



BOARD OF CORRECTION

To promote a safer Idaho by reducing recidivism

Debbie Field
Chair

David McClusky
Vice-Chair

Cindy Wilson
Secretary

C.L. "Butch" Otter
Governor

Board of Correction Meeting Minutes

January 13, 2016 9:00 AM – 2:30 PM MT
Idaho Department of Correction
1299 N. Orchard St., Suite 110, Boise, Idaho

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
Sharla Means, Manager, Human Resources
Mark Kubinski, Lead Deputy AG
Terry Kirkham, Chief of Probation and Parole
Alan Anderson, General Manager, Correctional Industries
Jeff Zmuda, Chief of Prisons
Jeff Ray, IDOC
Cheryl Iseri, Program Coordinator

See attached attendance list

- Call to order
 - ❖ Chair Field formally called the meeting to order at 9:02 a.m. at the Idaho Department of Correction (IDOC) 3rd floor board room and welcomed everyone in attendance; initiated introductions around the room.
- Board of Correction meeting minutes approval

Secretary Cindy Wilson moved to accept the November 12, 2015 meeting minutes; Vice-Chair Dr. David McClusky seconded the motion; motion carried unanimously.
- 2015 IDOC Year End Review – Kevin Kempf, Director
 - ❖ PowerPoint presentation reviewing IDOC's goals, accomplishments, staff highlights, offender highlights, and what's coming up in 2016.

- Justice Reinvestment Update – Terry Kirkham, Chief of Probation and Parole
 - ❖ Kirkham reported that MI and LSI training initiatives are continuing, and quarterly core correctional practices training is now offered for new staff.
 - ❖ Information Technology group is continuing to develop systems to support new JRI standards for data collection.
 - ❖ 90/180 intermediate sanctions for parolees are reducing the average time that parolees are incarcerated following violations. IDOC and county jails are working together to smooth out processes.
 - ❖ Developing reports on Idaho Matrix outcomes for both sanctions and rewards.
 - ❖ LSU continues to grow, caseload is nearly 1400. Averaging an increase of 100 offenders per month. Still working to increase referrals of appropriate cases.
 - ❖ Probation and Parole early discharge requests are still being denied at a 35-40% rate. Most of these denials happen at the prosecutor level.
 - ❖ Researching options for modifying supervision standards for low to medium risk offenders to focus efforts on high risk offenders.
 - ❖ Biggest concern for P&P right now is managing the caseload increases due to lack of early discharge approvals.

- Justice Program Assessment / Gap Analysis – Henry Atencio, Deputy Director
 - ❖ Council of State Governments analyzed IDOC programs. Six month review yielded findings:
 - 9 of 12 programs are no longer evidence based programs
 - Pathways, in some cases, were redundant and overly complex
 - Substance abuse treatment was not being provided
 - Therapeutic communities will be eliminated
 - ❖ Four core programs to implement
 - Substance abuse and sex offender curriculum will follow the University of Cincinnati model. Contract with University of Cincinnati has been signed. First training is already scheduled for week of January 28
 - Cognitive Behavioral Intervention is anticipated to begin in Spring 2016
 - Aggression Replacement Training (ART) is anticipated to begin in Summer 2016
 - ❖ As we are a JRI state, IDOC has access to apply for a grant sub-award to provide additional training.
 - ❖ Communication has increased. Deputy Director sends regular emails to staff, stakeholders, and inmates (via JPay) to keep them updated, and leadership team holds regular meetings with treatment staff.

- Gap Analysis – Josh Tewalt
 - ❖ H&W partnered with WICHE
 - ❖ Merging multiple data sets make it extremely difficult to follow an individual's process through the system.
 - ❖ Only looks at treatment provided in the past year, and only looks at treatment cost, not whether the amount received was appropriate
 - ❖ Doesn't account that some funds are allocated to provide services for low risk 19-2524 offenders.
 - ❖ Report does a fairly good job of identifying need, but gap is \$11-14 million, approximately \$9 million of which is for mental health services. Systems to track MH services are lacking, especially for those provided with H&W.

- ❖ We will continue to refine our processes to capture better data to provide more accurate data for future years' analysis.
 - ❖ Two reports are in draft form and should be released by their required due dates.
- Restrictive Housing Reform - Jeff Zmuda
 - ❖ PowerPoint presentation
 - Mission statement
 - Incident Command System
 - Restrictive Housing Program Overview
 - Considerations for Disciplinary Process and Short-Term Restrictive Housing
 - Considerations for Long-Term Restrictive Housing
 - Going Forward....
- Budget Overview – Josh Tewalt
 - ❖ IDOC's proposal was largely received favorably by the Governor's office, only 2 items were removed.
 - ❖ Governor has recommended 3% CEC for all employees, and to cover employer and employee benefits cost increase.
 - ❖ Governor recommended a funding increase for IDOC. The vast majority of that growth is in one-time funding for specific projects and equipment needs. \$5.8 million is from dedicated funds. \$5.2 million is one-time replacement capital outlay.
 - ❖ Governor has also recommended approval for the security retention plan.
 - ❖ Our population decrease will radically decrease the amount of funds needed for population-based requests, in some cases, we may end up reverting funds.
 - ❖ IDOC expects population to remain under 8000, even while factoring in a 1.8% growth rate.
 - ❖ Ongoing increase is projected to be approximately 4%.
- Community Mentor Program – Kevin Kempf and Jeff Kirkman
 - ❖ Three Groups
 - Staff
 - Community Volunteers
 - Offenders
 - ❖ First 30 days
 - Meet with staff to educate them and gather input on needs
 - Meet with community members to do same
 - Educate offenders on the benefits the community mentor program can provide to them. Offenders can ultimately choose whether or not to participate.
 - ❖ Envision that mentors will meet with case manager and offender during pre-release planning, and mentor will commit to a one-year service period with that offender – 6 months pre-release, and minimum 6-months post-release.
 - ❖ Working with Oregon Department of Correction to learn more about the volunteer training system they have in place, and how some of those features may work for Idaho.
 - ❖ Policies will need to be rewritten to allow volunteers contact with offenders post-release. Currently, policy prohibits post-release contact.

