

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

Date: 2/1/2024

Time: 1:00 pm

Location: Grove Hotel, Boise, ID & Zoom

Meeting opened at 1:00 pm by President, Shawn Hill.

Introductions: Shawn Hill, Jennifer Homberg, Amanda Leader, Kevin Sandau, Andrea Gonzalez, Jeff Sklar-POST, Jordynne Ketchum-POST, Sandy Jones-ISC, Mary Reyes, Mark Gough, Darin Burrell – Brent Reinke-TFC Commissioner **Zoom** – Amber Prewitt, Jeff Breach, Nadine McDonald, Ivy Smith, Sarah Reynolds, Jacques Lafay, Ron Stultz, Tom Fitte.

Action Items:

Review/Approval of Minutes: Shawn Hill to entertain a motion to approve the minutes from the 12/6/2023 meeting. Amanda Leader made the motion to approve the minutes as written. The motion was seconded by Mary Reyes. Motion passed unopposed.

Zoom poll – 100 %

Approval of Meeting Expenses: Shawn Hill to entertain a motion to approve the expenses from the 2/1/2024 meeting. Amanda Leader made the motion to pay for the expenses. The motion was seconded by Darin Burrell. Motion passed unopposed.

Zoom poll – 100 %

Non-Action Items:

POST Agency Update: Jordynne Ketchum from POST, discussed launching of new POST website. She reviewed the Agency Resources tab (on-line view) and moved to the Agency Portal to show where most of what Probation will be accessing. She discussed having access to Academy Sessions, Agency Certifications Applications, and Employee Information selections (via the Agency Portal). Jordynne then reviewed the Tutorials tab that POST has made with PowerPoint presentations for FAQ for the Portal. She reviewed the Employment Forms (powerpoint). Prior to an employee being able to attend the Academy, complete trainings, or access their POST profile reports, the employment form must be filed out. This is how a new employee who is going to eventually be attending POST receives their POST ID number, and becomes attached to their respective agencies. Jordynne advised new Administrators who do not have access to their Agency Portal to contact POST and they will help to get them set up. Jordynne advised employment forms are in the middle of the Dashboard and sometimes are not able to be seen due to filters being turned off - see magnifying glass. Tips for Employment Forms... middle initials - please advise whether employees have middle names or not in the comments. Another issue, is to remember to remove employees (via the Agency Portal) if they separate from their agency. POST needs to have an end date when separated and to have all boxes completed upon separation.

Question – regarding fingerprints on Employee Form - regarding whether or not the need for the physical card is necessary. Jordynne Ketchum explained that having the fingerprint results and indicating so on the form was satisfactory.

Jordynne Ketchum reviewed Applications – She stated the biggest issue is not being able to find Certification Applications. Select the Applications tab, the default Sessions Application, then five (5) options appear, last tab is Certifications Applications.- reminder check filters. Discussion on how new Directors can access the Agency Portal. Some agencies have a second individual who has access to the portal and are set as an Administrator, they can grant User access with the access/passkey. If there are no second users with administrative access, new Directors can contact POST with supporting documentation to receive help in getting access.

The last topic covered was Higher Level Certifications. Jordynne Ketchum directed Administrators to the Certifications tab under Administration, then to Higher Level Certification, where the Breakdown and Application can be found. Certifications are at a backlog and can take time to process.

Sandy Jones - revisited the subject on receiving notifications from new Directors. Jordynne suggested a letter from either the County Clerk or a County Commissioner would be acceptable for the paper trail. Another discussion reviewed was the In-service Training Calendar, all trainings posted are POST approved trainings. Jordynne informed us that we were also able to list POST approved training opportunities on the calendar by contacting our Regional Coordinators. Shawn inquired of the members in the room and on-line if there were any questions - No questions.

Budget Reports & Balance Sheets: Shawn Hill addressed the budget reports. He did not go over them. Shawn inquired if anyone in the room or on-line had any questions. No questions.

