



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

July 24, 2014, 12:30 pm-9:00 pm
Idaho Department of Correction (IDOC)
ISCC, 14601 S. Pleasant Valley Rd., Kuna, ID. 83634
Chairman attend via phone

Members Present:

Robin Sandy, Chair (via phone & in person)
JR Van Tassel, Secretary

David McClusky, Vice-Chair

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director

Felicia Forbus, 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

Alan Anderson, Division Chief, Correctional Industries

Jeff Zmuda, Division Chief, Prisons

Sharla Means, Manager, Human Resources

Shane Evans, Division Chief, Education, Treatment & Reentry

See attached attendance list

1. Call to order
 - ❖ Vice-Chair McClusky called the meeting to order at 9:06 a.m. Warden Blades led the pledge of allegiance.
2. Welcome and introductions
 - ❖ Vice-Chair McClusky welcomed everyone and introductions were made around the room.
3. Board of Correction meeting minutes approval
 - ❖ **Secretary Van Tassel motioned to approve the meeting minutes from June 19, 2014. Chair Sandy seconded the motion. Motion passed unanimously.**
4. Board of Correction Award/Recognition, Director Reinke
 - ❖ Director Reinke informed the Board that Director Craven of the Commission of Pardons and Parole was unable to attend due to a conflict with scheduled parole hearings.
 - ❖ Director Reinke spoke about Administrative Director Patti Tobias' 30 years with the Idaho Supreme Court, and her having received a lengthy list of awards during her career. Director Reinke said Tobias has made significant contributions to the criminal justice system in Idaho, and presented her with a challenge coin.
 - ❖ Leadership expressed their appreciation for Tobias' impact on Idaho's criminal justice system. She has always strived for excellence, and has driven them all to work better and smarter.

- ❖ Adam Jarvis, Division of Financial Management (DFM), said he will miss Tobias' counsel, as DFM has frequently deferred to her for input. She has been a most influential state employee, and will be missed.
 - ❖ Director Reinke, Vice-Chair McClusky and Secretary Van Tassel presented Tobias with a plaque in appreciation for her service.
 - ❖ Tobias said it's been her privilege to serve as Administrative Director of the Courts. Tobias recalled that when she first came to Idaho, Senator Darrington was her mentor. Darrington encouraged communication among the different branches of government and the different judiciaries, and that has remained important to her. Tobias said it's been a privilege to work with Director Reinke, as Director of IDOC and Juvenile Corrections, and she feels that all are well served by his leadership. Tobias added that all the leadership has proven to be strong and effective. She congratulates the Board for their work in overseeing IDOC; the leadership works effectively for the state.
5. CAPP update, Warden Brian Finn
- ❖ Average daily count is 415.
 - ❖ Staff has logged 300,000 contact hours.
 - ❖ There have been 570 successful program completions, and the graduation rate this month is 95%, up from 93%.
 - ❖ 1,106 random UAs have been administered, and none were positive for substances.
 - ❖ The facility is fully staffed with correctional officers, they are one over in case management, and one over in teachers.
 - ❖ Director Reinke thanked Finn, and noted that during the July 3 reception, Governor Otter and Mayor Nelson of Kuna each had nice things to say about CAPP.
6. Corizon update, Tom Dolan, Regional Director
- ❖ Director Reinke informed the Board that Dolan was unable to attend due to a conflict.
 - ❖ Chief Shane Evans added that Dolan is attending training for the Electronic Health Record (EHR). Evans will provide an update on Corizon along with his division update.
7. ISCC Transition of Operations, Chief Jeff Zmuda
- ❖ Zmuda said the mission was to conduct a seamless transition while maintaining the integrity of the IDOC system. They succeeded.
 - ❖ The transition began in January with the appointment of Warden Blades. The process was established under the Incident Command System (ICS), which worked very well.
 - ❖ They identified 770 tasks to complete for transitioning operations. They used about 99% of the \$1.9 million transition budget; Zmuda applauds the staff for prioritizing needs.
 - ❖ They recruited and hired over 350 employees to staff the facility, held orientation and training, and uniforms for all staff. They partnered with Warden Finn and Management & Training Corporation (MTC) for a Challenge Academy.
 - ❖ Contracted services at the facility include food service, psychologist, library aides, health care, commissary, telephone, and religious activities.
 - ❖ There were over 3,000 items inventoried and reconciled. Purchasing and infrastructure were significant pieces of the transition, and staff did a good job addressing needs.
 - ❖ Communication was a key component, particularly the relationship between Wardens Blade and Ellis. They kept IDOC staff, inmates and their families, and external stakeholders informed.
 - ❖ The focus was continuity in operations. Some things needed to change, but they were very minor. Warden Blades established expectations well.
 - ❖ Blades said it was a monumental effort, and he has never seen the type of cooperation and collaboration that he saw here. They are operating beyond expectations; the big things they planned for and agonized over didn't happen.
 - ❖ Deputy Warden of Security Ken Bennett said the integration of ICC and IDOC employees was harmonious and cohesive. The offenders are stable and helpful, and he attributes that to the staff who run the units. Bennett said things are far better than he expected.

