



BOARD OF CORRECTION

Protect the public, our staff, and those within our custody and supervision through safety, accountability, partnerships, and providing opportunities for offender change.

Debbie Field
Chair

David McClusky
Vice-Chair

Cindy Wilson
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

August 19, 2015, 9:00 AM – 5:00 PM MT

District 4 Probation & Parole Office, 10221 W. Emerald, Boise, Id. 83704

Board Members Present:

Debbie Field, Chair
Dr. David McClusky, Vice-Chair
Cindy Wilson, Secretary

Comprising a quorum of Board of Correction (Board)

Others Present:

Kevin Kempf, Director
Henry Atencio, Deputy Director
Josh Tewalt, Budget & Policy Administrator
Sharla Means, Manager, Human Resources
Mark Kubinski, Lead Deputy AG
Jeff Ray, IDOC
Andrea Blades, Management Assistant

See attached attendance list for complete list of attendees

- Call to order
 - ❖ Chair Field formally called the meeting to order at 9:00 a.m. at the District 4 Probation and Parole Office in Boise, welcomed everyone in attendance and initiated introductions around the room.
- Board of Correction (BOC) meeting minutes approval
 - ❖ Minutes were not prepared for approval, passed to next meeting.
- Community Partnerships and What We Do at Probation & Parole Offices
 - ❖ District Manager Moira Lynch and Section Supervisor Brandon Williams provided an overview of District 4 (D4) Probation & Parole (P&P) highlighting several areas including: the Courts, Department of Justice Safe Community Offender Accountability Program (SCOAP), Mental Health and Substance Abuse disorders, and Specialty Courts (Drug Court, Mental Health Court, and Veterans Court).
- Justice Reinvestment Initiative (JRI) Update
 - ❖ Director Kevin Kempf reported that the JRI Steering Committee is expanding to include Armstrong, Thomas, Judge Horton, Judge Wood and DFM's Adam Jarvis.

- ❖ Probation & Parole (P&P) Chief Terry Kirkham explained that starting September 1st the District Offices throughout the Agency will be focused on training staff to use the standardized matrix and expand the use of rewards/sanctions to manage offenders. Kirkham spoke about meeting with prosecutors, and the progress being made in identifying low risk offenders and moving them over into the Limited Supervision Unit (LSU), also progress made in case reviews and early discharge requests and WEBOR (Web Based Offender Reporting) is up and running.
- Break 10:48 a.m. – 11:00 a.m.
- “Getting Our Message Out”
 - ❖ Board of Correction Secretary Cindy Wilson spoke about recognizing excellence in Corrections – the “forgotten branch of public safety” – and expanding staff award programs to include the community; elaborating on ideas to connect the average citizen with the work that goes on in Corrections and increasing staff retention long term.
 - ❖ Following the presentation there was discussion about the ways the Board Members can support staff, help ensure staff retention, spread the message of what goes on in corrections and identify private resources that can help pay for things like equipment.
- Presentation of Awards of Recognition, Deputy Director Henry Atencio
 - ❖ P&P Officer Jeff Schraeder from District 1 was presented with an award of recognition.
 - ❖ Correctional Officer Calvin May from Idaho State Correctional Institution (ISCI) was presented with a 35 year award.
- Executive Session

Secretary Cindy Wilson motioned to adjourn to executive session at 12:26 p.m. The motion was amended in reference to Idaho Code 74-206. Vice Chair Dr. David McClusky seconded the amended motion. The motion was carried unanimously. Roll call taken and all three Board Members are present.

 - A. *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.*
 - B. *I.C. 74-206 (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.*
- Executive Session

Secretary Cindy Wilson motioned to adjourn executive session and return to regular session at 1:40 p.m.; Vice Chair Dr. David McClusky seconded the motion. The motion was carried unanimously.
- Break 1:40 p.m. – 1:50 p.m.

