

**Agency Summary And Certification**

**FY 2025 Request**

**Agency:** Commission of Pardons & Parole

232

In accordance with 67-3502 Idaho Code, I certify the included budget properly states the receipts and expenditures of the departments (agency, office, or institution) for the fiscal years indicated.

**Signature of Department Director:**

ASHLEY DOWELL

**Date:** 09/01/2023

			<b>FY 2023 Total Appropriation</b>	<b>FY 2023 Total Expenditures</b>	<b>FY 2024 Original Appropriation</b>	<b>FY 2024 Estimated Expenditures</b>	<b>FY 2025 Total Request</b>
<b>Appropriation Unit</b>							
Commission of Pardons & Parole			3,879,500	3,513,800	4,139,000	4,181,500	4,202,900
<b>Total</b>			<b>3,879,500</b>	<b>3,513,800</b>	<b>4,139,000</b>	<b>4,181,500</b>	<b>4,202,900</b>
<b>By Fund Source</b>							
G	10000	General	3,746,200	3,405,900	4,018,300	4,048,200	4,132,200
F	34430	Federal	62,600	50,000	50,000	62,600	0
D	34900	Dedicated	70,700	57,900	70,700	70,700	70,700
D	34905	Dedicated	0	0	0	0	0
<b>Total</b>			<b>3,879,500</b>	<b>3,513,800</b>	<b>4,139,000</b>	<b>4,181,500</b>	<b>4,202,900</b>
<b>By Account Category</b>							
Personnel Cost			3,077,000	2,774,200	3,306,800	3,306,800	3,364,400
Operating Expense			789,900	723,900	832,200	861,000	838,500
Capital Outlay			12,600	15,700	0	13,700	0
<b>Total</b>			<b>3,879,500</b>	<b>3,513,800</b>	<b>4,139,000</b>	<b>4,181,500</b>	<b>4,202,900</b>
FTP Positions			37.00	37.00	37.00	37.00	37.00
<b>Total</b>			<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>

**Division Description**

Request for Fiscal Year: 2025

**Agency:** Commission of Pardons & Parole

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**Division:** Commission of Pardons & Parole

CP1

**Statutory Authority:** I.C. 20-210

The Idaho Commission of Pardons and Parole is charged with the responsibility for parole (inmates selected for release by the commission after serving at least the minimum portion of their sentence), commutation (modification of an offender's sentence), and pardon (forgiveness of a sentence). The commission's goal is to provide the highest degree of protection to the community while providing offenders the opportunity to become responsible members of society. The seven commission members are appointed by the Governor to three-year terms and are subject to confirmation by the Idaho Senate.

# COMMISSION OF PARDONS AND PAROLE

**GOVERNOR**

**Executive Director**  
Ashley Dowell

**Parole Commissioners:**

Mike Matthews  
Janie Dressen  
Scott Smith  
Terry Kirkham  
Shelly Parker  
Patrick McDonald  
Michael Ross

**Authorized FTP = 37**  
**Vacant 8/30/23 = 1**

**Violations Supervisor**  
Shelly Anzuoni

**PHI Supervisor**  
James Keller

**Victim Coordinator**  
Brittney Thorndyke

**Legal Assistant**  
Mary Schoeler

**Business Operations Manager**  
Dawn Howell

**Violation Hearing Officers**

Ashley Bryngelson  
Jeremy Cowles  
Steve Brood  
DeAnna Brink  
Ron Parks  
Steven Hurst  
Mike Cuevas

**Parole Investigators**

Amanda Weaver  
Christina Proctor  
Molly Vaughn  
Kirsten Brown  
Lee Maddox  
Norma Sands  
Amy Cottrell  
Maria Contreras  
Matt Lytle  
Joe Kawalec  
Joel Osborne  
Karli Karlson  
Will Woods

**Hearing Manager**  
Michaela Larios

**Office Specialist II**  
Vacant

**Administrative Assistant II**  
Sheila Newcomb

**Research Analyst, Sr.**  
Juyoung Choi

**Tech. Records Spec II**  
Jeannette Wallingford  
Vacant

**Hearings Tech**  
Adrienne Helms

**Tech. Records Spec I**  
Katie Golis  
Renee Hale  
Tayler Wortham

**Tech. Records Spec I**  
Maureen Huaues

**Agency Revenues**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

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		FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimated Revenue	FY 25 Estimated Revenue	Significant Assumptions
<b>Fund</b>	34905	Miscellaneous Revenue: Dept. Of Corr.-Misc Revenue					
	435		41,600		40,900	40,900	There is no accurate way to predict the number of parolees who will abscond from parole, thereby forfeiting their interstate bond. Estimates are conservative that the revenue will be similar to FY23 actuals.
		40,000		40,900			
	<b>Miscellaneous Revenue: Dept. Of Corr.-Misc Revenue Total</b>	<b>40,000</b>	<b>41,600</b>	<b>40,900</b>	<b>40,900</b>	<b>40,900</b>	
	<b>Agency Name Total</b>	<b>40,000</b>	<b>41,600</b>	<b>40,900</b>	<b>40,900</b>	<b>40,900</b>	

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

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Fund: ARPA State Fiscal Recovery Fund

34430

Sources and Uses:

Source: US Department of the Treasury pursuant to the American Rescue Plan Act (ARPA).

