

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

**Date:** 4/11/2024

**Time:** 1:00 pm

**Location:** Idaho First Bank, McCall, ID & Zoom

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

**Introductions:** Shawn Hill, Jennifer Homberg, Sarah Reynolds, Nadine McDonald, Mark Bell, Shawn McDowell, Mary Reyes, Darin Burrell, Devin Simmons, Ron Stultz, Dee Dee Phillips, Jacque LaFay, Molly Wilson, Amanda Leader.

**Zoom** – Keith Hutcheson, Alisa Walker, Sandy Jones – ISC, Aletia Straub- Workman, Andrea Gonzalez, Boone Smith, Evie McCurry, McKayla Monahan – Voc Rehab, Roy Bullington, Tammy Adkins, Mary Gomez.

**Action Items:**

**Review/Approval of Minutes:** Shawn Hill to entertain a motion to approve the minutes from the 2/1/2024 meeting. Shawn McDowell 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. Ron Stultz made the motion to pay for the expenses. The motion was seconded by Amanda Leader. Motion passed unopposed.

**Zoom poll** – 100 %

**Budget Reports & Balance Sheets:** Shawn Hill addressed the budget reports. IAC has gone through some staff changes, noted that Mindy Linn who was the support for our association is no longer with IAC. IAC is working on updating our budget reports and once received they will be sent to the Administrators. In the future the Budget report will be moved to a **Non-Action** item unless there is a vote that is needed on the reports. The budget report will be sent out prior to the meeting for review and any questions or concerns can be addressed at the meeting, otherwise, the report will not be reviewed in detail at the meetings. Shawn inquired of any other questions or comments, - None

**Human Trafficking Presentation:** Darin Burrell reported on a Human Trafficking legislative bill for Juvenile Probation. He discussed his attendance at the American Probation & Parole National Conference in Seattle, WA in September. He reported on a group, Truckers Against Trafficking, who have done some great work partnering with law enforcement across the country to develop a training for law enforcement & probation. Making the training available free of charge in six (6) different modules. The training could easily be implemented in communities. **Video clip played.**

To obtain training videos: [le@truckersagainstrafficking.org](mailto:le@truckersagainstrafficking.org)

### *Training Modules:*

Human Trafficking 101

Engaging Trafficking Victims: Best Practices

Human trafficking Indicators and Law Enforcement Case Studies

Addressing Demand: No Buyer = No Victim

Unlikely Allies: The Importance of the Commercial Vehicle Industry in Combating Human Trafficking

Darin reviewed what was discussed at the Juvenile Administrators meeting. He informed the group that these videos are not on-line or available on YouTube, but would be made available to probation. He discussed partnering with local law enforcement agencies, sharing the videos and training with each other. Also, a possibility of contacting the individual on the training video, Kylla Lanier, to come to Idaho to give a presentation for a possible fee of \$1000.00. Shawn McDowell mentions it would probably be a different screening tool for adults than what was created. Darrin stated he has not completed the training, but believes the modules were anywhere from 30 – 60 minutes long per module. Shawn inquired of any other questions or comments, - None

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

**Zoom Setup Volunteer:** Amanda Leader is requesting a volunteer to assist her with setting up Zoom, managing the laptop and the Owl. She states she noticed there is a lot more traveling coming up and she may not be able to attend every meeting. She states it should be fairly simple if you understand Zoom. Shawn inquired of anyone on-line. Shawn inquired of Keith Hutcheson if he was tech savvy – Keith's response NO. Shawn Hill asked if any of the new administrators were able to help – some are younger, maybe more technologically capable to assist. Amanda stated it probably needed to be misdemeanor administrator who was a dual administrator otherwise, there would be a need to have two individuals to assist as backups. Shawn inquired of any other questions or comments, - None

**Rule of 80 update:** Shawn Hill stated that this topic could be removed from the agenda. He informed the group that at the Juvenile meeting earlier Brian Walker spoke up, and wanted to thank everyone who participated and helped over the years. Shawn stated that this has been a fifteen (15) plus years battle. Shawn stated at one time he was told directly by a Senator that "this would never happen." HB508 passed unanimously in the House and the Senate, the Governor has signed the bill and it will go into effect July 1, 2024. Shawn would like to acknowledge that this may not make a difference to the majority of the administrators in the room or on line, but will pave the way and benefit the future administrators to come. He also, wanted to thank everyone & anyone who assisted with helping to getting the Rule of 80 into law.