- Strategic Plan Update
 - ❖ Agency Director Kevin Kempf summarized his impressions from the recent Strategic Planning Meeting and outlined the productive results which included: three clear Agency goals, the development of each division's action plan and his decision to expand the leadership team assigned to Central Office in an effort to reduce filters. Next step, each District Office and Facility will develop Agency specific actions plans by mid-September and all Divisions will review them regularly to ensure their on track.

- Staff Wellness
 - ❖ Human Resources Manager Sharla Means outlined three planned phases to Agency improvement in the area of Staff Wellness which included: creating a place on EDOC where staff can review available resources, survey staff about interests and trends and provide better counseling support following incidents and during investigations, and lastly evaluate/audit and seek staff feedback on the effectiveness of the efforts employed.

- Diversity Counsel
 - ❖ Roberta Hartz informed the Board of the recent formation of a staff Diversity Counsel and shared her ideas of the actives of this committee. The counsel's objectives center on "the act of including or the state of being included" and the staff participants will initially be rotating to include all who are interested.

- Management Services Update
 - ❖ Management Services Chief Pat Donaldson presented a fact comparison sheet evaluating the food costs, quality, menu and service of Trinity Food Services Contractor vs. an IDOC managed food service program at Idaho State Correction Center (ISCC) and recommended that IDOC assume the food service operations at ISCC at the end of the contract in July 2016. Support was given by the Director and the Board to proceed with the recommendation and financial specifics and contract obligations were discussed.
 - ❖ Dr. Murry Young of Corizon presented on Hepatitis C treatment elaborating on the limited pharmaceutical suppliers and costs of the medication, currently \$122,000 estimated per patient for treatment. Considering the cost of treatment and those identified for potential treatment the JFAC request will be 5.5 million dollars this session for Hepatitis C treatment alone. Discussion occurred about alternatives, patient assistance programs, what other prison systems are doing and Medicaid regulations.
 - ❖ An update was also provided on the Corizon Electronic Medical Records (EMR) Project. The EMR project at Pocatello Women's Correctional Center (PWCC) is not on schedule due to unexpected difficulties like electric outages, and information transfer problems that make the electronic records difficult to read. The project is currently on hold until issues can be corrected and PWCC has reverted back to the paper medical file system.

- Break 4:45 p.m. – 4:50 p.m.

- Fiscal Year 2017 Budget
 - ❖ Budget & Policy Administer Josh Tewalt reports the Agency Budget will be submitted on September 1, 2015 and the Department of Financial Management (DFM) recommendations will follow. A handout was circulated outlining the 2015-2016 budget and Josh explained the line items to the Board line by line. The total budget request is \$241,056,300, a 5.72% increase from the past year.
 - ❖ Director Kevin Kempf added that support for Problem Solving Courts is not included yet and this year's Agency Reorganization will have an line item with an end result of zero.

- Justice Program Assessment (JPA) Update
 - ❖ Agency Director Kevin Kempf reported some initial informal JPA feedback includes some concerning issues: inmates, staff and inmate families feel programming pathways are too confusing and the path to release is not clear; and the same feel there is an over-all system complexity. The Counsel of State Government (CSG) assessors will be in Idaho to give the IDOC debrief on September 17 and invitations have been sent out to the Parole Commission and the Judiciary to join the meeting that day.
 - ❖ Deputy Director Henry Atencio gave his impressions of the initial informal JPA feedback and his expectations for the September 17 debrief.

- Final Board Discussion
 - ❖ A discussion occurred regarding the forest fires in Northern Idaho and the impact on the local community and Agency staff that reside in the area. There are staff members who have incurred loss of property due to fire and identification of organized efforts to help people in the area were discussed.
 - ❖ The September Board of Correction meeting is canceled due to schedule conflicts.
 - ❖ Members expressed interest in holding a Board Strategy Session to create a Board specific action plan supporting the Strategic Plan and in accord with Secretary Cindy Wilson's presentation "Getting our Message Out".

- Adjourn
 - ❖ The Board meeting adjourned at 5:24 p.m.

Submitted by:

Andrea Blades, Management Asst.

Date

Approved by:

Debbie Field, Chair

Date