- ❖ Bennett said TiAna Borg came from SICI to be the operations sergeant and Lt. Sammons joined IDOC after being with ICC for a number of years; both have been extremely helpful.
- ❖ Borg said she worked at other facilities, but the populations were smaller. She's found that the transition went smoother than anyone expected, and gets better by the day.
- ❖ Lt. Sammons said he was concerned about the anxiety leading up to the transition. He feels he can speak for most CCA employees who stayed, and say that they are very pleased with the transition and are excited about the opportunities.
- ❖ Deputy Warden of Operations Sue Wessels recalled when the transition team was still in the basement at central office. There was an expectation of excellence then that they can see here today. From day one, they melded together and became a team of ISCC people.
- ❖ Wessels introduced Program Managers Greg Wren and David Melhoff, noting that Melhoff was previously with ICC. Wren said when he first agreed to come to ISCC he had some concerns, but he had confidence in the quality of the leadership. He feels the transition has been amazing success. They had to set some boundaries and expectations for the offenders, but have had very strong direction from the leadership, and communicated that down to the teams who work with the offenders every day. Staff felt empowered, and worked with a great deal of confidence to get the population on board very quickly. Their standard is excellence, not perfection.
- ❖ Melhoff said the education staff is impressed with the leadership. There was some concern as July 1 approached, but they are pleased and could not be happier about being part of IDOC.
- ❖ Lt. Sammons said there were negative rumors and stories beforehand among staff, and many bought into those and chose to leave. He has since tried to reach out to some to let them know it's not what they thought. He thinks they may be able to bring some of those people back.
- ❖ Zmuda said the transition was a historic task with no roadmap to follow. It was a tremendous draw on resources throughout the agency. The entire organization was affected in one way or another helping with the transition. It was a very collaborative effort within the organization.
- ❖ They would have liked more time. They weren't prepared to hire staff until the March-April timeframe; some CCA staff were anxious, and they weren't able to get to them in a timely manner. They needed to get into the facility sooner to learn more about the operations, but staff brought enthusiasm and energy to the transition; everyone stepped up and performed very well.
- ❖ Director Reinke complimented Zmuda on his performance as incident commander, and said he appreciates everyone involved.
- ❖ Vice-Chair McClusky said he believes the transition has improved the entire correctional system in Idaho. He has enjoyed seeing all those who made it happen, and is glad they're excited to be here. He applauds and congratulates Zmuda for doing such a fine job.
- ❖ Secretary Van Tassel said he noticed at the onset a positive relationship between the staff and offenders. He came here with Jeff Kirkman to tour the facility before the transition, and he would describe it at that time as "cold." The transition has transformed the facility to one like the other state facilities. That is a huge accomplishment, and he congratulates Zmuda.
- ❖ Director Reinke pointed out that Jarvis was also very helpful in the process, and he appreciates Jarvis' contributions.
- ❖ Chair Sandy said Warden Blades is "a real trooper" for being present when the state assumed operations, despite having broken his leg, and should be applauded.

8. Leadership team updates

- ❖ Prisons Division, Chief Jeff Zmuda
 - ◆ Work Projects has been very active. SAWC has had crews out to fires for a number of days. ICIO and SICI had some out working on fires as well.
 - ◆ They have 30 offenders working at Symms Fruit Ranch, harvesting fruit, thinning, and pruning. They are working to increase the number of offenders to 40.
 - ◆ Warden Woolf explained to Secretary Van Tassel that the catering crews are dispatched to serve all firefighters, and can cater up to six hundred persons per meal. To his knowledge, there has been no commercial interest in the catering.

