaining facilities will begin in September 2010.

- ◆ Administrative Segregation (Ad Seg) bed issues
 - The Division of Prisons is requesting to reduce the number of double bunked Ad Seg beds at the Idaho Maximum Security Institution (IMSI) by 80, add 72 beds by reopening E and G blocks at IMSI and hiring 11 staff for a cost of \$468,000.
 - The request also includes reducing 6 beds from general population at the Pocatello Women's Correctional Center to create a behavior health unit.
 - This will equate to a total reduction of 14 beds.

Vice-Chair Nielsen motioned to approve the requested bed changes. Seconded by Secretary Van Tassel. Motion carried unanimously.

❖ **Division of Management Services, Chief Tony Meatte**

- ◆ Meatte provided a status report for appropriations by budget unit, fund and object general fund. Two and a half million dollars will be reverted to the general fund at the end of the fiscal year.
- ◆ All required furlough hours were taken by June 11, 2010. For FY11, the number of hours that can be donated by an employee will be limited to 20 hours.

VII. Recess

- ❖ Chair Sandy recessed the meeting to allow members of the Board and staff to attend the ribbon cutting ceremony at the Correctional Alternative Placement Program (CAPP) at 9:05 a.m..

VIII. Reconvene

- ❖ Chair Sandy reconvened the meeting at 11:10 a.m.

IX. Leadership team updates continued

❖ **Division of Community Corrections, Deputy Chief Henry Atencio**

- ◆ CCD is currently developing a mentor program in which a trusted friend or family member will be invited to work with the offender and Parole Officer (PO) to help the offender succeed in the community.
- ◆ In response to the Office of Performance Evaluations (OPE) recommendations the length of pre-sentence investigations will change from 14 to 7 days from the time of notification.
- ◆ CCD staff will be working with Olivia Craven, Director of Commission of Pardons and Parole to streamline the parole revocation process.
- ◆ CCD would like to focus on the area of customer service. They are trying to reduce the number of grievances received by the Department. They will be adding a monitoring system to include an exit survey to random offenders to gauge how staff is doing.

❖ **Division of Education and Treatment, Chief Shane Evans**

- ◆ The training for district judges, prisons and community corrections staff relating to CAPP is complete. There will be some additional training time set up for individuals who were unable to attend previous trainings.
- ◆ In September more Therapeutic Community (TC) beds for males will open at the North Idaho Correctional Institution and the TC at South Boise Women's Correctional Center anticipates adding an additional 20 –25 beds for females.
- ◆ IDOC has 12 AmeriCorps volunteer positions that will be spread throughout the state in each facility and district office.
- ◆ Evans provided an update on vocational education classes that are available to offenders.

- ❖ **Human Resource Services, Director Terri Tomisser**
 - ◆ As of the end of May there are 87 vacancies in the Department. Close to 200 positions have been lost due to cutbacks. Eleven new correctional officers (CO) will attend the MTC academy in August and 42 are currently attending a CO academy at Peace Officer Standards and Training.
 - ◆ The on-line Standard Operating Procedures test for the Prisons division has been implemented. On-line CCD policy training will be implemented in the future.
 - ◆ The Department will be working with the Institute for Advanced Professional Studies (IAPS) to develop five on-line courses of instruction. The Department will provide the course information and IAPS will provide the video equipment and expertise.
 - ◆ In October there will be a supervisor orientation course offered.
- ❖ **Director's office, Teresa Jones, Administrative Support Manager**
 - ◆ Jones presented the strategic plan for FY11 and highlighted some items from the annual report.
 - ◆ There are five issues the legislative team is looking at currently.
 - Meritorious reduction in sentence – working on creating a new IDAPA rule.
 - Rehabilitation – pursuant to OPE's recommendations, drafting language to add to the current statute.
 - Peace officer authority as it relates to Probation and Parole.
 - Personnel structure – this is a housekeeping issue relating to non-classified employees.
 - Search and seizure – having discussions with the Fraternal Order of Police regarding court decisions.
 - ◆ Training Video, Jeff Ray, Public Information Officer
 - Ray showed the video interview with Tim Gilligan that will be used in training new staff.

Secretary Van Tassel motioned to enter into executive session pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b), at 12:40 p.m. Seconded by Vice-Chair Nielsen. Motion carried unanimously.

X. Executive session

- A. *I.C. 67-2345(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.
- B. *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.

Secretary Van Tassel motioned to move out of executive session. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Executive session ended at 1:25 p.m.

XI. ICC update, Warden Tim Wengler

- ❖ Wengler provided an update on new programs
 - ◆ As of June 16, 2010, 16 offenders are participating in the Sex Offender Treatment Plan.
 - ◆ Working with offenders on Immigration & Customs Enforcement detainees to get their GED so they have an opportunity to succeed when they are returned to Mexico.
 - ◆ Other programs include HVAC training and masonry for offenders.

XII. Offender statistics update, Tony Grange, Research Analyst

- ❖ Grange presented the population demographics as of June 22, 2010.

XIII. Director's report, Director Brent Reinke

- ❖ There will be a hearing in September with OPE. Board members will be advised of hearing details upon notification to the Department.

- ❖ IT staff are working with Director Craven regarding her needs.
- ❖ A purchase order for video conference equipment to facilitate parole hearings has been signed.
- ❖ A new pump to adequately take care of the watering needs for the prison farm food program is needed. The pump size has yet to be determined.
- ❖ Utah made an execution last week. The Department has been advised that it is possible in calendar year 2011 Idaho will have one or two executions.
- ❖ The Sex Offender Classification Board will be realigned to a Sex Offender Management Board model.
- ❖ The Inter-Agency Council on Substance Abuse sunsets this fall. It will merge with the Behavioral Health Transformational Work Group to form a new group.
- ❖ Currently, there is no absconder unit within the Department; subsequently, the Department needs to look at establishing a unit within the next three to five years.
- ❖ Reinke presented the updated dashboard.
- ❖ Lorie Brisbin has accepted a temporary permanent position at the National Institute of Corrections for 2 years through an interagency transfer.
- ❖ Reinke asked the Board to consider an excellence in service award that would be presented from the Board as an annual award for staff. No action was taken.

XIV. Board meeting schedule

- ❖ The next board meeting will be held July 29, 2010, at Central office.
- ❖ The Board held a discussion regarding how best to schedule board meetings and locations. No action was taken.

XV. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Meeting was adjourned at 3:38 p.m.

Submitted by:

Debi Jessen, Administrative Assistant

Date

Approved by:

Robin Sandy, Chair

Date