

**Idaho Association of Counties Adult Misdemeanor Probation Administrator Association**

**Date:** February 6, 2020

**Time:** 1:00 pm to 5:00 pm

**Place:** Riverside Hotel, Liberty Room, 2900 W Chinden Blvd, Boise, ID

**12:00 pm Combined lunch with IACJJA**

**President welcome:** Shawn Hill

**Introductions:** Shawn Hill, Jeff Breach, Sarah Swanson, Amanda Leader, Wade Dishion, Nadine McDonald, Keith Hutcheson, Mary Rieves, Dawn Burns, Amber Preuitt, Jennifer Homberg, Sandy Jones, Mark Golf.

**Approval for December 2019 meeting minutes:** Motion to approve meeting minutes from last meeting by Nadine, second by Ron. Motion passed.

**Approval for meeting expenses:** Nadine motion to pay for the meeting expenses, Dawn seconded. Motion passed.

**Telehealth:** Misty Ruska from Central Idaho Counseling (CIC), explained with the Medicaid expansion clients can qualify to have treatment paid for using telehealth. Misty explained the processes CIC has been using and how the process is working. She felt that the process is working well. She explained that if the rules are not followed the client will lose access to telehealth. Mary asked if there were Spanish speaking providers and Misty indicated not in her office. Keith asked if she did the victims panel and Misty indicated they do not. The services provided by CIC are substance abuse and mental health treatment. Amanda Leader asked about the video and sound for the meetings. Misty reported that the system is working well so far. Misty explained they have had some issues with internet service with one of the clients. When that is the case the client is required to go to a location that has better internet connection. Misty reported that she prefers to meet with clients in person when first starting the program and is willing to travel within reason.

**Rule of 80:** Dawn Burns reported that PERSI is working on passing legislation that may make it easier for Adult and Juvenile probation/detention to get the Rule of 80. The legislation will clean up the language of job descriptions that qualify for the Rule of 80. The definitions of the qualification for the rule of 80 will be what POST has. The bill is in the House and should go forward to the Senate. House 371 is the PERSI legislation.

Shawn Hill indicated that in the Bill it indicates "county law enforcement" qualifies for the Rule of 80. The definition by POST will determine if are groups qualify. Shawn explained that if our groups are not made part of the rule of 80 it could cause the legislative liability issues. The current POST definition could be interpreted now to include our groups for PERSI. If it does not work, we would likely have to go through legislation. Dawn indicated either way it is a step forward.

**GoToMeeting:** Shawn Hill reported that Mindy from the IAC purchased from our budget a new computer, speaker and GoToMeeting account. He thanked Amanda for her research and Mindy for her help.

**Revision of probation transfer forms:** Keith Hutcheson combined the old form with the new required form the probationer signs. The new forms are electronic and can tab from one field to the next. The form could also be printed and filled in. There was some feedback from other counties. The group asked to also include the date of offense and the sentencing date. Also would like to add a box for discretionary jail time. Jennifer talked about attaching the transfer from to the motion and order for the court. Jennifer was not sure how the judges would feel about that. Keith reported he had asked judges and court staff and it was not an issue.

Amber asked if it could go into Odyssey, Sandy reported the form could be entered into Odyssey.

The group appeared to like the new form. Keith said he would get a final version done and send it out to be distributed.

**Discussion and review of letters to be sent by President:** Shawn Hill reported that the POST Council voted to have a representative for juvenile justice/adult misd. in 2016. He indicated that to complete the process it will require an update to the POST Council legislation. Shawn presented a letter that is addressed to Seth Griggs asking him to support this effort and carrying the legislation. Shawn asked the administrators to review the letter and email him with any suggestions. Keith motioned to approve the letter as is and Jennifer seconded. The motion passed.

The second letter is to access the Misd. training funds. The letter is addressed to Brad Johnson, Division Administrator, asking him to make the process of accessing training funds structured and reliable. Shawn indicated this is a first step in the process and hopes that it will at least start a conversation. Sandy indicated the current process requires a request to come from the Misd. Training council to the POST Council, but there has been an issue with receiving approval for training funds from the POST Council.

Jennifer described an instance where Twin Falls provided LSI training for the 5<sup>th</sup> District and was not reimbursed by POST. Shawn asked how we should proceed. Jennifer indicated she would bring the topic up at the next Misd POST Training Council meeting and we could determine at our next IAC meeting what the next step will be. The group agreed.

**Best practice for probation:** Skip asked about getting best practice for probation. Wade explained the process has already been established. We decided to review Standards for Adult Misd Services at the next meeting. Keith suggested we send a survey to the administrators. Skip will send out the standards to the administrators and let them know we will review them at the next meeting.

**Standardized processes:** Sandy Jones indicated Shawn and Mary called her to ask about establishing a standard process for transferring probation. Sandy indicated the complication is the probation officers are part of the executive branch which falls out of the jurisdiction of the Court. Some things such as forms do belong to the Court, but the Court can not give probation rules to live by. Sandy indicated she would like to here from the administrators to see if there is a consistent desire from the administrators.

Jeff asked what the standardized processes we are talking about. It was established that we are primarily talking about sending probationers cases back to the sending county. The discussion was affirmed that we can likely use the same process that we use to transfer a case. Shawn indicated he and Mary would work on a written form that described the process of transferring probationers back to original county.

Wade asked that the administrators be reminded the transfer should come from them not the PO. Skip was asked to send an email reminding administrators to oversee transfer requests.

**Process for updating contact information in Odyssey:** Sandy Jones asked what is the process to update contact information for clients in Odyssey? The training indicated that the clerks were the only ones to change the party master contact information. Sandy asked the ISC if the PO's could put the updated contact information in the "notes" section in Odyssey. In the new Odyssey there is a place (task and ques) that could be used to inform the clerks of a change in contact information. It did not appear to be an issue that needed addressed.

**General administrator discussion old/new business:** Keith suggested that we ask POST to establish a minimum amount of training hours. He felt this would help strengthen the policies and standards for adult misd. services. Jennifer indicated she would bring the issue before the Misd Training Council.

There was a request to add LSIR on the next agenda.

Sandy brought up the monthly survey and asked if there was information that we want provided from the Data? Please email Sandy for Odyssey data requests.

**IACAMPAA meeting:** Next meeting April 15, 2020 @ 9 am to 3pm at the Red Lion in Lewiston, ID. The June meeting will be in Twin Falls, ID.

Nadine motioned to adjourn, Keith seconded the motion. The motion passed.