- ◆ Zmuda noted that Warden Carlin is down about 14 staff at ICIO; their problem is backfilling vacancies and a lack of interest in the small community around Orofino. Human Resources Manager Sharla Means and her group are working with Carlin on some ideas.
- ◆ Means said they have a team going next week to Orofino and Lewiston, and have done a media blitz to try to attract some people. They learned from the transition that they should allow people to walk away with conditional job offers. They have one team working on retention; the second on recruiting; and the third on compensation. They hope to entice people who may be interested, and appeal to others considering corrections as a career.
- ◆ Warden Carlin said they've seen an increase in applications. They are completing interviews sooner in the process, and allowing staff to begin their employment right away instead of waiting until they go to the academy. They are focused on bringing in and retaining new staff; she anticipates they will be in a much better condition by the end of summer.
- ◆ Secretary Van Tassel recalled that it was said that the staff shortage was affecting morale. Carlin said staff get tired when they have to work a lot of overtime. She doesn't think morale is worse, but they are tired. They considered going back to an 8-hour shift, but allowed staff to make that decision. Staff preferred the 12-hours shifts.
- ◆ They lost three staff to the Teen Challenge program, but some of those have since asked about coming back. Logging picks up this time of year, and some staff were lost to other states and agencies. Cost is the main issue. Many live in Lewiston, and have a long commute; there are limited transportation options. Limited housing is also an issue.
- ◆ Carlin said they've made some connections with veterans services in the area, and were able to advertise with them. People coming out of the military end up being their best staff.
- ◆ Secretary Van Tassel recalled the discussion at the last meeting about possible contingency plans to deal with the staff shortage in Orofino. Director Reinke said the main focus has been on the transition, and now they are able focus more on addressing the staffing issue.
- ◆ Zmuda said that they want to ensure a safe and secure environment at ISCC, and have succeeded thus far. There have been no organized activities by the offenders. Warden Blades and his staff will continue to assess and modify processes as necessary. They need consistency in the prisons; changes will only be made after thoughtful, careful consideration.
- ◆ Idleness is the enemy with their population. Wessels and her group are working with programs and treatment, and they are seeking additional work opportunities for offenders. They are also considering out of cell time and recreational opportunities.
- ◆ The more the offenders and families understand facility operations, the better they will feel.

9. A Day in the Life, PWCC Warden Jeff Kirkman

- ◆ Kirkman said he feels that offenders are people and should be treated like people. He loves the mantra: "Do no Harm", and he thinks this when walking the facility. He expects staff to treat everyone with dignity and respect; he exhibits this and expects staff to follow suit.
- ◆ His goals are for staff to have an urgent understanding of the mission to reduce recidivism; to develop relationships with the community; to maintain accountability among staff and offenders; and to ensure consistent operations with other IDOC facilities.
- ◆ He empowers his staff to make decisions; and he likes to be engaged, e.g., talking to offenders and staff, attending security meetings.
- ◆ Collaboration is key; they made the difficult decision to revert back to 8-hour shifts, but not before allowing every staff member to have input.
- ◆ Kirkman said he assumed PWCC operated the same as any other, but found significant differences in interactions with male versus female offender populations.
- ◆ He had no knowledge about relationships among staff at larger facilities. He learned it's more apparent at smaller facilities, but he has no concerns at this time.
- ◆ He was concerned about staff reaction to another warden. His goal was to earn the trust and respect of the staff.
- ◆ Challenges include covering shifts, despite being fully staffed. They went back to 8-hour shifts to manage the overtime. Pay is another issue; they lost potential staff due to the pay.

- ◆ Changes in population are also a challenge. It is becoming more difficult to find the right inmate for the CCU, those who can go out in the community and work. There are also limited options for placement, as PWCC houses the higher custody levels.
- ◆ Jobs are limited in such a small facility, so they are looking at other opportunities to get offenders out working or exercising, or participating in religious activities. They are expanding the dog program and the food growing program.
- ◆ Kirkman said Devon Crumpton, maintenance supervisor, has made the experience at PWCC fantastic. He knows the facility well and is a fantastic addition. Lt. Gentry, investigations, has a positive attitude and is always smiling; willing to assist wherever needed. Sgt. Wren is in charge of work projects, and is always willing to step in and aids in building morale. Cpl. Gilbey demonstrates great self-control and is a true professional. He is very proud of her. CO Diaz raises the bar for all other officers in the facility. CO Peck is one of only a few female staff who has graduated the CERT academy. She works in the control center now, and is always smiling and has positive things to say. Lt. Greeson was there when the facility opened 20 years. He is unflappable, consistent, and well respected by offenders and staff. Of all his impressions of PWCC, the staff are what count the most.
- ◆ Kirkman said he learned he can use the title warden effectively when necessary, but doesn't forget that he is working with people. He comes in with a humble attitude, not as warden, but as "Jeff." He keeps his focus on the staff, adding that "once they realize you're genuine, they'll do anything for you."