Use: When parolees are in another state and violate the conditions of parole, this funding was used to offset extradition cost of returning parolees to Idaho.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	12,600	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,600</b>	<b>0</b>
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	0	0	0	0
06. Statutory Transfers In	0	0	62,600	50,000	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>0</b>	<b>0</b>	<b>62,600</b>	<b>62,600</b>	<b>0</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	12,600	0
13. Original Appropriation	0	0	62,600	50,000	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	(12,600)	0	0
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>0</b>	<b>62,600</b>	<b>50,000</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>0</b>	<b>0</b>	<b>12,600</b>	<b>0</b>	<b>0</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	12,600	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

**Agency:** Commission of Pardons & Parole

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**Fund:** Cares Act - Covid 19

34500

Sources and Uses:

Source: US Department of the Treasury pursuant to the CARES Act.

Use: When parolees are in another state and violate the conditions of parole, this funding was used to offset extradition cost of returning parolees to Idaho.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>(35,495)</b>	<b>0</b>	<b>0</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	20,000	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>(15,495)</b>	<b>0</b>	<b>0</b>	<b>0</b>
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	86,000	0	0	0	0
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	48,664	0	0	0
<b>08. Total Available for Year</b>	<b>86,000</b>	<b>33,169</b>	<b>0</b>	<b>0</b>	<b>0</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	50,000	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	70,000	20,000	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(34,505)	(36,831)	0	0	0
17. Current Year Reappropriation	(20,000)	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>15,495</b>	<b>33,169</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>15,495</b>	<b>33,169</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>70,505</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	20,000	0	0	0	0
23. Borrowing Limit	86,000	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>(35,495)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>(35,495)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

**Agency:** Commission of Pardons & Parole

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**Fund:** Miscellaneous Revenue

34900

Sources and Uses:

Sources and Uses: This fund detail is used as the suspense account for deposits of interstate parole bonds. Deposits are then moved to a trust account.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	0	1,000	0	(1,000)	0
					Correcting entry to adjust fund detail for bond deposit
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	0	0	0	0	0
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

**Analysis of Fund Balances**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

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Fund: Miscellaneous Revenue: Dept. Of Corr.-Misc Revenue

34905

Sources and Uses:

Revenue received from forfeited parole bonds. Funds are used to offset cost of returning parolees when in violation.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>146,800</b>	<b>132,100</b>	<b>104,800</b>	<b>84,800</b>	<b>53,000</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>146,800</b>	<b>132,100</b>	<b>104,800</b>	<b>84,800</b>	<b>53,000</b>
04. Revenues (from Form B-11)	40,000	41,600	40,900	40,900	40,900
05. Non-Revenue Receipts and Other Adjustments	0	400	0	1,000	0
					Journal entry to correct fund number on previous bond deposit
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>186,800</b>	<b>174,100</b>	<b>145,700</b>	<b>126,700</b>	<b>93,900</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	1,800	2,600	3,000	3,000	3,000
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	70,700	70,700	70,700	70,700	70,700
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	(17,800)	(4,000)	(12,800)	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>52,900</b>	<b>66,700</b>	<b>57,900</b>	<b>70,700</b>	<b>70,700</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>52,900</b>	<b>66,700</b>	<b>57,900</b>	<b>70,700</b>	<b>70,700</b>
<b>20. Ending Cash Balance</b>	<b>132,100</b>	<b>104,800</b>	<b>84,800</b>	<b>53,000</b>	<b>20,200</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>132,100</b>	<b>104,800</b>	<b>84,800</b>	<b>53,000</b>	<b>20,200</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>132,100</b>	<b>104,800</b>	<b>84,800</b>	<b>53,000</b>	<b>20,200</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:



**Analysis of Fund Balances**

Request for Fiscal Year: 2025

**Agency:** Commission of Pardons & Parole

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**Fund:** Custodial Funds

63000

Sources and Uses:

Sources and Uses: Deposits are from offenders wishing to parole to another state. Bonds are forfeited when parolees violate the conditions of parole, and transferred to the Miscellaneous Revenue Fund, where they are used to offset extradition cost of returning parolees to Idaho. Partial refund given upon successful completion of parole or if the parolee returns to Idaho, to finish sentence, w/o violation.

