



C.L. "Butch" Otter  
Governor

## BOARD OF CORRECTION

Protecting Idaho through Safety, Accountability,  
Partnerships and Opportunities for Offender Change

Robin Sandy  
Chair

David McClusky  
Vice-Chair

J.R. Van Tassel  
Secretary

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### Board of Correction Meeting Minutes

February 5 & 6, 2013 – 8:30 a.m. – 5:00 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

#### **Member Absent:**

J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

#### **Others Present:**

Brent Reinke, Director

Debi Jessen, Administrative Assistant

Kevin Kempf, Division Chief, Prisons

Tony Meatte, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Marty Thomas, Division Chief, Correctional Industries

Mark Kubinski, Lead Deputy AG

Teresa Jones, Administrative Support Manager

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 8:30 a.m.
2. Board of Correction meeting minutes approval

**Vice-Chair McClusky motioned to approve the minutes from the December 6, 2012, meeting. Chair Sandy seconded the motion. Motion passed unanimously.**
3. Welcome and introductions
  - ❖ Welcome and introductions were made around the room.
4. Joint Finance and Appropriations Committee (JFAC) presentation, Director Brent Reinke
  - ❖ Reinke shared the content of the JFAC presentation and what his expectations are for the Division Chiefs during the presentation.
  - ❖
5. Recess
  - ❖ Chair Sandy recessed the meeting at 8:45 a.m., so Board members could attend the JFAC presentation of the Department of Correction.
6. Reconvene
  - ❖ Chair Sandy reconvened the meeting at 11:14 a.m. in the Board room at Central office.

7. Board of Correction recognition
  - ❖ Probation and Parole Chief Henry Atencio, recognized 11 staff members who traveled to District 1 to help staff caseloads during a staff shortage in that district. District Manager Eric Kiehl thanked the staff for their dedication to the mission of the Department.
8. Correctional Alternative Placement Program (CAPP) update, Warden Brian Finn
  - ❖ Finn reported that the successful graduation rate is approximately 90% for the year.
  - ❖ He shared 1,764 urinalysis tests have been completed with no positive results. There have been six offender on offender assaults and the average population for 2012 was 382.
  - ❖ Finn reported that the American Correctional Association accreditation is complete and they received a score of 100% on the mandatory requirements and a 99.5% on the non-mandatory requirement.
9. Idaho Correctional Center (ICC) update, Warden Tim Wengler
  - ❖ Wengler provided a brief overview of Corrections Corporation of America and the relationship with the Department.
  - ❖ He discussed the programs provided at ICC.
  - ❖ Wengler discussed the PIE building and the programs offered through that unit.
10. Deputy Attorney General staff update, Mark Kubinski, Lead Deputy AG
  - ❖ Kubinski introduced the new attorneys that have joined the staff, Karin Magnelli and Leslie Hayes.
11. Executive session

**Vice-Chair McClusky motioned to adjourn to executive session at 12:12 p.m. pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Vice-Chair Nielsen 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.
12. Regular session

**Chair Sandy motioned to move out of executive session. Vice-Chair McClusky seconded. Motion carried unanimously. Returned to regular session at 12:42 p.m.**
13. Leadership team updates
  - ❖ Division of Probation and Parole, Chief Henry Atencio
    - Atencio stated that the Department is aligning its practice with national best practices and will supervise low-risk offenders with community volunteers. Currently, there is one offender on this caseload' and more referrals from the district offices are anticipated. Offenders will be monitored between 90 and 180 days at the district level before being placed on low-risk supervision.
    - Judges have the authority through §19-2524 Idaho Code, to order drug, alcohol and mental health assessments and any corresponding treatment. As a result of working with Health and Welfare and the courts all offenders will have a GAIN Core assessment instead of the short GAIN.
    - Atencio discussed the cultural ship taking place in district offices to provide awareness to probation and parole officers of the intended and unintended consequences of their decisions. He said holding offenders accountable can be accomplished while keeping the offender whole and with hope.