Shawn acknowledged that Representative Marco Erickson, who lives in Idaho Falls, has been an incredible advocate, supporter and team player with both Juvenile and , Misdemeanor Probation, as well as Detention. He has been the biggest factor in helping us staying on top of the issue in moving forward and not giving up. Also, Shawn

recognized Representative Cheatham and Senator Cook, who were able to assist last year in getting probation officers added to the PERSI Rule of 80 and now this year adding supervisors under the rule. He suggested sending these individuals an email thanking them for their assistance and support. He informed the group that at the Juvenile meeting there was discussion about inviting Representative Erickson to attend the June Admin meeting, since it was in Idaho Falls. Shawn inquired of the group and comments or questions. Sandy Jones -ISC, extended her congratulations to the group for the time and years spent to get this accomplished. Shawn explained that the coverage will include anyone who is a probation officer/supervisor. Shawn inquired of any other questions or comments, - None

**Nominations for Misdemeanor Awards:** Shawn advised as part of his duties as the President of the Misdemeanor Administrators he tries to attend MTC meetings. The MTC has asked if he would be a liaison between them and the IJJA Board. The IJJA Board requested this topic be placed on the Misdemeanor Administrators agenda. To have a discussion on the difficulty of getting nominees for the "Misdemeanor Commitment to Service Award". It was also requested to have nominations in by June 1st, or no later than July 1st, so IJJA can make the appropriate accommodations. Keith Hutcheson also advised on the nominees travel and per-diem coverage, to accept the award. Shawn inquired if the funds would be upfront or not. Keith was unsure and informed the group in the past it had been reimbursement. Keith asked if Sandy Jones could verify, Sandy confirmed that the funds would be a reimbursement. That is how the POST training fund is set up. Shawn inquired of any other questions or comments, - None

**Misdemeanor Training Funds:** Shawn Hill addressed this item for MTC, to remind administrators that if training funds are being requested to be utilized, that it is a reimbursement only. The funds are part of the POST training budget. Shawn inquired of anyone in the room or on-line if they have utilized the funds and been reimbursement. Keith Hutcheson responded he had utilized the training fund several times. Shawn inquired of whether it was an easy process or not. Keith described the reimbursement process. Shawn inquired of any other questions or comments, - None

**Misdemeanor Training Standards 40 hrs:** Shawn Hill addressed the misdemeanor probation training standard of 40 hours every two (2) years will become effective January 2026. Keith Hutcheson commented that once the standard is approved and moved into IDAPA, all the probation officers will be registered in the POST - Mandatory Training Report System (MTRS) for tracking. It is further explained that they do not have to be POST hours, just training hours. Shawn inquired of who can enter the hours into the MTRS. Keith explained that currently each county should have an individual who enters training hours. Mark Bell stated that his understanding was that only POST training hours could be entered into the MTRS. Keith stated currently yes that would be correct, but with the new system it will be just 40 training hrs. Evie McCurry inquired of MTRS access. Stating she had reached out to POST for access and was told that POST would not be granting access to MTRS. Keith responded - access will be granted once the standard is entered into IDAPA. Shawn inquired of any other questions or comments, - None