	FY 21 Actuals	FY 22 Actuals	FY 23 Actuals	FY 24 Estimate	FY 25 Estimate
<b>01. Beginning Free Fund Balance</b>	<b>509,100</b>	<b>594,600</b>	<b>637,200</b>	<b>700,800</b>	<b>764,400</b>
02. Encumbrances as of July 1	0	0	0	0	0
02a. Reappropriation (Legislative Carryover)	0	0	0	0	0
<b>03. Beginning Cash Balance</b>	<b>509,100</b>	<b>594,600</b>	<b>637,200</b>	<b>700,800</b>	<b>764,400</b>
04. Revenues (from Form B-11)	0	0	0	0	0
05. Non-Revenue Receipts and Other Adjustments	102,500	66,900	93,600	93,600	93,600
06. Statutory Transfers In	0	0	0	0	0
07. Operating Transfers In	0	0	0	0	0
<b>08. Total Available for Year</b>	<b>611,600</b>	<b>661,500</b>	<b>730,800</b>	<b>794,400</b>	<b>858,000</b>
09. Statutory Transfers Out	0	0	0	0	0
10. Operating Transfers Out	0	0	0	0	0
11. Non-Expenditure Distributions and Other Adjustments	17,000	24,300	30,000	30,000	30,000
12. Cash Expenditures for Prior Year Encumbrances	0	0	0	0	0
13. Original Appropriation	0	0	0	0	0
14. Prior Year Reappropriations, Supplementals, Recessions	0	0	0	0	0
15. Non-cogs, Receipts to Appropriations, etc.	0	0	0	0	0
16. Reversions and Continuous Appropriations	0	0	0	0	0
17. Current Year Reappropriation	0	0	0	0	0
18. Reserve for Current Year Encumbrances	0	0	0	0	0
<b>19. Current Year Cash Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>19a. Budgetary Basis Expenditures (CY Cash Exp + CY Enc)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>20. Ending Cash Balance</b>	<b>594,600</b>	<b>637,200</b>	<b>700,800</b>	<b>764,400</b>	<b>828,000</b>
21. Prior Year Encumbrances as of June 30	0	0	0	0	0
22. Current Year Encumbrances as of June 30	0	0	0	0	0
22a. Current Year Reappropriation	0	0	0	0	0
23. Borrowing Limit	0	0	0	0	0
<b>24. Ending Free Fund Balance</b>	<b>594,600</b>	<b>637,200</b>	<b>700,800</b>	<b>764,400</b>	<b>828,000</b>
<b>24a. Investments Direct by Agency (GL 1203)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>24b. Ending Free Fund Balance Including Direct Investments</b>	<b>594,600</b>	<b>637,200</b>	<b>700,800</b>	<b>764,400</b>	<b>828,000</b>
<b>26. Outstanding Loans (if this fund is part of a loan program)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
<b>Agency</b>	Commission of Pardons & Parole						232
<b>Division</b>	Commission of Pardons & Parole						CP1
<b>Appropriation Unit</b>	Commission of Pardons & Parole						CPPA
<b>FY 2023 Total Appropriation</b>							
1.00	FY 2023 Total Appropriation						CPPA
	H0785						
	10000 General	37.00	3,077,000	669,200	0	0	3,746,200
	34430 Federal	0.00	0	50,000	12,600	0	62,600
	34900 Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,077,000	789,900	12,600	0	3,879,500
1.13	PY Executive Carry Forward						CPPA
	FY21 and FY22 ECF						
	10000 General	0.00	0	119,500	15,800	0	135,300
		0.00	0	119,500	15,800	0	135,300
1.21	Account Transfers						CPPA
	Object transfer from Operating to Capital						
	10000 General	0.00	0	(1,100)	1,100	0	0
		0.00	0	(1,100)	1,100	0	0
1.61	Reverted Appropriation Balances						CPPA
	10000 General	0.00	(302,800)	(142,800)	(100)	0	(445,700)
	34900 Dedicated	0.00	0	(12,800)	0	0	(12,800)
	34905 Dedicated	0.00	0	0	0	0	0
		0.00	(302,800)	(155,600)	(100)	0	(458,500)
1.81	CY Executive Carry Forward						CPPA
	FY23 ECF						
	10000 General	0.00	0	(28,800)	(1,100)	0	(29,900)
	34430 Federal	0.00	0	0	(12,600)	0	(12,600)
		0.00	0	(28,800)	(13,700)	0	(42,500)
<b>FY 2023 Actual Expenditures</b>							
2.00	FY 2023 Actual Expenditures						CPPA
	10000 General	37.00	2,774,200	616,000	15,700	0	3,405,900
	34430 Federal	0.00	0	50,000	0	0	50,000
	34900 Dedicated	0.00	0	57,900	0	0	57,900
	34905 Dedicated	0.00	0	0	0	0	0
		37.00	2,774,200	723,900	15,700	0	3,513,800
<b>FY 2024 Original Appropriation</b>							
3.00	FY 2024 Original Appropriation						CPPA
	H0335						
	10000 General	37.00	3,306,800	698,900	0	0	4,005,700
	OT 10000 General	0.00	0	12,600	0	0	12,600
	34430 Federal	0.00	0	50,000	0	0	50,000
	34900 Dedicated	0.00	0	70,700	0	0	70,700

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		37.00	3,306,800	832,200	0	0	4,139,000
<b>FY 2024 Total Appropriation</b>							
5.00	FY 2024 Total Appropriation						CPPA
10000	General	37.00	3,306,800	698,900	0	0	4,005,700
OT 10000	General	0.00	0	12,600	0	0	12,600
34430	Federal	0.00	0	50,000	0	0	50,000
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,306,800	832,200	0	0	4,139,000
<b>Appropriation Adjustments</b>							
6.11	Executive Carry Forward						CPPA
10000	General	0.00	0	28,800	1,100	0	29,900
34430	Federal	0.00	0	0	12,600	0	12,600
		0.00	0	28,800	13,700	0	42,500
<b>FY 2024 Estimated Expenditures</b>							
7.00	FY 2024 Estimated Expenditures						CPPA
10000	General	37.00	3,306,800	727,700	1,100	0	4,035,600
OT 10000	General	0.00	0	12,600	0	0	12,600
34430	Federal	0.00	0	50,000	12,600	0	62,600
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,306,800	861,000	13,700	0	4,181,500
<b>Base Adjustments</b>							
8.41	Removal of One-Time Expenditures						CPPA
This decision unit removes one-time appropriation for FY 2023..							
OT 10000	General	0.00	0	(12,600)	0	0	(12,600)
		0.00	0	(12,600)	0	0	(12,600)
8.51	Base Reductions						CPPA
This decision unit provides a base reduction to x.							
34430	Federal	0.00	0	(50,000)	0	0	(50,000)
		0.00	0	(50,000)	0	0	(50,000)
<b>FY 2025 Base</b>							
9.00	FY 2025 Base						CPPA
10000	General	37.00	3,306,800	698,900	0	0	4,005,700
OT 10000	General	0.00	0	0	0	0	0
34430	Federal	0.00	0	0	0	0	0
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,306,800	769,600	0	0	4,076,400
<b>Program Maintenance</b>							
10.11	Change in Health Benefit Costs						CPPA
This DU reflects the calculated differences in health benefits from the current year to the budget year.							
10000	General	0.00	25,900	0	0	0	25,900