10. Leadership Team updates, continued

❖ Management Services, Pat Donaldson

- ◆ ISCC contracted services include medical, with an \$11 million increase to their existing medical contract; and the Trinity food services contract, at \$2.4 million for one year, with a one-year renewal. Keefe, the current commissary services contractor, expanded the existing contract to include ISCC.
- ◆ Commissary contract proposals are due August 1, 2014, and will be evaluated for possible addition of inmate banking. Next week infrastructure upgrades begin in the facilities to implement the new phone services effective October 1, 2014.
- ◆ For the transition, CCA provided an operational phone system as required, but IDOC's IT had to work several days to address some issues. There were some other issues in the medical area, such as reports of missing files, and prescription medications that were not ordered. They are looking into what it cost the agency to address any of these issues, and will consider going back to CCA for some compensation or reimbursement for costs. Director Reinke noted that this may require a Board meeting next week to discuss findings.
- ◆ Donaldson reviewed the FY16 decision unit/budget request, noting increases for ILETs access, ongoing legal fees from Balla, and a settlement relative to a legal obligation. Additional funding is requested for staff and transportation for the agricultural worker program. Also included is the JRI grant of \$750,000.00.
- ◆ Overtime/over-hire/on-call is a priority; with the \$2.5 million, they hope to pay the overtime costs when officers work overtime.
- ◆ Two additional clinicians are requested for IMSI. Relative to JRI implementation and requirements, they are requesting a correctional manager for Community Supervision, and an additional data/research analyst. Prisons is asking for additional correctional staff for the behavioral health unit.
- ◆ Comm. Supervision is requesting funding for the electronic monitoring program, and the incentives program. Management Services requests three additional IT staff for the development side relative to JRI; they will take over when the contractors leave.
- ◆ Education, Treatment & Reentry requests additional funding to support contracted psychological services.
- ◆ Funds are requested to replace SCAAP grant funding; four FTEs are currently associated with the grant.

- ◆ Satellite TV and wiring is funded through inmate accounts; they need assistance to provide the same services at PWCC.
- ◆ Also requested are vehicles for offender crew checks, bailers for special projects, and additional catering unit.

Research and Analysis/Populations update, Cathy McCabe, Research Supervisor

- ◆ The population for FY14 is 8,120, down 1.2% from last year. It peaked last year at 8,221.
- ◆ The population has remained steady since 2012, when inmates were sent out of state. The initial forecast looks steady, with a possible slight decrease.
- ◆ McCabe confirmed that this cannot predict the impact of JRI.
- ◆ The numbers between releases and admissions remained consistent. There were 5,251 new admissions this year. The growth is from the termers, consistent with last year.
- ◆ The community custody population grew 4.3%; 85% are probationers. Approximately 550 are placed on community supervision each month.
- ◆ Kempf stated that the CSG group sent over a synopsis of what's going on with their work, and he noticed that it's based on information from 2012. Kempf feels that it paints a poor picture, and asked if that will be adjusted to reflect the decline in populations. McCabe said they are 147 below where they forecasted; her understanding is they won't go back to the phase one report. She believes further improvements will be based on recent information.

❖ Education, Treatment & Reentry, Chief Shane Evans

- ◆ The transition was a momentous opportunity for collaboration and effort for health services. They had some challenges with some of the conversions, availability of medication, and chronic care events that did not occur. Corizon is working on the issues. Corizon and Pharmacorr were responsive to needs, as they had to have a great deal of medication overnighed to the facility to have on hand.
- ◆ They will be working closely with Vice-Chair McClusky on the EHR implementation, and will seek his feedback on the process. Tom Dolan was unable to attend today, as they are conducting the initial training for EHR. There are some delays in infrastructure, pushing them out to a November launch.
- ◆ ET & R will initially fund Rx Access services for offenders to ensure that they have access to medication for the first 120 days of release, as a part of the enhanced reentry piece. They will continue to provide the services for indigent persons beyond 120 days. Vice-Chair McClusky noted this will be very helpful for the offenders.
- ◆ Evans said the ISCC transition included bringing on clinicians, and all went through training on the system. They are in the process of analyzing the mental health needs of the facility. Record keeping was not as good as they hoped, so they are essentially doing a full audit, and will work with facility leadership on next steps.
- ◆ They have distributed applications to the offender population to identify suicide companions. Those under suicide watches are being moved out of the facility until suitable measures are established.
- ◆ A Cottonwood offender was a finalist in an offender writing contest, where he wrote about his experience in custody. Evans said he applauds what Bill Farmer is doing at Cottonwood to motivate and engage the population. Farmer was awarded the Correctional Education Association Advocate Award in June.
- ◆ DaLanie Valentine has joined the team as Director of Programs.
- ◆ Pathways are evolving as part of JRI, to address parole readiness. There are some changes based on recommendations from IT for capturing data.
- ◆ The final draft of the Program Evaluation Tool will soon be presented; this includes a correctional program checklist for review of effective/appropriateness of programs, in support of JRI.
- ◆ The GAIN tool contains a lot of data; they will begin using it for all offenders.
- ◆ Dr. Charlene Taylor is now the process of validating the LSI-R.