Association Dues: Review of new process by IAC. He has found it not conceivable for county government, so he reached out to Mindy Linn at IAC to request a hardcopy invoice for claim processing. Recommends contacting IAC if having any issues with payment. Shawn inquired of the members in the room and on-line if there were any questions - No questions.

Rule of 80 Survey: Amanda Leader (on-line view) Shawn Hill reviewed discussion from earlier meeting at Juvenile Administrator meeting. Stated there is a fracture at the moment in the state. There are six (6) departments in total currently that all employees are under the Rule of 80, three (3) departments are one individual departments, three (3) departments that are multiple employees. There was lengthy discussion on how those agencies were able to achieve this. Job titles were changed, however, there was only a short window to accomplish the title change in. TFC Commissioner Brent Reinke, volunteered in the earlier discussion, to reach out to Seth Grigg, IAC Executive Director to explore options on how to move forward and address the issue. Shawn Hill thanked Commissioner Reinke for volunteering. Shawn inquired of the members in the room and on-line if there were any questions - No questions.

Odyssey Update: Sandy Jones discussed the update with the upgrade. There is an issue with the Supervision module and that is on hold. The upgrade will not affect the Supervision module. She “likened” the upgrade to that of an upgrade to cell phones, and stated there is a significant amount of prep work, and that the upgrade will really only affect case manager/court users. There is one upgrade to supervision – what used to be called My Odyssey is now called Dashboard and should operate the same. They have included all supervision users to be as transparent as possible and to make sure users know when to be offline and to logout program/computers. Sandy gave some updates on the dates for Odyssey upgrades. Commissioner Reinke inquired of Enterprise Justice whether it will be a stand-alone system for the Courts. Sandy informed him that Enterprise Justice is the same as they have now with upgrades and was renamed. He inquired if the Clerks Office has the ability for another choice of systems. She stated she could not speak to that, but believed there is only one option. He also inquired about misdemeanor work, inquiring if it should be seamless? Sandy stated absolutely, then stated she shouldn’t be saying that, but it should be seamless. She guarantees nothing.

Amanda Leader inquires about case manager, how long misdemeanor probation can continue to use it? Sandy Jones stated Tyler Technologies has not given the ISC a time line as to when they will stop supporting it. Tyler Technologies has stopped developing case manager, they will fix it if something breaks. Eventually it could possibly be obsolete, but a time-line has not been set by Tyler Technologies. Shawn inquired of the members in the room and on-line if there were any questions - No questions.

Latah County Training: Shawn Hill reviewed the reminder for training on Recognizing Illicit & Abused Drug on March 27th & 28th from 8:00 am – 4:00 pm, at the Latah County Fairgrounds. The link was sent out to Administrators. Sarah Reynolds informed that there is a cost for the training. She believes it is \$225.00 for the cost. The presenters are from New York. She is needing ten (10) more attendees to have the training. She will email out the information on the deadline and cost information. . Shawn inquired of the members in the room and on-line if there were any questions - No questions.

PERSI Update: Shawn Hill informed the members that Don Drum has retired as the Public Employee Retirement System of Idaho’s (PERSI) Executive Director and has now been replaced by Michael Hampton, who was one of Don Drum’s Deputy Directors. Mr. Hampton is now the Executive Director as of January 22nd 2024.

MTC Update: The discussion was tabled and a further update from Keith Hutcheson will be given at the April 11th meeting. Shawn inquired of the members in the room and on-line if there were any questions - No questions.

Amanda Leader - commented that she will keeping the Zoom links the same, and she will be sending out calendar invites, but keeping the link the same.

Important Dates:

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

Misdemeanor Training Council meeting – March 13th, 2024 @ 1:00 pm – 4:00 pm.

Next Administrators meeting – April 11th, 2024 @ 1:00 pm – 4:00 pm

Idaho First Bank McCall, ID

June 3rd, 2024 - Idaho Falls

September – TBD

Adjournment: 1:37 pm Shawn Hill to entertain a motion to adjourn the meeting.

Amanda Leader made the motion to adjourn the meeting. Motion passed unopposed.