



BOARD OF CORRECTION

To promote a safer Idaho by reducing recidivism

Robin Sandy
Chair

David McClusky
Vice-Chair

J.R. Van Tassel
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

January 10, 2014 – 9:00 a.m. – 4:00 p.m. MT
Idaho Correctional Industries – Hall Classroom
1301 N. Orchard, Boise, ID 83706

Members Present:

Robin Sandy, Chair

David McClusky, Vice-Chair

J.R. Van Tassel, Secretary

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director

Kathryn Dayley, Management Assistant

Kevin Kempf, Deputy Director

Pat Donaldson, Division Chief, Management Services

Henry Atencio, Division Chief, Probation & Parole

Teresa Jones, Administrative Support Manager

Mark Kubinski, Lead Deputy AG

Sharla Means, Manager, Human Resources

Jeff Zmuda, Division Chief, Prisons

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

1. Call to order

- ❖ Chair Sandy called the meeting to order at 9:04 a.m.

2. Welcome and introductions

- ❖ Chair Sandy welcomed everyone and introductions were made around the room.

3. Board of Corrections meeting minutes approval

Secretary Van Tassel motioned to accept the meeting minutes from October 15, 2013. Vice-Chair McClusky seconded the motion. Motion passed unanimously.

4. Board of Corrections Business/Correspondence

- ❖ Chair Sandy read a statement which presented the Board's stand on assuming operation of the Idaho Correctional Center (ICC). Chair Sandy stated that at this time, the state is in a position to better manage the prison. She also said the Board will review non-custodial positions at ICC and retain those under private operation.
- ❖ Dr. McClusky agreed that ICC needed to be under IDOC and stated that we had the capability to run it well.

Dr. McClusky made a motion for IDOC to assume operations of ICC pursuant to Governor Otter's recommendation. Secretary Van Tassel seconded the motion. A roll call vote was taken in which all board members voted in favor. Motion passed unanimously.

5. ICC update, Warden Jason Ellis

- ❖ Ellis relayed the “lock in lock out” procedures were enhanced to reduce both group and individual violence. Since the enhancements he reported better accountability with both staff and inmates. Ellis reported that five staff member had been disciplined and 129 inmates received disciplinary reports.
- ❖ Ellis stated that during the transition ICC staff will utilize the Incident Command System (ICS) which allows staff to work together and will mirror ICS from IDOC
- ❖ Ellis informed that all CCA staff would be afforded opportunities at other CCA locations, but stated he would like to facilitate the opportunity to have staff become IDOC employees if they so desired.
- ❖ Secretary Van Tassel asked what improvements had been made regarding inmates covering their windows up and whether this problem had been addressed. Warden Ellis stated that while inmates have not been 100% compliant, significant improvement had been made. He stated this was the reason some of the 5 staff and 129 inmates had been recently disciplined.
- ❖ Director Reinke complimented the professional way the ICS system has been embraced. He also said he looked forward to the experience CCA holds and looks forward to working together in this transition.
- ❖ Chair Sandy stated Deputy Director Kempf will head up the ICS team with Chief Jeff Zmuda as the day to day operator. She also announced that Warden Randy Blades will be the new warden at ICC.

6. CAPP update, Warden Brian Finn

- ❖ Finn announced that the CAPP facility received the 2013 #1 Management Training Corporation Facility Operational Excellence Award. In addition, they had also received 2013 National ACA Accreditation.
- ❖ Finn stated that the facility continues to run at full capacity.
- ❖ The following numbers were highlighted by Finn:
 - Matrix or MRT/TAP 19:
IDOC required hours: 206 MTC hours delivered: 400
 - SMART Anger Management:
IDOC required hours: 471.5 MTC hours delivered: 649
 - Data collected from January – December 2013:
Total Inmates: 1132
Total Graduates: 1090
CRP Program: 212 graduated inmates
IDOC required hours: 101,442 MTC hours delivered: 145,962
90-day Program: 878 graduated inmates - overall graduation 96%
IDOC required hours: 177,356 MTC hours delivered: 378,857
- ❖ Chair Sandy thanked Warden Finn for his outstanding work and stated he and his staff at the CAPP facility have been doing a very good job.