**Ethics- POST:** Shawn Hill addressed Ethics training at POST and informed Administrators that if they were not having their staff attend, they would have to find another Ethics class for them to attend. Keith Hutcheson spoke up to clarify that this is actually in reference to the hour-long September Ethics class. Sandy Jones spoke up to further clarify that the Ethics class is in reference to the quarterly trainings that the MTC sends out. They are usually scheduled for a Wednesday for an hour long. This particular training opportunity is scheduled Friday, September 13<sup>th</sup> for two (2) hours long. This was just a suggested topic for the training. Amanda Leader inquired of 40 hr training standards – questioned if the training requirement went into effect January, 2026, but POST will be allowing MTRS access July 1st, Keith confirmed July 1st, 2025, that was when IDAPA would be accepted with the changes. Shawn inquired of any other questions or comments, - None

**Body Cameras:** Sarah Reynolds reported she was approached by the Latah County Sheriff's Office about some grant money they received for bodycams and they asked Sarah if her office wanted to join in the grant with them. She stated she had a discussion with Keith Hutcheson about the use of cameras. Sarah inquired if anyone else used cameras in their office. Jennifer Homberg informed that they use cameras in the office, not in the individual offices. Amanda Leader informed that they use cameras. Shawn Hill informed that they use bodycams. They use them in the offices, if an officer is in a closed-door meeting with an individual of the opposite gender. They are looking at looking at updating their policy. Darin Burrell inquired Shawn Hill if he has a set bodycam policy. How the cameras are used, when used, and storage. Shawn responds that each officer was issued a body cam issued by the Sheriff's Office. They have an IT person who manages the cameras, when the officers return, they dock the cameras and they automatically download the information into the Watchdog System. Evie McCurry informed the group that she purchased her bodycams on Amazon. She worked with her IT department to create a folder where the information is downloaded to. She informed she also has office cameras throughout her building. Shawn Hill inquired as to what brand and cost she purchased off the internet. Evie state not all the officers have a bodycam, and that they cost about \$200.00 per camera. Keith Hutcheson stated that with the bodycams because we are now law enforcement and fall under the rules of evidence. The information needs to be kept for eighteen (18), when videotaping individuals, it becomes public record, how are they auditing the system to keep items – such as treatment or medical issues. How is it being redacted? Shawn Hill informed that all his bodycams are downloaded onto a server that is managed by the Sheriff's Office and under their requirements. Evie McCurry informed that she is under the same download management through the Sheriff. She is able to redact things such as run-on talking when maybe a camera was not turned off. She stated that as far as the medical she does not have a policy on the issue.

Further discussion and inquiry between Keith, Evie and Shawn on subpoenas and redacting bodycams Amanda Leader stated that on line Aletia Straub Workman inquired if anyone would be willing to share their camera policy. Shawn Hill stated he would be willing to share his camera policy with everyone. Shawn inquired of any other questions or comments, - None

**MTC Update:** Keith Hutcheson discussed quarterly training ideas for 2025, please submit your ideas. Keith discussed the Misdemeanor Probation Standards, and where

they could be housed. Sandy Jones stated she placed a link in the chat where the Funding Reimbursement form was as well as the Probation Standards were on the IAC website. Shawn inquired of any other questions or comments- None. .

**Important Dates:**

Misdemeanor Probation Academy #17 – August 5<sup>th</sup> thru August 30<sup>th</sup> 2024

Misdemeanor Training Council meeting – June 12<sup>th</sup>, 2024 @ 1:00 pm – 4:00 pm.

Next Administrators meeting – June 3<sup>rd</sup>, 2024 - Idaho Falls  
December 12, 2024 – Boise

Discussion whether or not to have a September meeting. Juvenile Administrators have there meeting during the luncheon at IJJA. Shawn inquired of any other questions or comments. Shawn Hill to entertain a motion to cancel the September Administrators meeting. Jennifer Homberg made the motion. The motion was seconded by Keith Hutcheson. Motion passed unopposed. **Zoom poll** – One (1) extension, majority to cancel. Meeting cancelled.

**Adjournment: 1:55 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 Sarah Reynolds. Motion passed unopposed.