



# BOARD OF CORRECTION

DAVID MCCLUSKY  
Chair

DODDS HAYDEN  
Vice Chair

KAREN NEILL  
Secretary

## MINUTES

### BOARD OF CORRECTION (BOC) MEETING

March 18, 2020 9:30 AM – 10:30 AM MT

Idaho Department of Correction, 1299 N. Orchard Street, Suite 110, Boise, ID 83706

### VIA CONFERENCE CALL

#### Members Present:

Dr. David McClusky, Chair – via conference call  
Dodds Hayden, Vice Chair – via conference call  
Dr. Karen Neill, Secretary – via conference call

#### Others Present:

Attendee sign in sheet on file

- Call to order Business Meeting; welcome and introductions
  - Chair McClusky called the meeting to order at 9:37 a.m. Board members confirmed presence via conference call, Josh Tewalt announced those that were present in the conference room.
- COVID-19 Update – Josh Tewalt
  - Handout titled, “Incident Action Plan”
    - In February, began reviewing continuity of operations plans in place. Updated pandemic plans to ensure facilities were prepared.
    - Stood up incident command system (ICS) on March 12.
    - March 13 was first confirmed COVID 19 case in Idaho.
      - As of 9:00 p.m. on March 13, suspended all visitation and volunteer services at all Idaho facilities. Eagle Pass also suspended all visitation on March 13 by order of the Texas governor.
      - Health screenings for all persons entering any IDOC building enacted on Monday at 0600.
      - P&P protocols have been revised to minimize in-person contact with probationers and parolees, but offices remain open to provide services and be a resource to our supervised population.
      - Cancelled all staff travel, and all training that is non-essential. Essential training is being conducted remotely or in smaller groups.
      - Incident Command Operations are ongoing.
    - Five ongoing objectives
      - Account for public, staff, and inmate safety throughout the incident duration
      - Communicate incident actions and situation update to staff each day
        - Josh noted that all his staff updates have been posted to our external website so employees can access from home, if needed
      - Communicate incident actions and situation update to inmates and their families as needed
        - Jeff Ray, PIO, has been fabulous about putting notices to the public on our website and social media as new information becomes available.
      - Continue staff health screenings throughout the operational period

- Track operation changes to division practices throughout the incident and provide copies to the planning section.
  - Bree Derrick has been tracking the operational changes to learn how we can emerge from this incident even more prepared for any future events.
- Operational Period
  - Verify the department inventory of hygiene, sanitation, and food supplies by March 18 at 1700 hrs.
  - Identify mission critical staff at work sites, communicate and implement the tele-work plan by the end of the business day on March 18.
  - Distribute needed Personal Protection Equipment (PPE) to worksites by Thursday, March 19.
  - Communicate a plan for the morale task forces to accept and distribute supply donations to staff.
  - The Governor has requested all agencies to review IDAPA rules to ensure there are no rules that will hinder our ability to respond to emergency situations. Those rules are being reviewed and will be submitted on 3/19.
  - Begin a resource and time tracking process to aid in incident recovery by Friday, March 20.
  - Stakeholders such as county jails, courts, and parole commission are also impacted by these events. State transport is also critically important. We have been working closely with all partners to develop alternate plans to keep operations moving.
  - Conference call scheduled for Friday, March 20 with our county sheriffs. Hope to do the same soon with the Courts.
  - Decision was made to suspend visitation until April 1, and will be re-evaluated on that date.
- Questions from Board
  - Dodds Hayden: What is the procedure if an inmate becomes symptomatic? A staff member? Staff who have come in contact with symptomatic person?
    - Josh noted that HR has developed resources for staff to provide guidelines. Information is continuing to evolve, but staff who are feeling ill are being advised to shelter in place and contact their medical provider for guidance, and work with HR to determine when acceptable to return to work.
    - Responding to pandemics is not new to correctional facilities. We have always had procedures in place for this, but essentially shelter in place, then isolate from other population. If population is affected, we will shut down transports to emergent health transports only. Have ability to restrict food service to each unit.
    - We have confidence in our ability to contain an incident in our facility should one occur. We have contingency plans to create sufficient infirmary beds.
    - If staff become ill at work, they will be given PPE, taken offsite, placed in care of medical professionals, and all areas will be sanitized appropriately.
  - Dr. McClusky: Are incoming inmates being isolated before being placed in general population?
    - Every inmate is screened in RDU, and those folks are isolated before being moved to general population. This has been standard practice before COVID 19 was ever a concern.
  - Dodds Hayden: What effect has this had on courts and parole commission?
    - No changes to releases so far.

- We have had some logistical challenges with court services, and while complex, we've been working through them and communicating with the courts and others.
- Parole hearings are continuing, and we're taking measures such as telephonic communication to limit group gatherings.
- Some states have suspended Interstate Compact operations (roughly 10 states, but will likely increase), which will affect a handful of inmates, but we're trying to facilitate those situations as best we can.
- Dodds Hayden: If a staff member feels unsafe coming to work, what is the plan?
  - We do have a telecommuting plan. Those who are high risk or who need to self-quarantine will need to take leave. For those who cannot telecommute, we continue to work with State DHR to communicate correctly about how to code time sheets to use accrued leave, etc.
  - Josh noted that staff have really come together to cover things like childcare with school closures. We have actually had the fewest number of callouts than we have in months. When things are at their worst, our staff are at their best!
- Dr. McClusky: Has Corizon made any changes to their health care services?
  - No changes. We have made it easier for them to bring on additional emergency staff if needed. We have also suspended all medical copays for our population to encourage them to report any symptoms. Also working on telehealth opportunities.
- Josh noted that we have made every effort to keep schedules, activities, recreation, etc. as normal as possible. CenturyLink is providing two free 15-minute phone calls per week. JPay is providing 2 free emails per week. Also working on opportunities for video visiting, but there are bandwidth challenges to overcome. We appreciate our partners stepping up and offering those complimentary options for our inmates.
- A caller asked if a list will be made available of the states that have suspended Interstate Compact transfers.
  - Josh will have Brian Underwood compile a list and get that posted.
- A caller, Joe, asked about changes to dates or dispositions for riders or releases.
  - At this time, no changes.
- Dodds Hayden: These obstacles provide an incredible opportunity to make our organizations better, more efficient, and safer in the long run.

**Vice Chair Hayden moved to adjourn meeting at 10:24 a.m.; Secretary Neill seconded the motion. Vote Taken: Chair McClusky – yes, Vice Chair Hayden – yes, Secretary Neill – yes.**

Submitted by:

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Cheryl Iseri, Program Coordinator

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Date

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Dr. David McClusky, Chair

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Date