7. Corizon update, Regional Director Tom Dolan

- ❖ Dolan stated he plans to build upon the achievements met with the previous contract in order to exceed expectations.
- ❖ Dolan highlighted previous contract achievements as follows:

- Asthma Management Program
 - Implementation of a pilot program for offender wellness
 - HIV management partnership with Wellness Center
 - Over-the-counter medications for offenders project
 - Newly-formed partnership with a Treasure Valley hospital which allows shorter lengths of stay for offenders.
- ❖ Dolan informed that they have created a structure that allows Corizon to collect the Balla data that IDOC needs on a monthly basis. They are continuing forward with the formal monitoring period which began October 2013.
 - ❖ Dr. Young, Regional Medical Director, said his goal is to create consistency of care throughout all IDOC facilities in the state.
 - ❖ Corizon recently hired Dr. Whetherly, a cardiologist, who will work out of ISCI. Young reported having an on-site cardiologist will save 20-25 transports a month. Corizon is also hiring someone to do on-site ultrasounds. This will reduce 9 transports a month and save money.
 - ❖ Vice-Chair McClusky expressed an interest to meet with Dr. Young at a later time to discuss the treatments offered to offenders.
 - ❖ Connie Smock discussed the ICC transition and stated that a detailed analysis of equipment, process, protocol, forms and personnel currently in place at ICC would be completed. Smock also informed the board members that all medical records currently at ICC would be left at the facility as they are the property of IDOC.
 - ❖ Corizon is establishing a reentry coordinator in collaboration with the IDOC.
 - ❖ Ryan Valley reported that the kickoff for electronic health records (EHR) is 1-21-14. Valley stated that the EHR portion of the new contract was the most significant per diem increase.
 - ❖ CorrecTek was chosen as the medical record keeper for Idaho. Site evaluations will be started and finished the week of January 21, 2014. The CorrecTek software will be tailored for Idaho and will be site-specific. Once site specific assessments are complete around July 2014, SBWW will be the first facility to be rolled out with EHR.
 - ❖ Chief Evans informed Dr. McClusky that he would be asked for feedback during the implementation of the EHR implementation.
 - ❖ Dolan stated Corizon had just finished a roll-out for EHR in another state and expected a very smooth roll-out in Idaho because of that experience.
 - ❖ Dr. McClusky stated EHR will help offenders leaving prison transition medical care upon reentering the community.
 - ❖ The over-the-counter medication program has been started. Offenders are allowed to order certain medication through Keefe commissary. This program began at SICI on January 9, 2014 and at ISCI on January 13, 2014. These two institutions will be monitored before a statewide roll-out begins. This program gives offenders the ability to provide self-care as opposed to using sick bay. Dolan informed the board that the quantity of medication provided to an offender was the same quantity they would receive when visiting sick bay.
 - ❖ Evans stated that this allows those who are truly sick to get treatment much faster. He also stated that this program is teaching them self-care which will allow easier reentry as they won't have to depend on anyone other than themselves for these medical issues.

8. Leadership updates

Division of Prisons, Chief Jeff Zmuda

- ❖ Chief Zmuda announced Jeff Kirkman had been selected as the new warden at PWCC.
- ❖ Zmuda stated the Division of Prisons had been working on a new classification system for over four years which will be more reliable and more accurate. The new system will be implemented March 2014.
- ❖ Classification is based on risk level which takes into account the crime committed, sentence length and institutional behavior.
- ❖ Zmuda highlighted the new fire engine received from the Kuna Fire Department. He said IDOC fire staff had been involved in training with Meridian fire and were trained to Firefighter Level 1.
- ❖ The board was notified of a new transport bus recently acquired which transports 22 offenders and will assist with auxiliary transports. Zmuda anticipated delivery of the bus by Feb. 1, 2014 and the cost involved was \$135,000.
- ❖ Secretary Van Tassel asked about a mutual agreement of support with Kuna fire. Zmuda informed that IDOC pays Kuna a fee and they respond to our facilities as needed but there is no reciprocity.

Division of Probation and Parole, Chief Henry Atencio

- ❖ Atencio informed the board about an arson at the Moscow Probation and Parole office. The entire building, along with all of the contents, was a complete loss. However, only one of the 170 offender files was lost. The investigation is on-going and Atencio indicated there is a \$6,000 reward leading to the arrest of a person.
- ❖ Atencio stated he has asked all his probation and parole managers for an assessment of their facilities to identify any potential security risks.
- ❖ Atencio reported on the cost of supervision fees and the impact the fees have on the offenders. Currently, 100 staff are employed through cost of supervision fees. Ten positions have been vacant, however, as of this date there are only three vacancies left.
- ❖ Atencio with Idaho Code 19-2524 more risk information is now provided and all enhancements are now included in the reports. Atencio also reported that all pending felon pre-sentence investigation (PSI) reports have been meeting deadlines for the last two months.

