

**Idaho Association of Counties  
Adult Misdemeanor Probation Administrators Association Minutes**

**Date:** 12/12/2024

**Time:** 12:15 pm

**Location:** Ada County Juvenile Probation Dept. Boise, ID & Zoom

Meeting opened at 12:25 pm by President, Shawn Hill.

**Introductions:** Shawn Hill, Jennifer Homberg, Nadine McDonald, Andrea Gonzalez, Amanda Leader, Shawn Winston, Roy Bullington, Tom Fitte, Aletia Straub-Workman, Keri Anderson, Mary Reyes, Dee Dee Phillips, Darin Burrell.

**Zoom** – Jeff Breach, Sandy Jones, Mary Gomez, Tammy Adkins, Keith Hutcheson, Alisa Walker, Sarah Reynolds.

**Action Items:**

**Review/Approval of Minutes:** Shawn Hill to entertain a motion to approve the minutes from the 6/3/2024 meeting. Tom Fitte made the motion to approve the minutes as written. The motion was seconded by Nadine McDonald. Motion passed unopposed.

**Zoom poll** – none opposed.

**Approval of Meeting Expenses:** Shawn Hill to entertain a motion to approve the 12/12/2024, meeting expenses. Aletia Straub-Workman made the motion to pay for the expenses. The motion was seconded by Mary Reyes. Motion passed unopposed.

**Zoom poll** – none opposed

**Non-Action Items:**

**Update on Projector purchase:** Shawn Hill informed the association that he purchased the projector which was approved by the Executive Committees. The fees were split with the Juvenile Administrator Association. The purchase was approved last year at the June meeting by both Associations, in addition the purchase included a cart to haul the projector, a laptop, and the Owl to meetings. Shawn inquired of any other questions or comments, - None

**Background checks, Preparing for POST:** Shawn Hill discussed the MTC requesting a reminder go out on how Administrators can help can their new POs be prepared for the rigors of attending the POST Academy. Based on some of the surveys' submitted by attendees. Helping to prepare them for the amount of work that is involved, the demands of the pace that the Academy classes run at. Also, the amount of mental fatigue and stress that can be involved. Shawn inquired if there were any other questions or comments, - Jennifer Homberg – comments, as a member of the MTC and the Association. Just to inform your POs going to the Academy, that they can reach out to POST staff for help at any time they are feeling stressed, and to their own Administrator. Keri Anderson discussed the classes at the Academy. Due to a re-arrangement of classes, one of the tests had an issue where approximately 50% of the

class failed the test. Keri discussed that she and Dave Heimer, POST Coordinator, had reviewed the test and submitted new questions and the test was retaken. Keri Also informed us that Dave Heimer retired and will be replaced this year with a new Coordinator.

**Misdemeanor Probation Standards:** Shawn Hill inquired of the Administrators if they had seen an Administrative Order sent out from their TCA offices, signed by the Administrative District Judge placing the Misdemeanor Probation Standards into effect. Various responses from the group. Shawn addressed the difference in the Standards vs the POST requirement for training. The difference is the Standards require 20 hrs per year and POST requires 40 hrs every 2 years. Shawn inquired on whether it would be worth the effort to have the training hours read identical. Keri Anderson responded informing that when the Standards were presented to POST, they wanted the language to be consistent with the other disciplines. Discussion on who to contact to receive a copy of the Administrative Order in your District – contact your TCA.

Shawn Hill discussed adding on to the next meeting agenda an action item – putting together a sub-committee to review and evaluate how counties policies are aligned with the Standards for Misdemeanor Probation and to get feedback. Shawn explained the process that is done with Juvenile Probation. Shawn fielded questions on what the process would look like and who would be the oversight committee. He informed that was the reason for forming the sub-committee to look into the process. It was agreed to add this to the next meeting agenda.

