

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

**Date:** 04/10/2025

**Time:** 12:15 pm

**Location:** Evergreen Hotel, McCall, ID & Zoom

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

**Introductions:** Shawn Hill, Ron Stultz, Teresa Espedal, Jodie Fuller, Jacques LaFay, Molly Wilson, Darin Burrell, Darci Dickinson, Sandy Jones, Shawn Winston, Mary Reyes, Andrea Gonzalez, Dee Dee Phillips, Nadine McDonald, Amanda Leader, Jennifer Homberg, Devin Simmons,

**Zoom** – unknown, Keri Anderson, Evie McCurry,

**Action Items:**

**Review/Approval of Minutes:** Shawn Hill to entertain a motion to approve the minutes from the 1/30/2025 meeting. Ron Stultz made the motion to approve the minutes as written. The motion was seconded by Teresa Espedal. Motion passed unopposed.

**Zoom poll** – none opposed.

**Approval of Meeting Expenses:** Shawn Hill to entertain a motion to approve the 04/10/2025, meeting expenses. Nadine McDonald made the motion to pay for the expenses. The motion was seconded by Dee Dee Phillips. Motion passed unopposed.

**Zoom poll** – none opposed

**Approval to start subcommittee consolidating the Misdemeanor/Juvenile POST**

**Academies:** Shawn Hill informed that at the Juvenile Administrators meeting, there was a vote passed to start the subcommittee to explore consolidating both the Juvenile & Misdemeanor Probation POST Academies. Shawn to entertain a motion for the Adult Misdemeanor Administrators to approve to start a subcommittee to explore consolidation of the two Academies. Shawn Winston made the motion to start the subcommittee. The motion was seconded by Ron Stultz. Motion passed unopposed.

**Zoom poll** – none opposed

To Clarify who is on the subcommittee – Shawn Hill, Sandy Jones, Tom Fitte, Tammy Adkins, Roy Bullington, Shawn Winston, Sarah Reynolds, Shawn Mc Dowell, Mark Bell, and Sky Taylor. Shawn Hill asked for any other volunteers - Teresa Espedal, Keri Anderson.

### **Non-Action Items:**

**MTC - Update:** Keri Anderson informed the Administrators that there was the MTC - Self Wellness Training on January 22<sup>nd</sup>, and up and coming will be the Human Trafficking on April 23<sup>rd</sup>, 2025. Keri discussed a document that was distributed to all of the Administrators – Probation Administrators Information Sheet. Keri inquired if Keith Hutcheson was in attendance- Keith was not in person or on line. Sandy Jones took over the update to due on-line freezing issues. Sandy informed the Administrators that Keith Hutchinson will be retiring in June, as Administrator for Kootenai County Probation. Sandy advised that she believed June 20<sup>th</sup> was his last day. Sandy Jones discussed the Probation Administrators Information Sheet. The purpose is to assist new Administrators. Shawn Hill inquired of any questions, comments or feedback.

**MTC – Proposal letters to join:** Sandy Jones presented for Keri Anderson. Due to Keith Hutcheson's retirement, there will be an opening on the Misdemeanor Training Council. Sandy informed according to the By-laws, interested parties must be a Misdemeanor Probation Administrator. The process is for any interested party to submit a letter of interest to Sandy Jones and she will take it to the Council for consideration. She informed that the MTC is an advisory council to POST, and the MTC is responsible for managing the financial funding that POST receives from the cost of supervision paid through the courts. The funding is used for training, the council has also weighed in on curriculum issues with POST Academy. She also gave information on the makeup of the council. Shawn Hill inquired of the POST funding from the Misdemeanor cost of supervision.

The direction of the discussion turned to funding. Teresa Espedal made comments on how funding is used by POST towards salaries. Sandy Jones responds by explaining that a portion of the funds are used to pay for the Academy expenses first (including coordinator salaries), and that it goes into a state budget with a spending cap for ISP/POST, on what they can spend from their own budget - this could be a part of the issue. It was also explained that a portion of the money was able to be moved into a Trustee and Benefits account some time back – this was accomplished with the aid of Kelli Brassfield, from IAC. She worked with the Legislature to get it moved, to make it easier to be able to access the funding to use for training. Jodie Fuller discussed training dollars amount approximately \$400,000.00 in Misdemeanor funds, she stated that in prior Administrator meetings she had attended, the POST Administrator stated that they would be keeping \$250,000.00 for their bottom line. She questioned why there cannot be an entity formed to remove the money from POST. Shawn Winston discussed the finances and costs analysis he came up with for combining the Juvenile and Misdemeanor Academies. It was suggested that the subcommittee possibly could look at that issue. Discussion on Misdemeanor Probation Standards. Discussion on Idaho Code creating county authority to fund and provide misdemeanor probation services has a loophole, it states that counties only have to fund services to the extent of what fees have been collected. POST nor IAC are going to want the task as long as counties have that directive in place. Further discussion on Academy fees and funding.