		FTP	Personnel Costs	Operating Expense	Capital Outlay	Trustee Benefit	Total
		0.00	25,900	0	0	0	25,900
10.12	Change in Variable Benefit Costs						CPPA
This DU reflects the calculated differences in variable benefits from the current year to the budget year.							
10000	General	0.00	6,100	0	0	0	6,100
		0.00	6,100	0	0	0	6,100
10.23	Contract Inflation Adjustments						CPPA
This decision unit requests the contractual increase for the Commission's office building lease.							
10000	General	0.00	0	6,300	0	0	6,300
		0.00	0	6,300	0	0	6,300
10.31	Repair, Replacement, or Alteration Costs						CPPA
This decision unit requests replacement IT equipment - 9 standard laptops							
OT 10000	General	0.00	0	12,600	0	0	12,600
		0.00	0	12,600	0	0	12,600
10.61	Salary Multiplier - Regular Employees						CPPA
This DU reflects the total salary amount for all permanent positions, multiplied by the 1% placeholder, and the corresponding change in variable benefits.							
10000	General	0.00	25,600	0	0	0	25,600
		0.00	25,600	0	0	0	25,600

**FY 2025 Total Maintenance**

11.00	FY 2025 Total Maintenance						CPPA
10000	General	37.00	3,364,400	705,200	0	0	4,069,600
OT 10000	General	0.00	0	12,600	0	0	12,600
34430	Federal	0.00	0	0	0	0	0
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,364,400	788,500	0	0	4,152,900

**Line Items**

12.01	Extradition Costs						CPPA
The agency requests \$50,000 ongoing General Fund to provide funding for extradition costs that would normally be offset by the no-cost Northwest Shuttle system, which was used to extradite parole violators back to Idaho.							
10000	General	0.00	0	50,000	0	0	50,000
		0.00	0	50,000	0	0	50,000

**FY 2025 Total**

13.00	FY 2025 Total						CPPA
10000	General	37.00	3,364,400	755,200	0	0	4,119,600
OT 10000	General	0.00	0	12,600	0	0	12,600
34430	Federal	0.00	0	0	0	0	0
34900	Dedicated	0.00	0	70,700	0	0	70,700
		37.00	3,364,400	838,500	0	0	4,202,900

Agency: Commission of Pardons & Parole

232

Decision Unit Number 12.01 Descriptive Title Extradition Costs

	General	Dedicated	Federal	Total
Request Totals				
50 - Personnel Cost	0	0	0	0
55 - Operating Expense	50,000	0	0	50,000
70 - Capital Outlay	0	0	0	0
80 -	0	0	0	0
Totals	50,000	0	0	50,000
Full Time Positions	0.00	0.00	0.00	0.00

Appropriation Unit: Commission of Pardons & Parole CPPA

Operating Expense

559 General Services	50,000	0	0	50,000
Operating Expense Total	50,000	0	0	50,000
	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>

**Explain the request and provide justification for the need.**

The State of Idaho is required to extradite parole violators supervised out of state via the Interstate Compact back to Idaho. The Northwest Shuttle system is a cooperative effort across states in the American northwest to move prisoners expeditiously and economically from one jurisdiction to another. By sharing resources between sheriff's offices and state corrections agencies, participating agencies save tax dollars that would otherwise be used to conduct costly extraditions. The shuttle links agencies in 15 states in a system of in-state warrant and out-of-state fugitive return built on an unofficial, professional agreement and understanding between participating agencies. The Northwest Shuttle ceased operations with the onset of the COVID-19 pandemic and three and a half years after the beginning of the pandemic, operations have only somewhat resumed. As a result, the Commission has taken on extradition expenses for violators that would typically be extradited to Idaho at no cost. This request would add the spending authority to the base to pay those costs. While the CARES and ARPA funding assisted in offsetting extradition expenses through June 2024, the Commission is requesting ongoing appropriation to assist with extradition expenses. The Commission cannot predict which offenders will abscond or violate parole, nor where those violations will occur, so it is difficult to forecast extradition expenses. In addition, extradition costs are contingent on the private security transport company costs, to include airfare, which have risen substantially due to inflation. There are no plans at this time for the Northwest shuttle to return to its regular pre-pandemic operations.

**If a supplemental, what emergency is being addressed?**

N/A

**Specify the authority in statute or rule that supports this request.**

IC 20-1004 Duties and Powers of the Commission  
 IC 20-301 Interstate Compact  
 IDAPA 50.01.01.400 Parole Disposition Process  
 IC 20-1005 Rules Governing Parole

**Indicate existing base of PC, OE, and/or CO by source for this request.**

There are no agency staff for extradition transport as transports are conducted by private security transport companies. There is \$0 in the base for the Northwest Shuttle service for transporting violators described in this decision unit as the Northwest Shuttle has historically been a cooperative that operates free of charge.

**What resources are necessary to implement this request?**

The agency requests ongoing general fund appropriation in the operating expenditure category, in order to pay invoices for extradition transportation.

