



C.L. "Butch" Otter
Governor

BOARD OF CORRECTION

To promote a safer Idaho by reducing recidivism

Debbie Field
Chair

David McClusky
Vice-Chair

J.R. Van Tassel
Secretary

Board of Correction Meeting Minutes

February 4, 2015 – 8:00 a.m. – 12:00 p.m. MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Debbie Field, Chair
Dr. David McClusky, Vice-Chair
J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

Others Present:

Kevin Kempf, Director
Henry Atencio, Deputy Director
Sharla Means, Manager, Human Resources
Mark Kubinski, Lead Deputy AG
Jeff Zmuda, Chief, Prisons
Shane Evans, Chief, ET&R
Andrea Blades, Management Assistant

See attached attendance list

- Call to order
 - ❖ Chair Field called the meeting to order at 8:04 a.m. and welcomed everyone in attendance; initiated introductions around the room.
- Board of Correction meeting minutes approval
Secretary JR Van Tassel moved to accept the 01/07/2015 meeting minutes; Vice Chair David McClusky seconded the motion; motion carried unanimously.
- Agency Overview, Kevin Kempf, Director
 - ❖ Kempf provided a description and scope of the Idaho Dept. of Correction (IDOC); also a depiction of present/future Agency challenges.
- Director's Transition Plan, Kevin Kempf, Director
 - ❖ Kempf outlined a plan for detecting, reviewing, confirming, communicating, deliberating any potential alterations prior to effecting change.
- Priorities for Agency, Kevin Kempf, Director
 - ❖ Kempf expounded on the importance of a mission specific focus concerning all Agency resources with special emphasis on the area of staffing.
 - ❖ Kempf addressed the need to increase staff pay and retain seasoned staff especially in the area of Correctional Officer and relayed high hopes that IDOC's

proposed merit-based pay progression scale called the “Security Staff Retention Plan” will be granted this legislative session.

- ❖ Kempf talked about this Agency’s need to “grow roots” with staff thus influencing a natural immunity to turn over in seasoned staff. Kempf outlined ways to recognize and appreciate staff (like promotional ceremonies, which have recently begun) to aid in rooting staff to this Agency.
 - ❖ Kempf explained the significance of IDOC’s involvement in Justice Reinvestment Initiative (JRI) and in order for us to be successful, we have to meet all of the statutory requirements, reduce Probation/Parole Officer caseloads, and ensure our limited resources are where they need to be.
- Planning Meeting Structure, Director & Board Members
- ❖ Following a discussion about the structure of Board Meetings (how often the Board would like to meet, how long the meetings would be, and what kind of decisions the Board would like to be included in) the following decisions were made:
 - i. The Board will meet monthly, on the second Thursday of each month.
 - ii. The morning portion of the meeting will involve business with an executive session and the afternoon portion of the meeting will be comprised of a trip to the field, i.e. a prison or district probation/parole office or other relevant location/event.
 - iii. Quarterly the meetings will be held at different locations apart from Central Office.
 - iv. Monthly meetings will include updates from contractors on relevant issues; and Correctional Industries (CI) updates.
 - v. It is desired that the Parole Commission provide updates; inquiry will be made to Sandy Jones regarding availability.
 - vi. Kempf inquired of the Board how they would like communications – a combination of phone calls and email is preferred; and what type of issues they would like to be informed about – media issues, deaths and incidents involving staff injury were identified.
- Legal Overview, Mark Kubinski, Deputy Attorney General
- ❖ Kubinski provided review of Idaho’s Open Meeting Laws.
 - ❖ Kubinski provided definitions of what constitutes a meeting and deliberation, and a description of executive session.
 - ❖ Kubinski reported on the activities of the Office of Attorney General at Idaho Department of Correction (IDOC) and briefly described the Deputy Attorney General’s (DAG’s) relationship with the Board of Correction (BOC) Members.
 - ❖ Kubinski inquired of the Board Members what involvement they would like to have in settlement agreements; the Board members unanimously agreed to delegate routine inmate settlement agreement decisions to Director Kempf.
- Human Resources, Sharla Means, Manager
- ❖ Means reported on staff turnover and the never-ending process of recruiting, hiring and training new correctional officers. Means elaborated on POST recruiting efforts, the challenges of hiring people or “capturing the candidate” even in populated areas; with additional emphasis on the compounded challenges of hiring people in sparsely populated areas like Orofino where significant housing challenges are prevalent and poor background pass rates are common.

- ❖ A group discussion ensued about the challenge of filling posts in a 24 hour - 7 day a week prison operation when down staff; the unfortunate necessity of holdovers (mandatory overtime), and its effects on people, including relentless comp time cycles, and poor morale.
- ❖ Means reported on probation/parole officer turn over, which is lower than correctional officers, but some counties are increasing salaries and this will challenge IDOC's ability to hold on to seasoned staff in the face of better paying jobs.
- ❖ Means gave a rundown of all the recent job fairs IDOC has participated in and their locations and listed well used sources of recruitment.
- ❖ Means provided current employee stats.

➤ Executive Session

Secretary JR VanTassell motioned to adjourn to executive session at 10:00 a.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously. Roll call was taken; all three Board Members present.

- 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.*

➤ Regular Session

Vice Chair Dr. David McClusky motioned to end executive session; Secretary JR Van Tassell seconded the motion; motion carried unanimously. Returned to regular session at 11:40 a.m.

➤ Final Board Discussion

- ❖ Director Kempf informed the Board of the following upcoming meetings/events:
 - i. February 11th Agency Update & Justice Reinvestment Initiative (JRI) Update/report to the Joint Financial Affairs Committee (JFAC).
 - ii. February 11th Agency Update to the Senate Education Committee.
 - iii. February 5th meeting with Senator Cameron & Representative Bell.
 - iv. February 6-8 Association of Correctional Administrators (ASCA) Conference in Long Beach, CA.
 - v. In response to a question Kempf provided a brief update on County Jail Idaho Prison Rape Elimination Act (IPREA) compliance.

➤ Adjourn

- ❖ The Board meeting adjourned at 11:55 p.m.

Submitted by:

Andrea Blades, Management Asst.

Date

Approved by:

Debbie Field, Chair

Date