



C.L. "Butch" Otter
Governor

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

Minutes: Board of Correction Meeting (and Agency Strategic Planning Mtg. combined)

August 11, 2015, 11:15 AM – 4:30 PM MT (DAY ONE OF A TWO DAY MEETING)

Meeting Location: Gowen Field Military Base, Boise ID

Idaho Military Division (Bldg. #600) Auditorium

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

Jeff Ray, IDOC

Andrea Blades, Management Assistant

See attached attendance list for names of all attendees.

- Call to order
 - ❖ Chair Field formally called the meeting to order at 11:10 a.m. at the Idaho Military Division (Bldg. 600) Auditorium in Gowen Field Military Base, welcomed everyone in attendance and initiated introductions around the room.
- Lunch with Statewide Idaho Department of Correction (IDOC) Leadership
 - ❖ All attendees walked to the nearby Gowen Field Pavilion for lunch.
- A Culture of Leadership Director Kevin Kempf
 - ❖ Agency Director Kevin Kempf spoke about the importance of cultivating confident healthy leaders within the Agency and expounded on practical ways to materialize this vision.
- New Leadership Training
 - ❖ Agency Deputy Director Henry Atencio outlined the practical methods that will be put in place to embrace leaders and provide clear mission specific direction.

- Break 1:55 p.m. – 2:15 p.m.

 - New Leadership Training Continued
 - ❖ Agency Deputy Director Henry Atencio continued explaining the practical techniques for imparting mission specific guidance to Agency management.

 - Employees
 - ❖ Human Resources Manager Sharla Means reported on the 2015 Employee Satisfaction Survey recently conducted throughout the entire Agency, stating that overall the results are favorable and outlining the areas for improvement.

 - Strategic Planning
 - ❖ Agency Director Kevin Kempf presented the Agency's new Strategic Plan for 2016-2020 and the actual 5 page document is integrated into the minutes as an attachment.

 - Final Board of Correction (BOC) comments
 - ❖ Gratitude was expressed for the quality of the meeting and the ideas shared.

 - Adjourn
 - ❖ The first day of this two day Board meeting adjourned at 4:37 p.m. to reconvene in the morning at 8:30 a.m.
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August 12, 2015, 8:30 AM – 4:30 PM MT (DAY TWO OF A TWO DAY MEETING)
Meeting Location: CSC Building (Correctional Industries),
1301 N. Orchard St., Ste. 110, Boise ID.

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
Jeff Ray, IDOC
Andrea Blades, Management Assistant

See attached attendance list for names of all attendees.

- Call to order
 - ❖ Chair Field formally called the meeting to order at 8:35 a.m. at the CSC Building (Correctional Industries Bldg.) in Boise, welcomed everyone in attendance and initiated introductions around the room.
 - ❖ Each Board Member addressed the group with reflections from yesterday's meeting and aspirations for today's goal of developing area specific-mission specific action plans.
 - ❖ Agency Director Kevin Kempf reiterated material from yesterday's meeting, went over the Strategic Plan, and also announced plans for Idaho Department of Correction (IDOC) to partner with the Special Olympics for Agency wide charitable activities.

- Breakout Sessions
 - ❖ The meeting attendees split into groups at 9:07 a.m. comprising of the Prisons Division, Probation & Parole (P&P), Community Re-Entry Centers (CRC's), Management Services, Human Resources, Budget & Policy and met in separate rooms to discuss the Strategic Plan and develop mission specific action plans each area can employ in support.

- Lunch 11:30 a.m. to 12:30 p.m.
 - ❖ All meeting attendees returned to the CSC Building for lunch.

- Breakout Sessions continued
 - ❖ The meeting attendees returned to separate groups comprised of the Prisons Division, Probation & Parole (P&P), Community Re-Entry Centers (CRC's), Management Services, Human Resources, Budget & Policy to continue the process of developing mission specific action plans.

- Break

- Present outcome of breakout sessions
 - ❖ All meeting attendees returned to the CSC Building at 3:00 p.m. to present Agency specific action plans in support of the 2016-2020 Strategic Plan.
 - ❖ Agency Director Kevin Kempf proposed a revision to the 2016-2020 Strategic Plan Mission Statement changing it from the present: "Mission - Protect the public, staff and those within our custody and supervision" back to the old mission statement but revised in this case to "Our Mission – Protect the public, our staff and those within our custody and supervision through safety, accountability, partnerships, and providing opportunities for offender change." The revision was supported by the meeting attendees and is adopted in the 2016-2020 Strategic Plan integrated into the minutes of this meeting in an attachment.
 - ❖ The area specific action plans were presented in the following order: Prisons, presented by Jeff Zmuda; Human Resources, Sharla Means; Budget & Policy, Josh Tewalt; Management Services, Pat Donaldson; Probation & Parole (P&P), Terry Kirkham. The information presented was too voluminous to be captured in these minutes however each area has recorded its own action plan and will track the progress toward its accomplishment.

- ❖ In closing Agency Director Kevin Kempf reiterated the importance of continuing to review the plans identified today.

- Final BOC comments
 - ❖ Each Board Member spoke about their appreciation for today's experience and of the privilege of participating and commented on their growth in better understanding the unique challenges faced in each area of this Agency.

- Adjourn
 - ❖ **Secretary Cindy Wilson motioned to adjourn the two day meeting at 4:40 p.m, and Vice Chair Dr. David McClusky seconded the motion. The motion was carried unanimously.**

Submitted by:

Andrea Blades, Management Asst.

Date

Approved by:

Debbie Field, Chair

Date