**List positions, pay grades, full/part-time status, benefits, terms of service.**

No new FTE are being requested.

**Will staff be re-directed? If so, describe impact and show changes on org chart.**

No existing staff will be redirected.

**Detail any current one-time or ongoing OE or CO and any other future costs.**

---

This decision unit includes \$50,000 ongoing General Fund Operating Expenditures.

**Describe method of calculation (RFI, market cost, etc.) and contingencies.**

---

Extradition costs for the past 4 years have ranged between \$122,000 and \$176,600, and average \$156,300. (calculations attached) It is difficult to predict extradition costs due to the variable nature of parole violations and transport costs.

**Provide detail about the revenue assumptions supporting this request.**

---

When a parolee requests to relocate and be supervised by another state, they must submit a \$500 bond to the Commission. If the parolee does not comply with the conditions of parole and must be extradited back to Idaho, the bond is forfeited and is used to offset extradition costs. (I.C. 20-1005). If a parolee on supervision in Idaho absconds to another state, there is no bond to offset those extradition costs.

**Who is being served by this request and what is the impact if not funded?**

---

The State of Idaho will be able to continue fulfilling its responsibility to extradite parole violators back to Idaho. Extraditing parole violators back to Idaho for their hearing ensures due process rights are upheld and, if indicated in the service of public safety, may result in revocation of their parole and a subsequent return to custody. In addition, the state is required by the Interstate Compact rules to extradite parole violators, supervised in another state, back to Idaho. If there is insufficient funding for extradition, then the warrant must be quashed, potentially creating a public safety risk, additional victims of crime, and violation of the Interstate Compact rules.

**AGENCY: Commission of Pardons and Parole**

Approp Unit: CPPA

Decision Unit No: 12.01

Title: Extradition  
Costs

	General	Dedicated	Federal	Other	Total
FULL-TIME POSITIONS (FTP)					
PERSONNEL COSTS					
1. Salaries					
2. Benefits					
3. Group Position Funding					
TOTAL PERSONNEL COSTS					
OPERATING EXPENSES					
Extradition Costs	\$ 50,000				\$ 50,000
TOTAL OPERATING EXPENDITURES	\$ 50,000				\$50,000
CAPITAL OUTLAY					
TOTAL CAPITAL OUTLAY					
T/B PAYMENTS					
GRAND TOTAL	\$50,000				\$50,000

**Explain the request and provide justification for the need.**

The State of Idaho is required to extradite parole violators supervised out of state via the Interstate Compact back to Idaho. The Northwest Shuttle system is a cooperative effort across states in the American northwest to move prisoners expeditiously and economically from one jurisdiction to another. By sharing resources between sheriff's offices and state corrections agencies, participating agencies save tax dollars that would otherwise be used to conduct costly extraditions. The shuttle links agencies in 15 states in a system of in-state warrant and out-of-state fugitive return built on an unofficial, professional agreement and understanding between participating agencies. The Northwest Shuttle ceased operations with the onset of the COVID-19 pandemic and three and a half years after the beginning of the pandemic, operations have only somewhat resumed. As a result, the Commission has taken on extradition expenses for violators that would typically be extradited to Idaho at no cost. This request would add the spending authority to the base to pay those costs. While the CARES and ARPA funding assisted in offsetting extradition expenses through June 2024, the Commission is requesting ongoing appropriation to assist with extradition expenses. The Commission cannot predict which offenders will abscond or violate parole, nor where those violations will occur, so it is difficult to forecast extradition expenses. In addition, extradition costs are contingent on the private security transport company costs, to include airfare, which have risen substantially due to inflation. There are no plans at this time for the Northwest shuttle to return to its regular pre-pandemic operations.

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**Describe method of calculation (RFI, market cost, etc.) and contingencies.**

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**PCF Detail Report**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

232

Appropriation Unit: Commission of Pardons & Parole

CPPA

Fund: General Fund

10000

PCN	Class	Description	FTP	Salary	Health	Variable Benefits	Total
<b>Totals from Personnel Cost Forecast (PCF)</b>							
		Permanent Positions	35.00	1,928,009	481,250	484,767	2,894,026
		Total from PCF	<b>35.00</b>	<b>1,928,009</b>	<b>481,250</b>	<b>484,767</b>	<b>2,894,026</b>
		<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>37.00</b>	<b>2,287,166</b>	<b>508,750</b>	<b>510,884</b>	<b>3,306,800</b>
		<b>Unadjusted Over or (Under) Funded:</b>	<b>2.00</b>	<b>359,157</b>	<b>27,500</b>	<b>26,117</b>	<b>412,774</b>
<b>Adjustments to Wage and Salary</b>							
232000	2642C	Public Info Officer	1.00	57,466	13,750	12,836	84,052
2442	R90						
232000	238C	Administrative Assistant 1 9410	1.00	52,062	13,750	12,511	78,323
5959	R90						
NEWP-811336	90000	GROUP POSITION , Std Benefits/No NE Ret/No Health	.00	183,008	0	18,536	201,544
<b>Other Adjustments</b>							
	500	Employees	.00	0	0	0	0
	512	Employee Benefits	.00	0	0	0	0
	513	Health Benefits	.00	0	0	0	0
<b>Estimated Salary Needs</b>							
		Board, Group, & Missing Positions	1.00	240,474	13,750	31,372	285,596
		Permanent Positions	36.00	1,980,071	495,000	497,278	2,972,349
		<b>Estimated Salary and Benefits</b>	<b>37.00</b>	<b>2,220,545</b>	<b>508,750</b>	<b>528,650</b>	<b>3,257,945</b>
<b>Adjusted Over or (Under) Funding</b>							
		<b>Original Appropriation</b>	<b>.00</b>	<b>66,621</b>	<b>0</b>	<b>(17,766)</b>	<b>48,855</b>
		<b>Estimated Expenditures</b>	<b>.00</b>	<b>66,621</b>	<b>0</b>	<b>(17,766)</b>	<b>48,855</b>
		<b>Base</b>	<b>.00</b>	<b>66,621</b>	<b>0</b>	<b>(17,766)</b>	<b>48,855</b>