9. Director Reinke presented Mark Warbis, Governor's Office , with a BSU quilt and Adam Jarvis, Division of Financial Management Analyst Sr., with a U of I quilt in recognition for the work they had completed for IDOC.

10. Leadership Updates (continued)

Division of Education, Treatment and Reentry, Chief Shane Evans

- ❖ Chief Evans reported they have fully adopted DSMV, the new mental health standards.
- ❖ IDOC has contracted with Peason Vue for online GED testing. All sites are licensed and in full compliance.
- ❖ The division is meeting with Molina regarding a sole-source contract. Once the contract is approved we will be able to move forward with Medicaid rates. By statute, when an offender is placed in an offsite facility for longer than 24 hours, they qualify for the Medicaid rate. By working with Molina on this billing issue, IDOC could see a potential savings of \$1.5 million or more a year.

- ❖ Mark Warbis from Governor Otter's office noted that this was in no way expanding Medicaid. Warbis indicated IDOC would be getting the Medicaid rate for those put off site for more than 24 hours, which is a Medicaid rule.

11. Executive session Secretary Van Tassel read the following statement:

I move to amend the agenda pursuant to Idaho Code section 67-2343 (4)(c) for the purpose of adding to the executive session discussion, Idaho Code section 67-2345 (1)(a), which allows the board to: consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need.

This motion is brought in good faith and the reason the agenda was not amended sooner is due to personnel developments that came to light yesterday and are ongoing this morning.

Secretary Van Tassel motioned to adjourn to executive session at 12:05 p.m., pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Vice-Chair McClusky seconded the motion. Roll call was taken. Motion carried unanimously.

- A. *I.C. 67-2345(1)(f)* To communicate with legal counsel for the Idaho Department of Correction to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- B. *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.
- C. *I.C. 67-2345(1)(d)* To consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code.
- D. *I.C. 67-2343(4)(c)* An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.
- E. *I.C. 67-2345(1)(a)* To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.

Vice-Chair McClusky motioned to move out of executive session. Secretary Van Tassel seconded. Motion carried.

12. Board of Correction Award/Recognition, Chair Sandy and Director Reinke

- ❖ Director Reinke and Board members presented the Silver Cross Awards (see attached list)

Vice-Chair McClusky was excused from the meeting.

13. Leadership updates (continued)

Division of Human Resources, Sharla Means, Manager

- ❖ Means reported that a new HR Specialist Sr. was hired in Northern Idaho.

- ❖ The 2014 Peace Officer Standard and training schedule has changed to include 7 academies which will better support recruiting efforts. This is up from 4 academies in 2013. IDOC has committed to have 30 participants in each session.
- ❖ With the help of Adam Jarvis, DFM, compensation increases were given to staff in December 2013.
- ❖ Means reported IDOC is hosting a Job Fair at Meridian Dept of Labor on 01-14-14 from 2-7 pm. Means informed board members that a CO applicant must be at least age 21, pass a background check, have a continuous job history, have GED, HSE or above, and pass a physical fitness test. She stated the starting salary is currently \$13.14 and moves to \$13.62 after a year. Means suggested making cards for board members to hand out when they get asked about the correctional officer position.
- ❖ Means informed board members that IDOC starting pay for correctional officers is still significantly lower than other agencies in the region and it would take substantial increases to get our starting pay equal to other agencies.

Secretary Van Tassel made motion to terminate the manager of Correctional Industries and to appoint Alan Anderson as the new manager of Correctional Industries. Chair Sandy seconded the motion. Chair Sandy and Secretary Van Tassel voted in favor. Motion carried.

