



STATE OF IDAHO

COMMISSION OF PARDONS AND PAROLE

Brad Little
Governor
Ashley Dowell
Executive Director

AMENDED QUARTERLY BUSINESS MEETING

DATE/TIME: January 22, 2019 10:00 a.m. MT
LOCATION: South Idaho Correctional Institution
13900 S. Pleasant Valley Road; Kuna, ID 83634

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

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

Guests: Karin Magnelli

AGENDA

1. Call to Order – South Idaho Correctional Institution 10:22 a.m.
 - a. Commissioner Matthews would like to amend the agenda to consider the evaluation, dismissal or disciplinary of or hear complaints or changes brought against a staff member in executive session. Commissioner Bostaph second. Approved by Voice vote of yay. So moved. Under Idaho Code 74-206 (1)(b).
2. Review of October 2018 Business Meeting Minutes
 - i. Action Item—Commissioner Bostaph moves to amend minutes to note that Commissioner Neill was not present for the October 2018 business meeting. Approved by Voice vote of yay and one abstention by Commissioner Neill. So, moved.
 - ii. Commissioner Matthews moved to approve the minutes. Commissioner Moore Second. Approved by Voice vote of yay. So, moved.
3. Commission Business
 - a. Discussion Regarding Philosophy of the Commissioners
 - i. Appreciate the communication from the office to the commissioners regarding day to day things that matter to them.
 - ii. Sees the Parole Commission is a machine and to take change slowly. Director Dowell states that she wants to learn from the commission and its staff. Director Dowell does not have specific things to change at this time.
 - iii. Commission stated that the director does not influence decision making and serves more as a support to the commission.
 - b. Role of the Executive Director
 - i. Director Dowell summarized her professional experience.
 1. Would like to help continue to inform our partners about what the commission does and how they operate.
 2. Commissioner Dressen remembered in the past we have invited the legislators and their spouses to the commission hearings.



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- c. Karin Magnelli, a Deputy at the Attorney General's Office—Open Meeting Law/ Legal Training
 - i. Ms. Magnelli reviewed open meeting law for boards such as the commission and public records requests. Ms. Magnelli will sit in on the quarterly meeting in the future.
 - d. Discussion regarding Public Comments
 - i. Case specifics are not appropriate for a business meeting—not the forum, when there are other ways inmate families/ victims can communicate with the commission. Case specifics should be brought to commission staff.
 - ii. Action Item—Commissioner Bostaph moved to have no public commentary outside of the hearings. Commissioner Matthews second, Commission approves. So, moved.
 - e. Quarterly Schedule approval
 - i. Action Item—schedule changes need to go to Michelle Day, Business Operations Manager until Hearings Manager is hired.
 - f. Parole Hearing facility staging
 - i. Facility setup for staging victims & visitors is not conducive to the needs of the commission and prison operations. Director Dowell will look at options.
 - g. QA discussion on PHO information—criminal history
 - i. There are concerns about reports having errors or missing information. The Commissioners request a quality assurance process be put into place. Deputy Director Cash will work on a quality assurance process.
 - h. Minutes Procedure—commissioners need to make sure that what they have decided is reflected in the minutes during hearings.
 - i. Update on Mental Health and Facilities
 - i. Would like to have Director Dowell talk to IDOC regarding assisted living facilities, particularly language the case managers need to have in the minutes when they grant parole to inmates that need locked facilities or help with medication management.
4. Executive Session
 - a. *I.C. 74-206 (1)(g) By the Commission of Pardons and Parole, as provided by law & Under Idaho Code 74-206 (1)(b) for personnel issues.*
 5. Adjourn 3:52 p.m.