

Idaho Association of Counties
Adult Misdemeanor Administrator Association Minutes

Date: 12/6/2023

Time: 1:00 pm

Location: Ada County Juvenile Probation & Zoom

Meeting opened at 1:03 pm by President, Shawn Hill.

Introductions: Shawn Hill, Jennifer Homberg, Tim Howley, Darin Burrell, Mark Gough, Kevin Sandau, Keri Anderson, Sandy Jones, Jeff Breach, Will Hunter, Ron Stultz, Shawn McDowell, Amanda Leader. - **Zoom** – Keith Hutcheson, Andrea Gonzales, Ivy Smith, Evie McCurry, Tracey Martin, Aletia Straub-Workman, Jacques Lafay, Sarah Reynolds, Boone Smith.

Action Items:

Review/Approval of Minutes: Shawn Hill to entertain a motion to approve the minutes from the 6/5/2023 meeting. Shawn McDowell made the motion to approve the minutes as written. The motion was seconded by Jeff Breach. Motion passed unopposed. **Zoom poll** – 100 %

Approval of Meeting Expenses: Shawn Hill to entertain a motion to approve the expenses from the 12/6/2023 meeting. Tim Howley made the motion to pay for the expenses. The motion was seconded by Ron Stultz. Motion passed unopposed. **Zoom poll** – 100 %

Review Budget Reports & Balance Sheets: Shawn Hill addressed the budget reports. Stated they are confusing as presented, but he would field any questions that anyone on-line or in the room had. No questions or comments from attendees. Unpaid association dues were addressed. The new platform of paying dues from the Idaho Association of Counties is now called Glue Up. Shawn Hill gave out Mindy Linn, Idaho Association of Counties phone number (208-514-0413) and her email: mlinn@idcounties.org. She is the contact at IAC for payment of dues and for help with payment. Jennifer Homberg to send out the list of counties who have paid and not paid.

Elections: Not on the agenda. There was not an election due to no other nominations. Shawn Hill offered to continue as President. Shawn Hill to entertain a motion to vote on himself continuing to remain as the President of the Idaho Association of Counties Adult Misdemeanor Administrator Association. Tim Howley made the motion to have Shawn Hill selected/voted in as President. The motion was seconded by Jeff Breach. Motion passed unopposed. **Zoom poll** – 100 %

Standard Administrative Order for Probation Services: Sandy Jones, Idaho Supreme Court discussed the statute [IC 31-878](#) - that misdemeanor probation services shall perform such functions as prescribed by the Administrative District Judge (ADJ) in each judicial district.

To Sandy's knowledge there have not been new Administrative Orders written since approximately 2010 - 2011. Sandy discussed that the Standards were updated approximately a year ago. The fact that some Administrators, POs and ADJs were not aware that there were Standards or Admin orders in effect. She discussed that the Misdemeanor Training Council would like to have updated and uniformed Administrative Orders in place. The Administrative Office of the Courts, Idaho Supreme Court, will put a template order together, share it with the current ADJs and will request signatures (hopefully as the order is written). This will take time to happen, possibly around the 1st of next year or in the second quarter. Shawn Hill had questions in regards to the Juvenile Standards live in the IDAPA rules. At this point there is no place for Misdemeanor Standards in IDAPA. It was discussed if the Standards could be placed in the POST rules. Sandy believed at this time that POST was not willing to place the Standards in the IDAPA. Keith Hutcheson explained that the Standards were going to be requested they be placed in the POST Policy along with the 20 hrs of training in an upcoming meeting with POST Council. Keith discussed the "Red Tape Act" & IDAPA 11.11.01 of policies and standards.

Amanda Leader inquired as to where to find the existing Administrative Order. Sandy Jones responded - to contact her and Shawn Hill suggested to contact your district Trial Court Administrator (TCA).

Discussion on having to consult with the ADJ & the TCA when hiring new Probation Officers. It was determined that it only applied to Juvenile hires.

Odyssey Update: Sandy Jones discussed the update with the supervision model Tyler Technologies has a new product called Tyler Supervision. Odyssey Supervision will no longer be supported by Tyler Technologies due to the new product; they wanted the ISC to purchase the new product – this was declined. The AOC was going to use the Request for Proposal (RFP) process to look at other vendors due to the multiple users for the supervision modules. Tyler Tech will be moving all of the court products to the Cloud, and they will no longer create new functionalities or upgrades for Odyssey. They will however fix something if it breaks. If there are basic configurations that can be done by the AOC, that Lynn Proctor can take care of, that will continue. Currently Odyssey will not be taken off-line anytime in the near future. Citrix will eventually be replaced with another product to access Odyssey once moved to the Cloud. Shawn informed us that the new system that would replace Citrix is called Horizon. Users will need to work with their local & ISC IT specialist during the migration to the Cloud.

Non-Action Items:

Misdemeanor Training Council Update: Keri Anderson stated that a survey went out referencing the last Misdemeanor Probation Academy - informed the group of the results. There were some communication issues for instructors, but overall, the

feedback was good. Keith Hutcheson was elected as the MTC Vice President. Shawn Hill agreed to be our liaison to IJJA for updates on meetings and the conferences. Sandy Jones set up the quarterly virtual trainings scheduled. Keri Anderson and Sandy Jones reviewed the upcoming training topics. Sandy Jones informed that the trainers are from the U.S. Attorney's Office. Keri Anderson reminded administrators that if they wanted to be reimbursed for training to send in the reimbursement forms. Shawn Hill congratulated Keith Hutcheson on his new position on the Council.

IJJA Update: Aletia Straub-Workman stated that she received good reviews from conference attendees. The next conference will be in Idaho Falls. Shawn Hill inquired if she had the dates for the next conference. The conference will be September 9th & 10th, 2024. Aletia Straub-Workman stated she is taking speaker and training ideas. Discussion on when 1st IJJA conference happened.

Amanda Leader inquired of how others are using the Opioid Settlement monies.

Important Dates:

Misdemeanor Probation Academy #17 – August 5th thru August 30th 2024

Misdemeanor Training Council meeting – December 13th, 2023 @ 1:00 pm – 4:00 pm.

Next Administrators meeting – February 1st, 2024 @ 1:00 pm – 4:00 pm

Boise Centre Grove Hotel Boise, ID

Adjournment: 1:45 pm Shawn Hill to entertain a motion to adjourn the meeting. Shawn McDowell made the motion to adjourn the meeting. The motion was seconded by Tim Howley. Motion passed unopposed.