11. Executive Session

Secretary Van Tassel motioned to adjourn to executive session at 12:41 p.m. pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b). Chair Sandy seconded the motion. A roll call vote was taken. Motion carried unanimously.

- A. *I.C. 67-2345(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.

12. Regular Session

Vice-Chair McClusky motioned to move out of executive session at 1:01 p.m. Secretary Van Tassel seconded the motion. Motion carried unanimously.

Returned to regular session at 1:01 p.m.

13. On behalf of the Governor's office, Mark Warbis introduced Sandy Jones, the newly appointed Executive Director of the Commission of Pardons and Parole. Warbis said Jones will be starting August 18, 2014. Warbis said Jones is working with Atencio and others, and are focused on getting the new rules written. Jones will also be working with Cathy McVay of CSG. Jones said she is ready for the challenge and is looking forward to working with everyone.

14. Leadership team updates, continued

❖ Probation and Parole Division, Chief Henry Atencio

- ◆ PO Academy 18 started this week with 16 officers, but is down to 15 due to one who was lost due to an existing injury. At least one officer from every district is represented.
- ◆ SB1357 Statute 2019 references the desire to have caseloads cap at 50 per officer. Today they have 191 probation and parole officers in the Division, with 177 actively supervising, and the remainder in the hiring process or in the academy. With 177 working, they have 75-76 offenders per officer. With all 191 supervising, and adding the additional 5 officers, the average caseload drops to 70.
- ◆ 40 officers around the state have 90 offenders they supervise. 32 have 80-90 offenders. 36 have 70-80 offenders. 69 have 70 offenders or less. This is due to specialized caseloads, and is further impacted by the problem-solving courts around the state. Officers must be organized and have the ability to triage the info on their caseloads.
- ◆ They receive about 233 new probationers each month, 170 Rider returns, and 165-168 parolees. In District 4, it is not unusual for an officer to receive 4-6 new cases each week. On average, that's 10-15 hours of work to read the file, develop the background, conduct the initial home visit and employment verification. This time is not accounted for when looking at an average of 70 offenders. Another 500 are released each month, through either early discharge or completing their terms. Early discharge requests require that a report be written, an investigation and records check done, and restitution and COS researched. These are all things that take time away from actually managing the caseload.
- ◆ Secretary Van Tassel clarified that the 15 hour number was per case. Atencio confirmed this. Secretary Van Tassel asked about levels of supervision. Atencio said they use the limited supervision unit for offenders who are doing well, to free up resources to manage the new cases that come in. The early discharge process is also used. He hopes to start seeing more of these granted to reduce the numbers. They hope to standardize the process. When those are denied, then they will consider the case for the limited supervision unit.
- ◆ Secretary Van Tassel referred to incentives for positive behavior, and there being resistance to that. He asked whether JRI will allow that will be reconsidered. Director Reinke clarified

that the Secretary was referring to “good time,” and said JRI is a five-year process, so that may be discussed in the future.

- ◆ During the calendar year 2013, there were 4,600 Presentence Investigations completed, an average of 8.5 per investigator. They received 5 additional investigators. The result of an additional PSI was described as 10-12 additional hours, and not just one less report.

15. JRI Briefing

❖ Community Treatment, Program Evaluation, Shane Evans

- ◆ They are working closely with contract network. An audit tool has been developed for the contract provider network, and they have done their first test run. BPA has not done on-site audits in the past, except when there was an issue to investigate.
- ◆ The mental health delivery system is a challenge; BPA will assess the co-occurring capabilities of the network. Health and Welfare is doing a similar assessment.
- ◆ With the LSI-R validation, they hope to see the number for “low risk” increase by 3-5 points; it’s currently at 15. There is no evidence that this results in a change in points for higher levels of risk. Moderate to moderate-high risks are where the resources need to be focused. They anticipate a report with Dr. Taylor’s recommendations around first of September.
- ◆ They are working to establish a statewide drug testing protocol to address inconsistency, and differing rates throughout the state. This would allow POs to focus on working with clients, and not using their time to deal with administrative issues.
- ◆ Evans said the WITS data collection tool is being used; Health and Welfare is using it for children’s and adult behavioral health. Other data is collected in CIS. They are looking for additional ways to capture and analyze data, and want to ensure consistency in how it is collected and reported. They must find a way to connect the various tools over time.