- ❖ Community mentors will be required to communicate with P&P regarding status and progress of offenders.
- Victim Services Update – Teresa Jones
 - ❖ Idaho Cold Case playing cards have been distributed to all facilities; will be available in commissary starting next week
 - ❖ Tip line has been established, and is being staffed by the Fusion Center
 - ❖ Correctional Industries is creating posters for facilities
 - ❖ VINE Notifications have more than tripled from 2010 to 2015
 - ❖ IDOC VINE Registered Users for active DOC inmates
 - Now offering email and text message alerts instead of only phone notifications
 - ❖ PREA Implementation
 - Expected to be fully implemented by December 31, 2016
 - PREA Pilots
 - Reporting to inmate
 - Incident review
 - PREA assessment
- Executive Session

Secretary Cindy Wilson motioned to adjourn to executive session at 12:51 p.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously. Roll call was taken; all three Board Members present.

A. *I.C. 74-206(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. 74-206 (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.*
- Executive Session

Secretary Cindy Wilson motioned to adjourn executive session and return to regular session at 2:36 p.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously.

Secretary Cindy Wilson moved to approve a CEC for the Director consistent with the Department's CEC matrix, retroactive to the one-year anniversary of his appointment; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously.
- CompStat – Janeena Wing
 - ❖ Handout of PowerPoint presentation provided
 - Recidivism
 - Probation/Parole Violations
 - Supervision Discharge Requests
 - Limited Supervision Unit Caseload
 - Timely release from prison
 - Budget-to-Actual Performance

- Staff Retention and Separation
 - Workplace Injury Rate
- Human Resources Update – Sharla Means
 - ❖ CO recruitment is slowing. Academy sizes are being reduced.
 - ❖ Facebook page established for current CO academy to involve family and community
 - ❖ Orientation for families of correctional officers to educate them about the job and what to expect as family members
 - ❖ Care and concern program
 - Focus on Thrive Idaho
 - Outside provider will visit all facilities statewide to provide basic physical exam that will qualify staff for the Thrive Idaho program incentive.
 - Leadership competencies are being identified, so a succession plan can be developed to promote advancement within IDOC.
 - Developing written guidelines to explain employee incentive programs for supervisors – what is allowable, how it works, etc.
 - New employee survey coming soon – handout provided
- Management Services Update – Pat Donaldson
 - ❖ Provided an overview of the Kit Carson contract
 - ❖ Commissary services provider Keefe is implementing a new offender account management system for IDOC. Expected to go live at the end of April.
 - ❖ PSI fee will be eliminated effective February 1, 2016.
 - ❖ Offender communication contract with Centurylink has been restructured to meet new FTC guidelines. Kiosk services for email, games, music, etc. are being used by offenders. Will explore options to use kiosks to create electronic forms for items such as concern forms, etc.
 - ❖ FCC Order 12-375 PowerPoint presentation
 - New regulations will have a significant impact on revenues for IDOC
 - ❖ Contract development
 - University of Cincinnati contract was just signed
 - Review of contracts expiring in July
 - Working on a Request for Information for offender management systems. Would like to explore what types of financing options are available – lease versus purchase, licensing, etc.
- Correctional Industries Update – Alan Anderson
 - ❖ Financial update
 - ❖ Fundamentals map (handout provided)
 - ❖ Offender programs
 - 225 offenders completed training, 5 completed more than one training
 - 54 inmates currently enrolled in occupational apprenticeships
 - CDL program – 12 successful completions, 8 still enrolled
 - ❖ Recidivism
 - 84% successful
 - ❖ Fleece blankets were created and donated to a number of organizations
 - ❖ Partnered with CWI to start a drafting program. Once completed, inmates work in CI carpentry shop.
 - ❖ CI made a donation to the victims compensation fund

- ❖ CI currently funds 2 vocational rehabilitation positions that are located in the district P&P offices
- ❖ Room for 20 more inmates soon.

- Final Board Discussion
 - ❖ None

- Adjourn

Chair Debbie Field motioned to adjourn the meeting at 4:19 p.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously.

Submitted by:

Cheryl Iseri, Program Coordinator

Date

Approved by:

Debbie Field, Chair

Date