**Update on Cameras:** Sarah Reynolds was not available at this time, so the discussion was tabled.

**MTC Updates:** Keri Anderson gave updates on the 9/25/2024 & 12/11/2024, MTC meetings. She inquired if any of the Administrators had any feedback from the attendees at the Academy – None. She then discussed the Quarterly trainings put on by the MTC. Keri reviewed some of the topics that have gone out as trainings and inquired if there were any topics that Administrators would like to see presented. Human Trafficking, Drug Testing, Sovereign Citizen issue, 1<sup>st</sup> Amendment Auditors (being recorded) how to behave on camera were some suggestions. She informed the group about the Ray-Ban Meta Smart glasses that record video & voice. Group discussion on defendant's wearing them into their probation meetings and how easy they are to identify. There was a request for training on Pretrial due to it being confusing for some departments.

Sandy Jones informed the group that she will be sending out an email in February for a training on Pretrial.

Keri Anderson discussed the Service to Commitment Awards – the MTC wants to hear early and frequently about individuals who deserve the awards. Keri informed of the upcoming MTC meetings – March 12<sup>th</sup>, June 11<sup>th</sup>, September 17<sup>th</sup> and December 10<sup>th</sup> 2025, and advised the dates are important for training reimbursements to be submitted, so they can be reviewed at the meetings. Keri also informed everyone that the Executive Board for the MTC was re-elected, and Keri Anderson will remain the Chair,

Keith Hutcheson will remain the Co-Chair, and Sandy Jones was re-appointed the Secretary. It was also discussed about IJJA membership fees and training – if POST would pay for IJJA membership fees. Keith Hutcheson stated he believed it was not reimbursable due to it not being a training related fee. Further discussion that the IJJA Conference training is inclusive for both Misdemeanor and Juvenile Probation. There was also mention of the name change for IJJA, to make it less exclusive to Juvenile Justice, to reflect that it has training and membership for both Misdemeanor & Juvenile Probation.

**Update on Cameras:** Sarah Reynolds arrived late to the meeting and updated the group. Sarah advised that their department was approached by their Sheriff's Office, who was able to receive a grant, to be included to receive body cameras. She stated they use them for their vests and during office meetings, as well as receiving cameras for their vehicles. The cameras have a GPS capability and can download in their office. She was able to get a written camera policy with help from their Prosecutors Office. Sarah would like to give a further update at our next meeting after more use. There was discussion on HIPPA issues with Body Cameras.

**IJJA Speakers, updates & name change:** Aletia Straub-Workman advised of the upcoming date for the Tall Cop drug training February 5th, 2025. Discussion on sharing the Teams link for the presentation.

**Courtesy Supervision/enforcing terms:** Jennifer Homberg inquired if anyone was having any issues with the transfers or enforcing the terms. Discussion on the Transfer Request Forms. – two different forms being used. Jennifer advised of the form that TFCO uses vs the Odyssey form. Discussion on varied terms requested by other counties. Further discussion on the courtesy supervision forms. Jennifer Homberg will send both forms out to the Administrators.

### **General Administrators Discussion-Old/New Business:**

Amanda Leader advised that we need to update our Microsoft Account. Jennifer Homberg to contact IAC to purchase a new account.

Andrea Gonzalez inquired of the group – who & what company does everyone use for background check? She advised that her counties Sheriff's Office would not be assisting her anymore with background checks due to the fact that Probation is not part of their office. Discussion on varied sources from different counties.

Shawn Hill discussed the Probation Simulation that will be conducted after the April 10<sup>th</sup>, Misdemeanor Admin. meeting.

**Important Dates:** January 30th, 2025 – Boise ID  
April 10th, 2025- McCall, ID  
June 2nd, 2025 – Coeur d' Alene, ID  
December 4th, 2025 Boise, ID

**Adjournment: 1:55 pm** Shawn Hill to entertain a motion to adjourn the meeting. Tom Fitte made the motion to adjourn the meeting. Dee Dee Phillips seconded the motion . Motion passed. Meeting Adjourned.