



# BOARD OF CORRECTION

*To promote a safer Idaho by reducing recidivism*

Debbie Field  
Chair

David McClusky  
Vice-Chair

Cindy Wilson  
Secretary

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C.L. "Butch" Otter  
Governor

## **Board of Correction Meeting Minutes**

November 12, 2015, 10:30 AM – 4:30 PM MT  
Idaho Dept. of Correction  
1299 N. Orchard St., Ste. 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  
Jeff Ray, IDOC  
Andrea Blades, Mgmt. Assistant

See attached attendance list

- Call to order
  - ❖ Chair Field formally called the meeting to order at 10:30 a.m. at the Idaho Dept. of Correction 3<sup>rd</sup> floor board room and welcomed everyone in attendance; initiated introductions around the room.
- Board of Correction meeting minutes approval

**Vice Chair David McClusky moved to accept the May 14, 2015, the August 11-12, 2015, and the August 19, 2015 meeting minutes; Secretary Cindy Wilson seconded the motion; motion carried unanimously.**
- Introduction of newly appointed Wardens, Jeff Zmuda Chief of Prisons
  - ❖ Zmuda introduced Amanda Gentry, the new Warden at Pocatello Women's Correctional Center (PWCC) and Ross Castleton, the new warden at St. Anthony Work Camp (SAWC) and each spoke briefly about their Agency experience.
- Justice Program Assessment (JPA) Update, Henry Atencio, Deputy Director
  - ❖ Atencio reported that in order to effectively review, select and implement the substantial Agency wide program changes in collaboration with the JPA

- recommendations an Incident Command System (ICS) group has been assembled and is meeting weekly; an organization chart was circulated.
  - ❖ One decision has evolved from the ICS group meetings; the University of Cincinnati Substance Abuse Curriculum has been selected as the Agency wide substance abuse program.
  - ❖ Startup grant funding is available for training and will subsidize Agency funds to train community providers.
- Action Plan for improving the effectiveness of programs, Henry Atencio, Deputy Director
  - ❖ Senate Bill 1357, Idaho's Justice Reinvestment Act, requires the Idaho Dept. of Correction (IDOC) to biennially submit a report to the governor and legislature that describes state funded recidivism reduction programs, beginning November 15, 2015. The report must include: 1) an evaluation of the quality of each recidivism reduction program; 2) the program's likelihood to reduce recidivism among program participants; and 3) a plan for program improvements from the Board of Correction (BOC).
  - ❖ A copy of the completed Program Evaluation Report was circulated to all the Board members and incorporated into the minutes of this meeting; the Action Plan is on the last page of this report and it stipulates that the goal of the action plan is to: implement research based programs that match the intensity of treatment with the level of risk an offender poses to the community and to themselves. The report is due November 15, 2015 and Board approval is required prior to submittal.
  - ❖ There are no program costs because the University of Cincinnati Substance Abuse Curriculum is a public domain program and can be printed off the website and no particular certification is necessary to teach it. However, there are costs involved to train everyone and the plan is to contract with the University of Cincinnati to provide trainers.

**Vice Chair David McClusky moved to approve/accept the Program Evaluation Report dated November 15, 2015 with the specific Action Plan; Secretary Cindy Wilson seconded the motion; motion carried unanimously.**

- Research Update, Principal Research Analyst Janeena Wing
  - ❖ Wing provided a population trends update via slide presentation and briefly explained the eight measures which include: recidivism, probation & parole violations, supervision discharge requests, and limited supervision unit case load, timely release from prison (150% report), budget to actual performance, staff retention, and work place injury rates.
- Note: the meeting is proceeding ahead of the agenda, departing from the posted agenda in order of presentation.
- What Evidence Based Practices mean for Parole, P&P Chief Terry Kirkham
  - ❖ Kirkham reported that evidence based practices require: 1) Assessment of information 2) relevant research 3) available risk reducing programming 4) evaluation and 5) professionalism and knowledgeable staff; and in his presentation Kirkham elaborated on each area.
  - ❖ Kirkham distributed and explained a hand out that outlined the specifics of Parole Officer (PO) caseload size vs workload.