❖ Officer Training, Brenda LaMott

- ◆ LaMott said the team wants their system to show them the kind of officer conduct they are looking for, e.g., how officers spend their time, what they focus on, and what skills they use to make offenders succeed. Trying to juggle too many things at once is dangerous; they are focusing on the smaller things first to ensure the ability to measure and demonstrate outcomes in February; and also to show that they are not just checking the boxes.
- ◆ Much of what they’re doing ties in to what the other teams are doing. They are gathering good data that they are then able to measure and assess. The EDS they purchased from Relias Management Services can be used immediately, and is a critical element. They are also ensuring that the CIS system allows them to enter relevant data. They are being mindful of other JRI team initiatives – often other teams are already working on things that help. They are working to develop a sustainable trainer cadre through the section supervisors and district managers.
- ◆ Evans explained that there is typically a good start to these trainings, but there has been the expectation that staff will carry it forward. Evans said they have not provided the means to support this in the past. Incentives are needed to get staff to stay engaged.
- ◆ Director Reinke asked about the availability of training to Sandy Jones and the Parole Commission. LaMott said the training will continue to grow, but they want to keep it manageable. There isn’t currently space in the classes, but there may be a place for Commission staff moving forward. They would only need to ensure that Commission staff are well versed in LSI; they do not need to be able to administer it. Atencio said misdemeanor probation will participate in the LSI-R training.
- ◆ Secretary Van Tassel asked whether time for training will be built in. Atencio said for JRI to be successful and for a PO to attend a week long training, they need to demonstrate that they are bringing caseloads down. If they delivered the training today, with caseloads like they are, it wouldn’t work. They will work on bringing the caseloads down while LaMott works on the training piece.
- ◆ Director Reinke added that with JRI, training dollars are available for the foreseeable future.

- ◆ LaMott said they will focus on things like helping a PO tweak a compliance conversation to become more of a coaching conversation. With workload, they need to grow slowly. Evans said the additional piece is the train the trainer cadre. We need to invest in the in service training, and not allow the quality to decline
- ❖ Supervision, Caseload Review, Parole, Chief Henry Atencio
 - ◆ The recidivism information is now in the PSI; some changes were made effective with the August reports.
 - ◆ Development of sanction/incentives matrix is in progress, and should be finalized in the next month. CSG staff thought the matrix would be difficult for the state, and they were surprised by the progress.
 - ◆ The framework for the Limited Supervision Unit (LSU) is in place.
 - ◆ IDAPA rules for violation matrix and the LSU are drafted, and they hope to present to the steering committee in the next few months.
 - ◆ A statewide definition for Recidivism was requested by the steering committee. Director Craven also brought to their attention the issue of late notifications of credit for time served, which requires the sentence to be recalculated. They are considering ways to address the issue with the Courts.
 - ◆ They conducted a caseload review and developed a list of probationers and parolees who they believe can be reviewed for early discharge. They are identifying a process to submit those and bring caseloads down. The driving need is to reduce caseloads.
 - ◆ The Parole Commission is represented by Dawn Howell. They are looking to receive the Commission's IDAPA rules in the near future.
 - ◆ Warbis said CSG is impressed with the progress made toward JRI, but they are concerned with the Pardons and Parole portion. Moving forward, Jones may be reaching out to the other teams for assistance.
- ❖ Data Collection, Cathy McCabe
 - ◆ Director Reinke informed the Board that McCabe is leaving the agency. The data piece is now under the Director's office, to be overseen by Deputy Director Kevin Kempf. Care will be taken to ensure the function is not disconnected from IT, nor from the Parole Commission.
- ❖ Restitution, Josh Tewalt
 - ◆ Atencio said the team is working to identify a process to receive restitution and fine information, and have all entities report through a similar process. Also, an inmate banking system will be implemented to automatically withdraw payments from offender accounts. It is currently a manual process.
 - ◆ Donaldson said the commissary RFP includes an inmate banking piece, which could possibly be adopted to meet this need.
 - ◆ Secretary Van Tassel expressed concern that the offenders' families will stop sending in money. Director Reinke noted that it may be an issue, since 20% of anything that comes in is allocated to restitution and fines. He added that there will be a lot of offenders working, and part of that income will also go toward those obligations.
 - ◆ Secretary Van Tassel added that he has a problem with the money being taken from offenders' families. Zmuda said he thinks it might actually motivate the offender to work within the facility. There are multiple work opportunities, and offenders would still retain 80% of what they earn. Zmuda agrees that the amount of money being sent in for offenders may go down initially. Secretary Van Tassel added that there is a need to create more opportunity for offenders to earn money.
 - ◆ Teresa Jones, Administrative Support Manager, said families are beginning to ask about the 150% requirement, whereas they believe offenders are supposed to be released at 150% of their eligibility date. A JRI button has replaced the ICC button on the external web, and provides an explanation.

