



STATE OF IDAHO

COMMISSION OF PARDONS AND PAROLE

Brad Little
Governor
Ashley Dowell
Executive Director

QUARTERLY BUSINESS MEETING

DATE/TIME: April 8, 2019 1:00 p.m. MT
LOCATION: South Idaho Correctional Institution
13900 S. Pleasant Valley Road; Kuna, ID 83634

Commissioners: Cortney Dennis Rich Wills
Janie Dressen David Moore
Mike Matthews
Lisa Bostaph

Executive Director: Ashley Dowell
Deputy Director: Jarod Cash
Business Operations Manager: Michelle Day

Speakers: Karin Magnelli

AGENDA

1. Call to Order 1:02p.m.– South Idaho Correctional Institution
2. Review of January 2019 Business Meeting Minutes
 - i. **Action Item—Commissioner Wills moves to approves; Commissioner Bostaph seconds with the correction of not to “note that Commissioner Neill was not present. Commission voted by unanimous voice vote to approve with the change.**
3. Commission Business
 - a. Karin Magnelli—Public Records Law—Deputy AG, Ms. Magnelli reviewed by statute what information is public and what information is confidential and the exemptions the Commission has regarding public records as it pertains to this agency, Ms. Magnelli followed-up on previous legal issues raised—specifically regarding commission voting as per Idaho statutes.
 - b. Information Technology-Commissioners will need to move from having personal emails to state emails to maintain public records rules.
 - c. Executive Director’s Update
 - i. Concerns previously addressed at January 2019 meeting
 1. Discussed Proposed Menu of Consideration for Parolees with Mental Illness
 2. Hearing Officer Quality Assurance process
 - a. Systematic process to proof of reports and a checklist for hearing officers to follow when preparing and proofing their reports for commissioner review.
 - ii. APAI and District Judge Training—Director Dowell summarized her trip to the APAI conference involving the guideline scores and grant rates of the Idaho Commission. The Commission discussed what effects their decisions.
 - iii. Delivering denial reasons to offenders
 - iv. IDOC Related Issues and Updates



STATE OF IDAHO

COMMISSION OF PARDONS AND PAROLE

Brad Little

Governor

Ashley Dowell

Executive Director

- d. Hearing Information—Director Dowell reviewed mental health evaluations and how they are evaluated at IDOC including what information is needed in a request from the Commission to IDOC.
 - e. PHI Report Recommendations—discussion of the need for or against the PHO recommendation. Commissioners state that the one line recommendation is not needed but the fact-finding information and the technical writing is important. The information in the reports can still have their recommendation written into it.
 - i. **Action Item—Commissioner Bostaph makes a move to remove the PHI recommendations at the end of the PHI report. Commissioner Dressen seconds. Commissioners: Bostaph, Matthews, Dennis and Wills voted yes. Commissioner Moore voted no.**
 - f. Electronic Diversion Files—The Commission discussed having Diversion Reviews sent to them electronically to allow the Commissioners to make reasonable decisions on this caseload.
 - i. **Action Item—Commissioner moves to put the diversions into some sort of electronic format. Commissioner Dennis seconds. Commission votes unanimously voted in favor.**
4. Adjourn 4:08 p.m.