- ❖ Division of Prisons, Chief Kevin Kempf
  - Kempf shared that the wardens are currently meeting with fiscal staff to carefully monitor year-end funds.
  - He stated a warden's meeting is scheduled on February 6, 2013, at the Idaho Historical Society and the focus will be on strategic planning.
  - Kempf recently attended a national Prisons Planning Group in Texas. He said that all states are dealing with the same issues.
  - The division is tracking administrative segregation beds to ensure they are used appropriately along with the step-down process for moving out.
- ❖ Division of Management Services, Chief Tony Meatte
  - Deputy Division Chief Pat Donaldson discussed the contract oversight manual that contract monitors use when they do site visits. It includes how to handle some situations that maybe encountered as well as how to access issues. The Department is currently developing audit tools for contract adherence.
  - Meatte discussed the current contracts detailing the length and cost of each.
  - He shared the general fund financial statement as of December 31, 2012.
  - The moratorium that IT established has allowed the Department to bring all software up-to-date and has allowed regression software to be installed. They are currently developing real-time network monitoring to identify issues and resolve them more quickly.
- ❖ Division of Education, Treatment and Reentry, Division Chief Shane Evans
  - Evans stated that the Department should have the final consent decree in the Balla case by the end of February 2013.
  - The Substance Use Disorder (SUD) unit now truly knows the need in the community and the need will soon exceed the ability to cover expenses and as a result, the unit is making adjustments. They are adding a 5% co-pay for offender services, giving them ownership for their treatment. The group will track offender progress at six, 12, 24, and 36 months to monitor recidivism rates.
  - The Sex Offender Management Board is in the final stages of completing the evaluation and treatment standards for adult offenders.
- ❖ Division of Correctional Industries (CI), Division Chief Marty Thomas
  - Thomas shared that the inmates are learning to use the latest technology, for example of bar coding. It allows the offender to learn as well as providing information about the product construction should the need arise for warranty repair.
  - He provided information on the Lincoln project, in which CI is designing a reproduction of former president Lincoln's office for the Idaho Historical Society. He stated that they will start building the product in April 2013.
  - Thomas shared a draft copy of the first annual report of Correctional Industries. The goal is to have it completed by February 20, 2013, for distribution at the annual Buy Idaho show.
- ❖ Human Resources, Sharla Means, Manager
  - Means discussed the results of the Office of Performance Evaluations report regarding state compensation and action plans to address the issues.
  - She shared a report on what the cost would be to bring the Department's average comparative ratios closer to policy pay rates.
- ❖ Director's office, Teresa Jones, Administrative Support Manager
  - Jones introduced Lisa Jones, the new policy coordinator for the Department. Lisa Jones in turn gave a brief background of her education and skills.
  - Teresa Jones provided a copy of the FY12 annual report to Board members.
  - Jones described the current background process and the length of time it takes to complete a background. She shared a copy of a new brochure which explains the process and responsibility of the employee placed under investigation.
  - She shared that Jeff Ray, Public Information Officer, is currently working on the external website to ensure it is easy to navigate and shared the number of times each page has been visited during the previous week.

- The Quality Assurance Manager is working with Lisa Jones to identify efficiencies in the policy and procedure process.
14. Medical operating room protocol, Chair Robin Sandy
    - ❖ Chair Sandy requested information from Chief Kempf regarding standard protocol for transporting offenders to and providing security in the operating room. The main question she is asking is if a staff member is with the offender at all times during hospitalization. Chief Kempf will review the policy and respond to Chair Sandy.
  15. Health Services Request for Information (RFI), Natalie Warner, Business Support Manager
    - ❖ Warner discussed the Department's RFI for medical services and provided a summary of the responses that were received.
    - ❖ She discussed the changes that will need to be made by the current contract medical provider in order to extend the contract for one year. If the provider fails in an area once, a remedy is made. However, if two failures occur before December 2013, the contract will be considered failed and an extension will not be offered.

**Chair Sandy made a motion to issue a Request for Proposal in January 2014, and extend the current contract with Corizon until July 2014, a one-year extension. Seconded by Vice-Chair McClusky. Motion carried unanimously.**
  16. Review & Analysis, Cathy McCabe, Research Supervisor
    - ❖ McCabe presented an historical perspective on the offender population from 2005 through December 2012.
  17. Director's report, Director Brent Reinke
    - ❖ Reinke reviewed the agenda for the Senate Judiciary and Rules Committee and the presentations he will be making.
    - ❖ He shared that legislators will tour ICC on February 13, 2013, and on February 15, 2013, a meeting is scheduled to update Idaho Department of Juvenile Corrections, Department of Health and Welfare and the Department on how the funds for SUD are being used.
    - ❖ Reinke shared that the Millennium Fund committee members voted to provide funding for substance abuse treatment to the Department.
    - ❖ He asked the Board to select meeting dates for the remainder of the year and the following dates were selected. March 7, May 9, July 11, September 12 and November 14, 2013.
    - ❖ Marty Thomas discussed the agenda for the next day.
  18. Recess
    - ❖ Chair Sandy recessed the meeting at 4:15 p.m. until Wednesday 6, 2013, at 8:30 a.m. in the CI hall classroom.
  19. Reconvene
    - ❖ Chair Sandy reconvened the meeting February 6, 2013, at 8:40 a.m. in the hall classroom at CI.
  20. CI management meeting, Marty Thomas, General Manager
    - ❖ Thomas introduced the managers to the Board and briefly described the Global Shop software program that is used in all phases of CI work.
    - ❖ Roger Deobald, Sales and Marketing Manager, presented reports that detail sales quotes and sales that have been booked.
    - ❖ Kelly Way, Operations Manager, presented a module that tracks all current projects and the status of each.
    - ❖ Scott Walden, Production Manager, has oversight of offender training. He described the requirements offenders must meet to remain in the program. He provided training statistics and the expectations for each trainee.

- ❖ Lee Whitehead, Financial manager, is also responsible to the transport of goods to the final destination. He presented a report on receivables and payables. Whitehead also presented the FY13 forecast showing the predicted sales.

21. Tour of new warehouse

- ❖ The Board traveled to Idaho State Correctional Institution and toured the new CI warehouse.

22. Confirmation hearing

- ❖ The Board traveled to the Capitol and attended the Senate Judiciary and Rules Committee meeting for Vice-Chair McClusky's confirmation hearing.

23. Adjournment

**Vice-Chair McClusky motioned to adjourn the meeting. Seconded by Chair Sandy. Motion carried unanimously.** Meeting adjourned at 2:30 p.m.

Submitted by:

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Debi Jessen, Administrative Assistant

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Date

Approved by:

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Robin Sandy, Chair

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Date