- ❖ Kirkham presented and discussed the core correctional practices of offender supervisors which included: 1) Effective reinforcement 2) effective disapproval 3) effective use of authority 4) quality interpersonal relationship 5) cognitive restructuring 6) anti-criminal modeling 7) structured learning/skill building 8) problem solving.
  - ❖ Discussion ensued between Kirkham and the Board about the present PO case load status, the ideal being 50 to 1, but caseloads reaching this ideal is not within reach so now were focusing on how to manage the reality of the numbers.
- Executive Session
- Secretary Cindy Wilson motioned to adjourn to executive session at 12:15 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 1:35 p.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously.**
- Break 1:35 p.m. – 1:40 p.m.
- An Open and Transparent Agency, Jeff Ray, Public Information Officer
- ❖ Ray reported that in 2014 there were 34 media stories; up some in 2015 there have been 48.
  - ❖ Facebook likes 2014 to 2015 are up from 500 to 2,000. Facebook and Tweeting tells a story we can't otherwise tell through news stories; positive, personal stories.
  - ❖ Prior to posting an inmate on the website, even if it's a positive story, we have to explore who the inmate is and would there be a negative victim impact? It takes work to filter/examine all the particulars before a story is used.
  - ❖ We are open to improvement but we are not punching bags; posts are being monitored and mean spirited things are being deleted; useful criticism is okay.
- Director's Update, Kevin Kempf, Director
- ❖ Kempf described how Justice Reinvestment Initiative (JRI), Justice Program Assessment (JPA), and Restrictive Housing Reform add up to Corrections Reform.
  - ❖ Regarding the open invitation to all members of legislature to tour any facility at any time. The first thing they are going to see is amazing people doing amazing jobs. The second thing they are going to see is probationers and parolees working very hard to overcome addictions and past behaviors. We need to get people into our business and help them see more than movies depict. And the third thing they are going to see is there are areas for us to improve.
  - ❖ Some good stuff to report: since January 2014 inmate grievances are down by 150 a month over all facilities; inmate court filings are down; 100 additional seats have

- been added to staff leadership development classes; we are reducing time delays for newly released offenders to see their PO—down to 72 hours from the old record of 7-14 days; this year's establishment of a Diversity Council; establishment of a staff wellness program; and improvements in modernization—JPAY, 150,00 offender emails out and 150,000 in, saving much mailroom processing; a reduction of Idaho Maximum Security Institution (IMSI) administrative segregation beds from 330 to 242; and the establishment of an Agency partnership with the Special Olympics.
- ❖ Some new things coming up: soon to roll out electronic offender grievances and concern forms; the formation of a ACLU, Federal Court, IDOC Attorney General and Agency litigation team to resolve issues before formal litigation; A Council of State Government (CSG) media release and web post featuring IDOC going through the JPA process and IDOC implementing new programs state wide.
  - ❖ Kempf conveyed appreciation to the Board for its vision and support.
- Restrictive Housing (RH) Reform, Prisons Division Chief Jeff Zmunda
    - ❖ Zmuda reported on the national and international issue of restrictive housing and he explained that studies on effectiveness and lawsuits challenging the scope and duration among other things have brought current RH practices under examination.
    - ❖ Considerations going forward with short term RH; we are considering modifying the disciplinary process for offenders, reserving RH to those who present a threat or imminent need, limiting RH placement to not more than 15 days, and implementing the use of creative sanctions.
    - ❖ Considerations going forward with long term RH; we are considering placing only the most violent/dangerous offenders, experimenting with increased out of cell time, creating incentives, establishing reintegration and re-entry processes, and making changes to the physical structure of RH.
    - ❖ What's next: Expect a thoughtful approach towards the development of a RH Program including the development of a RH mission statement, the utilization of Incident Command System (ICS) for planning and implementation in January of 2016. We are targeting full implementation of RH revisions by July 2017.
    - ❖ The states that have gone the way of RH reform have shown a reduction in inmate on inmate assaults and inmate on staff assaults.
  - Human Resources (HR) and Overtime Update, Sharla Means, HR Manager
    - ❖ Means reported on the Diversity Council next steps, the status of the wellness survey, the upcoming family member webpage.
    - ❖ Means provided the Overtime Team (OT) update: the OT team is tasked with reviewing the problem of OT, how it's generated and what can be done to improve the situation. The number one proposed solution is simply to pay staff for overtime worked; and the list of other proposed solutions include: a standard SOP to make OT the same facility to facility; better use of OT resources; better accountability for how people are using their time off, especially their sick time; and improving the time keeping system.
    - ❖ Kempf provided an update on the newly posted Community Mentor Program position and imparted his vision for the program. The reality is that high risk offenders sap disproportionate amounts of time and as a result low risk offenders loose meaningful interaction and feedback from their PO. The vision for this program is that trained mentors (volunteers) can assist parolees and

probationers through the employment, housing, friendship problems they face.  
The open job posting closes this Friday.

- Future Board of Correction (BOC) Meeting Schedule
  - ❖ The Board decided to set the next month's meeting at the end of each Board meeting.
  
- Final Board Discussion
  - ❖ None
  
- Adjourn  
**Secretary Cindy Wilson motioned to adjourn the meeting at 3:33 p.m.; Vice Chair Dr. David McClusky seconded the motion; motion carried unanimously.**

Submitted by:

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Andrea Blades, Management Assistant

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Date

Approved by:

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Debbie Field, Chair

\_\_\_\_\_  
Date