- ◆ Warbis asked that Pardons and Parole be included in that communication, adding that there have been concerns about the belief that it's presumptive parole. Director Reinke said they are also holding briefings with legislators, and invited Sandy Jones to be included in those.

16. FY14 year-end closeout, Donaldson

- ◆ .34% in personnel expenses and .97% of operating expenses were reverted back to the general fund.
- ◆ They anticipated a certain numbers of offenders in county jails. The number was lower than expected, at 544 versus 599, for \$728,000.00.
- ◆ They reverted back \$60,000.00 in operating funds; everyone did a good job keeping an eye on the budget.
- ◆ The average cost per day per offender by facility, including county, out of state, and contract facilities, is \$57.46; \$1.86 higher than last year.

17. Leadership team updates, continued

- ❖ Correctional Industries Division, Chief Alan Anderson
 - ◆ CI anticipated ending in the negative for the year, but didn't due to an additional \$10,000.00 from initiatives and sales.
 - ◆ The refurbished panel business generates \$23 million in Idaho. They've invested in an employee up north; the offender workforce refurbishes the panels and then they sell them. They hope to put another employee in eastern Idaho in FY16.
 - ◆ Over the past ten years, CI has accumulated a large number of items that needed to be inventoried and recorded. He discussed the need to deal with this inventory with the State Controller's Office. CI will take a \$90,000.00 write down this year; it's a paper write-down, not a real value. They will recognize that in their financial updates.
 - ◆ CI is currently staffed at 86%. There have some interns working for the summer, but there is a need for hiring. They are working on a regular basis to do that.
 - ◆ As of yesterday, CI employed a total of 425. The turnover rate has increased over the last three years, and that issue will get some focus in the next year.
 - ◆ The Agricultural program didn't go through DFM review, so they have to rework the rules. They have an August 7 deadline. It's a high priority.
 - ◆ CI is redesigning their website to focus on information the legislature and public would want to know. They plan to generate revenue with offender programs through the web site. They will start on this in August, and plan to go live in January, with customers making purchases through the web site.
 - ◆ Anderson presented the garment shop's sheet/towel sets for prisons and noted there is currently no contract for those. CI can purchase material in bulk, and this will allow them to scale garment shop business.
 - ◆ CI has an established Program Evaluation Review technique, which allows them to thoroughly assess business ventures that are being considered.
 - ◆ Warbis questioned whether CI is working through Access Idaho, as they have special arrangements with certain Idaho agencies, and he wants to ensure that CI is getting the best prices. Anderson said he will inquire, and appreciates the information.
- ❖ Human Resources, Sharla Means
 - ◆ They have a team assessing how they are putting officers through POST, and evaluating whether they are getting the best they can out of the investment.
 - ◆ They are currently running academy 46, which consists of 15 POs and 31 COs. Academy 47 starts next month.
 - ◆ 201 COs have been trained year-to-date. By the end of the year, they will have 300 trained through POST certification. The unscheduled academy added about 50 additional people. They are scheduling interviews for a training specialist at this time.