**PCF Summary Report**

Request for Fiscal Year: 2025

**Agency:** Commission of Pardons & Parole

232

**Appropriation Unit:** Commission of Pardons & Parole

CPPA

**Fund:** General Fund

10000

DU		FTP	Salary	Health	Variable Benefits	Total
<b>3.00</b>	<b>FY 2024 ORIGINAL APPROPRIATION</b>	<b>37.00</b>	<b>2,287,166</b>	<b>508,750</b>	<b>510,884</b>	<b>3,306,800</b>
<b>5.00</b>	<b>FY 2024 TOTAL APPROPRIATION</b>	<b>37.00</b>	<b>2,287,166</b>	<b>508,750</b>	<b>510,884</b>	<b>3,306,800</b>
<b>7.00</b>	<b>FY 2024 ESTIMATED EXPENDITURES</b>	<b>37.00</b>	<b>2,287,166</b>	<b>508,750</b>	<b>510,884</b>	<b>3,306,800</b>
<b>9.00</b>	<b>FY 2025 BASE</b>	<b>37.00</b>	<b>2,287,166</b>	<b>508,750</b>	<b>510,884</b>	<b>3,306,800</b>
10.11	Change in Health Benefit Costs	0.00	0	25,900	0	25,900
10.12	Change in Variable Benefit Costs	0.00	0	0	6,100	6,100
10.61	Salary Multiplier - Regular Employees	0.00	20,400	0	5,200	25,600
<b>11.00</b>	<b>FY 2025 PROGRAM MAINTENANCE</b>	<b>37.00</b>	<b>2,307,566</b>	<b>534,650</b>	<b>522,184</b>	<b>3,364,400</b>
12.61	Human Resource Consolidation	0.00	0	0	34,800	34,800
<b>13.00</b>	<b>FY 2025 TOTAL REQUEST</b>	<b>37.00</b>	<b>2,307,566</b>	<b>534,650</b>	<b>556,984</b>	<b>3,399,200</b>



State of Idaho  
**DIVISION OF HUMAN RESOURCES**  
Executive Office of the Governor

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BRAD LITTLE  
Governor  
LORI A. WOLFF  
Administrator

Idaho Personnel Commission  
Mike Brassey, Chair  
Mark Holubar  
Sarah E. Griffin  
Amy Manning  
Nancy Merrill

August 30, 2023

Ashley Dowell  
Commission of Pardons and Parole

Dear Director Dowell:

This letter is in response to your FY 2025 Budget request. Commission of Pardons and Parole did not request any additional FTP for FY 2025.

This letter attests that Commission of Pardons and Parole request(s) are in alignment with Division of Human Resources (DHR) policies. Please include this letter with your final budget submission to the Division of Financial Management (DFM).

If you have any questions or concerns about your requests, please do not hesitate to contact me at [Michael.evans@dhr.idaho.gov](mailto:Michael.evans@dhr.idaho.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Evans".

Mike Evans  
Human Resource Manager

Cc: Adam Jarvis, Division of Financial Management

**Contract Inflation**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

232

Commission of Pardons & Parole

CPPA

**Appropriation Unit:**

	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Estimated Expenditures	Contract Dates	FY 2025 Contractual % Change	FY 2025 Total
<b>Contract</b>								
Kilmainham Airport Leasing LLC (formerly Hepworth Family Landholdings LLC) - Office/Building Rental	235,022	262,728	235,620	241,511	250,049	8/1/2021-7/31/2026	1	6,300
<b>Total</b>	<b>235,022</b>	<b>262,728</b>	<b>235,620</b>	<b>241,511</b>	<b>250,049</b>			<b>6,300</b>
<b>Fund Source</b>								
General	235,022	262,728	235,620	241,511	250,049			6,300
<b>Total</b>	<b>235,022</b>	<b>262,728</b>	<b>235,620</b>	<b>241,511</b>	<b>250,049</b>			<b>6,300</b>

## LEASE AMENDMENT #2

THIS LEASE AMENDMENT #2 ("Lease Amendment"), made and entered into this 17 day of June, 2021, by and between the Hepworth Family Landholdings, LLC, c/o Colliers International Idaho 755 W Front Street, Suite 300, Boise, ID 83702 ("Lessor") and the STATE OF IDAHO, by and through the Idaho Commission of Pardons and Parole, PO Box 83720, Boise, Idaho 83720-1807 ("Lessee"), is an amendment of the original Lease Agreement for Space between the Lessor and the Lessee entered into on May 19<sup>th</sup>, 2014, for space located at 3125 Shoshone St., Suites 101A, 101B, 102, 103, 105 and 106, Boise Airport Center, Idaho 83705-4707.