Division of Management Services, Chief Pat Donaldson

- ❖ The Offender Communication Services RFI has been sent to 14 vendors and proposals are due today, January 10, 2014. The RFI asked vendors to address technology that could make IDOC more efficient.
- ❖ The FCC came down with a ruling which put a cap on the amount of money charged for inmate interstate phone calls. Currently IDOC receives \$1.4 million in revenue from interstate phone calls and the annual loss of revenue from the FCC ruling is estimated to be approximately \$250,000. However, with the list of other products that may be offered with the new offender communication services there may be potential to regain part of that loss.
- ❖ Director Reinke indicated that with the decision of DOC assuming ICC we will not be pursuing bringing commissary into CI.
- ❖ The commissary contract will be a five year contract with possible extensions. Our current contract is with Keefe. This contract ends Dec 31, 2014 with one six month extension. It is recommended that to keep the commissary RFP competitive it should remain separate from the Communication RFP. The Communication RFP will include kiosks with the requirement that the kiosks be equipped to tie into the commissary system.
- ❖ Secretary Van Tassel voiced his concern regarding Governor Otter's recommendation of no increases in employee compensation. Van Tassel noted that if salaries of IDOC employees remain stagnant there is the potential to lose employees to other agencies or private businesses.

Director's Office, Teresa Jones, Administrative Support manager

- ❖ Jones highlighted the annual report
- ❖ The Board was informed of the items the legislative team was tracking that may impact the department.
- ❖ Jones talked about the changes taking place with the internet and social media.
- ❖ Facebook stories routinely log 1,000 – 4,000 hits, a huge increase compared to 2012 when the biggest story had only 400 hits.
- ❖ A change from a formatted newsletter to internet story positions tripled stories available.
- ❖ The new IDOC logo celebrating 150 years was unveiled to Board Members.

Research and Development, Cathy McCabe, Manager

- ❖ IDOC population is down 1.5% from where we were 6 months ago.
- ❖ The department experienced 6.8% growth in 2012. As of Jan 1, 2014, population is declining and down 1.8%. Our population today is similar to the levels experienced when inmates were sent out of state.
- ❖ The forecast was revised to be 8,267 at the end of this year, which is a 1% growth if we experience what we have in the past.
- ❖ IDOC population grew 586 in two years; 397 in males and 189 in females. This represents a 6% growth in males and a 22% growth in females.

Director's Office, Kathryn Dayley, Management Assistant

- ❖ Dayley introduced the Family Connections project which focuses on meeting the needs of offender family members.
- ❖ The first community event will take place in the Boise area and is targeted for mid February 2014.

Deputy Director update, Kevin Kempf

- ❖ Introduced the 150 year challenge coin to the board.
- ❖ Kempf presented the ICC transition plan. He reported the Incident Command System (ICS) in place for transition and Chief of Prisons Jeff Zmuda in the key role of the incident commander.
- ❖ Jeff Ray, IDOC PIO, and CCA Rep Jason Ellis will play key roles in the transition of ICC to IDOC.
- ❖ Warden Blades will oversee the Operation Section.
- ❖ The Planning Section will be run with Alan Anderson and Deputy Randy Valley.
- ❖ Dave Sorenson will be the key leader in the Financial/Administration section and will work with Adam Jarvis from DFM on all things related to the budget.
- ❖ The Logistics Section will be Susan Fujinaga's area of responsibility.
- ❖ Sharla Means will be overseeing the Human Resource Section.
- ❖ Deputy Director Kempf stated that communication with the ICC staff had started and reported that Sharla Means and Tim Higgins had been to the facility. He said the goal during the transition was to over-communicate information to ensure staff were well informed.
- ❖ Kempf stated the transition team was estimating that 65-70% of the staff at ICC would be retained. However, as of this date there is no plan on who will stay at ICC and who will be placed at other IDOC facilities.
- ❖ Kempf indicated that the ICS structure is a proven process which is very structured and expected it to work very well with IDOC assuming responsibility of ICC.

Director's report, Brent Reinke

- ❖ Director Reinke indicated that with the ICC transition, along with the changes accompanying the CSG recommendations, the 1-3-5-7 Plan will be revised.
- ❖ Chief Atencio indicated that the CSG recommendation that most heavily impacts Probation and Parole is the piece on strengthening supervision.
- ❖ Director Reinke presented Governor Otter's Executive Order on PREA. This order establishes a group to identify standards that can be adhered to in order to ensure compliance. It also states that IDOC will not be in 100% compliance with Federal Guidelines.

14. The next Board meeting is scheduled for Feb. 5, 2015. The board will meet at the Capitol for the JFAC meeting and reconvene at Central Office for the afternoon session.

15. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Chair Sandy seconded.

Motion passed unanimously. Meeting was adjourned at 3:30 p.m.

Submitted by:

Kathryn Dayley, Management Assistant

Date

Approved by:

Robin Sandy, Chair

Date