**Agents Warrants for Courtesy Supervision cases:** Tammy Adkins inquired of who is using Agents warrants. She discussed the difficulties of other counties using Agents Warrants. Shawn Hill suggested having District ADJ & TCA to be involved in the issue. Further discussion on the issue. Inquiry to have Agents Warrants that added to the transfer form. Shawn inquired if there was any other discussion

**Misdemeanor Probation Standards:** Shawn Hill further discussion on Misdemeanor Probation Standards. Shawn Winston inquired as to how the process is done with the Juvenile Standards . Shawn Hill explained the process as to how the Department of Juvenile Corrections proceeds with the Standards review. Shawn Winston inquired about a peer review process within the districts to “check” each other’s compliance with the Standards, to see if agencies could support each other. Teresa Espedal informed that years ago, counties worked together reviewing each other’s policy & procedures. Shawn suggested to discuss further with Kelli Brassfield on the standards issue and with the funding issue for training . Shawn inquired if there was any other discussion.

**Statewide drug testing proposal:** Darcie Dickinson, Court Programs & Services Administrator ISC. Addressed the conversation on the Probation Standards and advised that she was just getting her certification process started for the Treatments Court. She informed everyone that they did peer reviews as part of their process and explained their process. Darcie discussed what the probability would be for participation in the statewide drug testing contract. Shawn Hill addressed some of the issues he has had with drug testing in Bingham County, and with Felony Probation. There was discussion on partnering together to set up with one testing company to try to get a competitive rate. Darcie advised that she was still going to pursue the contract regardless of who wanted to partner with them. Shawn Hill inquired as to whether the contract would include just pricing for the tests only, such as the contract with Redwood, or for the collection as well. Darcie informed everyone, that the ISC was going to explore the various options, to see if they could find one contract holder, for one collection process, one lab, better pricing, and to have an overall consistent program. Further discussion on various county drug testing processes. Darcie informed everyone at this point she will be meeting with Averhealth and the other potential drug testing company to see if either is interested in a statewide contract. She will then take the information to ISC to see if they want her to continue to pursue this inquiry. Shawn Hill inquired if the ISC has considered an RFP – Request for Proposal – the answer was potentially. Nadine McDonald, comments on also considering the Department of Transportation, and comments on probation departments in rural counties. Shawn inquired if there was any other discussion.

**General Administrators Discussion-Old/New Business:**  
**None**

**Important Dates:**

Misdemeanor Probation Academy #18 – August 4th – August 29th, 2025

Misdemeanor Training Council meetings June 11th, September 17th,  
and December 10th, 2025 @ 1:00 pm – 4:00 p m.

MTC Quarterly training - Human Trafficking – April 23<sup>rd</sup> @ 12:30 pm – 1: 30 pm

IJJA Conference - September 9<sup>th</sup> - 10<sup>th</sup> , 2025. Best Western University Inn, Moscow, ID. Dee Dee Phillips has materials for the upcoming IJJA conference available. offered to update on the upcoming IJJA Conference.

Next Administrators meeting – June 2nd, 2025 – Coeur d’ Alene, ID. Shawn Hill advised he will not be able to attend the meeting in Coeur d’ Alene, and stated he contacted Amber Prewitt, the Associations Vice President to see if she could fill in for him, otherwise, he suggested Secretary Jennifer Homberg, could possibly fill in and somebody else could take minutes. Teresa Espedal offered to take minutes. Jennifer advised she would not be able to attend in person, due to the location of the meeting (10 hrs. to drive) and/or the price to fly. Shawn then suggested that we look at cancelling the June meeting and/or take a look at the meeting during the IJJA conference. For the past 3 years the meeting has been cancelled. It was suggested at moving the meeting to a different date and having it by Zoom. There were suggestions that Ron Stultz and Dee Dee Phillips could chair the meeting. If Shawn hears back from Amber he will advise, but for now tentatively Ron Stutz and Dee Dee Phillips will chair the meeting, with Teresa Espedal taking minutes.

It was decided to have an Administrators meeting during the IJJA Conference, on Monday, September 8<sup>th</sup> from 4:00 pm to 5:30 pm.

Administrators meeting on December 4th, 2025 – Ada County Juvenile Probation  
Boise, ID

**Adjournment: 2:20 pm** Shawn Hill to entertain a motion to adjourn the meeting. Dee Phillips made the motion to adjourn the meeting. Ron Stultz seconded the motion . Motion passed. Meeting Adjourned.