### WITNESSETH

WHEREAS, the parties desire to amend the Lease Agreement for Space;

WHEREAS, the LESSEE is legally authorized to enter in this amendment by power granted by Title 67, Chapter 57 of Idaho Code, with the approval of the Department of Administration; and

NOW, THEREFORE, in consideration of the mutual covenants of the parties, the Lease Agreement for Space is hereby amended as follows:

1. **SECTION 2. TERM.** Section 2 is hereby deleted and replaced with the following:

The term of this Lease Amendment shall be Sixty (60) months and shall begin on August 1, 2021 and end at midnight on July 31, 2026. The Lessee may, at the expiration of the term of this Lease Amendment and without the necessity of renewing said Lease Amendment, continue in its occupancy of the Premises on a month-to-month basis upon the terms and conditions set forth in this Lease Amendment for a period not to exceed one (1) year. The Lessor may terminate the Lessee's month to month occupancy upon ninety (90) days' prior written notice to the Lessee.

2. **SECTION 3. PAYMENT.** Section 3 is hereby deleted and replaced with the following:

The lease payment shall be payable in monthly installments of \$19,833.33 each, subject to adjustment in accordance with Section 7.B of this Lease Agreement. The total yearly lease payment is \$238,000.00. The lease payment shall be computed at a rate of approximately \$17.00 per square foot, per year. The total square footage of the Premises is 14,000, subject to measurement using BOMA standard. Upon election by the Lessee to pay in advance annually, the Lessor shall allow Lessee a discount of One Percent (1%). The lease payments shall be paid pursuant to the Lessor's timely submission of invoices for payment. Upon receipt, Lessee shall forward Lessor's invoice to the State Controller for payment. Lessor specifically acknowledges that State vouchers are processed by the State Controller, not Lessee. Therefore, any payment that is made no later than sixty (60) days after it is actually due shall not be considered an event of default. Lessee shall use its best efforts to expedite payment. It is expressly covenanted and agreed that any prepayment of rent made by the Lessee under the terms of this Lease Agreement shall be considered as an advance payment of rent only and no part thereof shall be considered as a security or cash deposit.

3. **SECTION 7.B. SPECIAL PROVISIONS.** Section 7.B. Increases in the Lease Payment. is hereby deleted and replaced with the following:

B. Increases in the Lease Payment. The lease payments shall increase according to the following Schedule.

IN WITNESS WHEREOF, the Parties have executed this Lease Amendment #2 as set forth above.

**LESSOR: Hepworth Family Landholdings, LLC**

6-21-2021  
Date Executed

By: [Signature]  
Signature

STATE OF Idaho )  
COUNTY OF Minidoka ) ss.

On this 21 day of June, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Steven Hepworth, known or identified to me to be the person whose name is subscribed to the foregoing instrument on behalf of the **Hepworth Family Landholdings, LLC**, as Lessor, and acknowledged to me that he/she executed the same on behalf of the Lessor.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



[Signature]  
NOTARY PUBLIC  
Residing at: 701 7th St. Rupert ID 83350  
Commission expires: 3-10-2022

**LESSEE: Idaho Commission of Pardons and Parole**

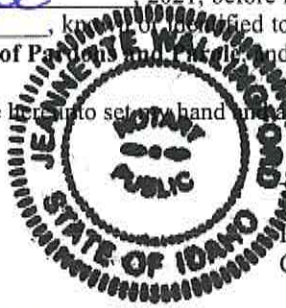
6/17/21  
Date Executed

By: [Signature]  
Signature  
ASHLEY BOWELL  
Printed Name

STATE OF Idaho )  
COUNTY OF Ada ) ss.

On this 17 day of June, 2021, before me, the undersigned, a Notary Public in and for said State, personally appeared Ashley Bowell, known or identified to me to be the person whose name is subscribed to the foregoing instrument on behalf of the **Idaho Commission of Pardons and Parole**, and acknowledged to me that he/she executed the same on behalf of the Lessee.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



[Signature]  
NOTARY PUBLIC  
Residing at: Base Idaho  
Commission expires: Oct. 1, 2021

APPROVED BY: [Signature]  
Richard Brien  
Statewide Leasing Manager  
Division of Public Works, Department of Administration

Date 6/24/2021

**One-Time Operating & One-Time Capital Outlay Summary**

Request for Fiscal Year: 2025

Agency: Commission of Pardons & Parole

232

Priority	Appropriation Unit	DU	Fund	Summary Account	Item Description	Current Mileage	Date Acquired	Quantity in Stock	Request Quantity Desired	Request Unit Cost	Request Total Cost
Detail											
1	CPPA	10.31	10000	625	Standard Laptops - 9	0	2020	45.00	9.00	1,400.00	12,600
							<b>Subtotal</b>	<b>45.00</b>	<b>9.00</b>		<b>12,600</b>
Grand Total by Appropriation Unit											
	CPPA										12,600
							<b>Subtotal</b>				<b>12,600</b>
Grand Total by Decision Unit											
		10.31									12,600
							<b>Subtotal</b>				<b>12,600</b>
Grand Total by Fund Source											
			10000								12,600
							<b>Subtotal</b>				<b>12,600</b>
Grand Total by Summary Account											
				625				45.00	9.00		12,600
							<b>Subtotal</b>	<b>45.00</b>	<b>9.00</b>		<b>12,600</b>



**From:** [WebMaster](#)  
**To:** [Erickson, Kelley](#)  
**Cc:** [Johnson, Lisa C - FISCAL](#)  
**Subject:** Reviewed & Recommended: Request for IT Budget Approval from ITS  
**Date:** Monday, August 14, 2023 2:00:00 PM

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Your request #432 for 9 Standard Laptops has been **Reviewed & Recommended** by ITS.