- ◆ They have made 250 conditional offers of employment, not including the ones done to staff ISCC. About 600 total offers were made during the first 6 months of the year.
 - ◆ The recruitment team is focusing on Orofino, and will be conducting job fairs in Orofino and Lewiston next week. They have some plans to try to increase retention in that area.
 - ◆ ISCC was big accomplishment, and 100% of the employees they hired showed up for work. Within the first two weeks of operating, they trained 25 supervisors on legally required basics, and additional training will come after the transition.
 - ◆ HR has been present during extended hours to support ISCC, with the intent to get all the employees signed up for benefits, but also helping them with computer access, timecards, and other issues.
 - ◆ Warbis said he expects Idaho to hear from other states seeking information on how they managed the process. It will be a model other states can look to for accomplishing these things.
- ❖ Director's Office, Teresa Jones, Administrative Support Manager
 - ◆ The Public Information Office has been working on a recruitment effort for use on Facebook, the web site, and at recruitment fairs. Jones played the new recruitment video featuring Lt. Dietz. Jones said they are using social media, and noted that the officers who actually perform the job have the best enthusiasm. They plan to feature a female officer in a future production.
 - ◆ Internet page views continue to grow, with over 100,000 for last week. The offender search drives that.
 - ◆ Corrections Connections has evolved to listening meetings, to hear from families and learn what they need. They reached out to the faith based community for help. Warden Jeff Kirkman spearheads the meetings; 80 people were present in the church for the meeting last week, and numerous people offered to volunteer to help in the process. They have a mid-August target date, but the meetings will be less production and more dialogue.
 - ◆ There is one legislative item, regarding inmate incentive pay and the outdated language.
 - ❖ Deputy Director's briefing, Kevin Kempf
 - ◆ Kempf said they have combined resources to form the Special Investigative Unit. Before, each function fell under the Divisions, and they saw a need to tie them together. They plan to cross train and be ready to be dispatched as needed.
 - ◆ Fruehling has met with Chris Tucker on strategic planning, and has asked him to update policy related to firearms and protocols, fugitives, etc.
 - ◆ Arizona's Deputy Director will visit August 5 and 6. He's asked him to look at some areas in the agency, such as restrictive housing. He is an expert in restrictive housing and executions. We hope to learn from his experience following yesterday's execution.
18. Director's report, Director Brent Reinke
- ❖ Director Reinke read a proposed letter to ISCC employees that was drafted on behalf of the Board, and said they would like to allow Chief Zmuda to present the letters to employees along with a challenge coin. All Board members stated they liked the letter and felt it was appropriate to distribute to employees.
 - ❖ Director Reinke said Kuna is celebrating their 150th year, and he will be presenting a plaque and challenge coins to the council members. He feels that Kuna is an important part of corrections, especially with their proximity to the correctional complex.
 - ❖ He recommended that the Board conduct a telephonic meeting at 12:30 p.m. on Wednesday, July 30, 2014, to discuss month-end questions and the final payment to CCA. They are gathering information from Corizon and will have that available for the meeting.
 - ❖ A briefing document will be prepared for the Board, highlighting the Department of Purchasing (DOP) proposed administrative rules for contract administration. Some of the rules include steps

that are costly, especially regarding contracts of \$5 million or more. DOP has been great to work with, but there are concerns about the rules.

- ❖ Donaldson said DOP made the rule changes in response to an OPE audit of their operations. OPE wanted to strengthen the monitoring of contracts and establish best practices, and recommended that DOP hire staff to accomplish this. DOP responded instead with rule changes that put the cost back on the agencies. The agency will bear significant costs with the changes.
- ❖ Secretary Van Tassel asked Donaldson to explain "a significant cost." Donaldson said they are requiring subject matter experts (SME) to be involved in and monitor the process, but there are unanswered questions like the length of their involvement, and training requirements. Director Reinke added that SMEs will be difficult to find; most will have to come from out of state, and will be costly.
- ❖ Director Reinke noted that today's population today was 8,055 inmates. We are keeping some beds open to allow for shift; and we need to keep an eye on the staff shortages at ICIO.
- ❖ 20 inmates are being brought back from Colorado, and there is a need to assess the contract.
- ❖ He met with the sheriffs in northern Idaho. We are 100 fewer inmates in county jails, and the sheriffs asked that the agency consider spending the money on keeping inmates in state, not out of state. The population requirement is 99%, and we asked for 98%. Now it's at 97.5%.

19. Next Board meeting date, time and location confirmation

- ❖ The next Board meeting will take place on Tuesday, September 9, 2014, 9:00 a.m.
- ❖ Subsequent meetings will take place on October 2, 2014 at 9:00 a.m. and November 6, 2014 at 9:00 a.m.
- ❖ A December meeting will not be scheduled at this time.

20. Recess for facility tour and travel time to dinner meeting

Secretary Van Tassel motioned to move into recess prior to the facility tour, to reconvene at Chair Sandy's home. Vice-Chair McClusky seconded the motion. Motion carried unanimously. Recessed at 3:50 p.m.

21. ISCC Facility tour, Warden Randy Blades

22. Reconvene meeting (Regular Session)

Vice-Chair McClusky motioned to reconvene the meeting at 6:50 p.m. Secretary Van Tassel seconded the motion. Motion carried unanimously.

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

- ❖ Director Reinke and Chair Sandy presented Director Craven with a plaque in recognition of her 30 years of service to the State. Chair Sandy presented Director Craven with a personalized gift.

24. Adjournment

Secretary Van Tassel motioned to adjourn the meeting at 8:56 p.m. Vice-Chair McClusky seconded the motion. Motion passed unanimously. Meeting was adjourned at 8:56 p.m.

21. ISCC Facility tour, Warden Randy Blades

22. Reconvene meeting (Regular Session)

Submitted by:

Felicia Forbus, Management Assistant

Date

Approved by:

Robin Sandy, Chair

Date

Submitted by:

Approved by:

Robin Sandy, Chair

Date