ITS Comments:

Please click [here](#) to update your request and it will be sent back to ITS for approval.

Thank you for your submission.

ITS Management

If you have any questions, please send an email to [itapprovals@its.idaho.gov](mailto:itapprovals@its.idaho.gov)

**Federal Funds Inventory Form**  
**As Required by Sections 67-1917 & 67-3502(e), Idaho Code**

\*\*\* Report must be submitted to the Division of Financial Management and Legislative Services Office as part of your budget request.

Reporting Agency/Department: Commission of Pardons and Parole  
 Contact Person/Title: Ashley Dowell, Executive Director

Agency Code: 232  
 Contact Phone Number: 208-334-2520

Fiscal Year: 2025  
 Contact Email: adowell@copa.idaho.gov

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Grant Number	Grant Type	Federal Granting Agency	Grant Title	Grant Description	Pass Through State Agency	Budgeted Program	Award Structure	Grant is Ongoing or Short-Term	Date of Expiration - If Known: *Required if Short-term §67-1917(1)(c), I.C.	Total Grant Amount	State Approp (OT) Base, or (C) Continuous §67-1917(1)(b), I.C.	MOE or MOU? (Y) Yes or (N) No: *Yes answer question # 2. (§67-1917(1)(d), I.C.)	State Match Required: (Y) Yes or (N) No: (§67-1917(1)(d), I.C.)	State Match Description & Fund Source (if not other state fund) (§67-1917(1)(d), I.C.)	Total State Match Amount (§67-1917(1)(b), I.C.)	FY 2021 Actual Federal Expenditures	FY 2021 Actual State Match Expenditures	FY 2022 Actual Federal Expenditures	FY 2022 Actual State Match Expenditures	FY 2023 Actual Federal Funds Received (CASH) §67-1917(1)(a), I.C.	FY 2023 Actual Federal Expenditures	FY 2023 Actual State Match Expenditures §7-1917(1)(d), I.C.	FY 2024 Estimated Available Federal Funds §67-1917(1)(b), I.C.	FY 2024 Estimated Federal Expenditures §67-1917(1)(b), I.C.	FY 2025 Estimated Available Federal Funds §67-1917(1)(b), I.C.	FY 2025 Estimated Federal Expenditures §67-1917(1)(b), I.C.	Known Reductions: Plan for 10% or More Reduction Complete question # 3, §67-3502(1)(e), I.C.	Grant Reduced by 50% or More from the previous years funding? Complete question #3. §67-1917(2), I.C.
21.019		US Dept of Treasury	CARES ACT	COVID-19 related expenditures/extradition costs	State Controller's Office	CPPA	Capped	Short-Term	6/30/2021	\$70,000.00	OT	N	N		\$0.00	\$15,495.00	\$0.00	\$33,168.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Y
21.027		US Dept of Treasury	ARPA/SLFRF	COVID-19 related expenditures/extradition costs	State Controller's Office	CPPA	Capped	Short-Term	12/31/2026	\$102,600.00	OT	N	N		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,600.00	\$62,600.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	100.00%	Y
<b>Total</b>										\$172,600.00					\$0.00	\$15,495.00	\$0.00	\$33,168.75	\$0.00	\$62,600.00	\$62,600.00	\$0.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00		

**Total FY 2023 All Funds Appropriation (DU 1.00)** \$3,879,508  
**Federal Funds as Percentage of Funds §67-1917(1)(e), I.C.** 1.61%

3. Identify below for each grant any obligations, agreements, joint exercise of powers agreements, maintenance of efforts agreements, or memoranda of understanding that may be impacted by federal or state decisions regarding federal receipts, include any state matching requirements. §67-1917(1)(d), I.C.

CFDA#/Cooperative Agreement # /Identifying #	Agreement Type	Explanation of agreement including dollar amounts.

3. Provide a plan for each grant with a known reduction in federal funding that includes anticipated changes, and if reduction is 10-49% include the agency's plan for operating at the reduced rate §67-3502(1)(e), I.C. or 50% or more from the previous year's funding include the plan to either reduce or eliminate the services provided through the grant or to continue the services without a shift to state resources. §67-1917(2), I.C.

CFDA#/Cooperative Agreement # /Identifying #	Plan for reduction or elimination of services.
	None

**FIVE-YEAR FACILITY NEEDS PLAN, pursuant to IC 67-5708B**

**AGENCY INFORMATION**

AGENCY NAME:	Commission of Pardons and Parole	Division/Bureau:	
Prepared By:	Lisa Johnson	E-mail Address:	<a href="mailto:lisjohns@idoc.idaho.gov">lisjohns@idoc.idaho.gov</a>
Telephone Number:	208-658-2107	Fax Number:	
DFM Analyst:	Adam Jarvis	LSO/BPA Analyst:	Christine Otto
Date Prepared:	8/29/2023	For Fiscal Year:	2025

**FACILITY INFORMATION (please list each facility separately by city and street address)**

Facility Name:	Commission of Pardons and Parole Administrative Office				
City:	Boise	County:	Ada	Zip Code:	83705
Property Address:	3056 Elder Street			Zip Code:	83705
Facility Ownership (could be private or state-owned)	Private Lease:	✓	State Owned:		Lease Expires:
					7/31/2026

**FUNCTION/USE OF FACILITY**

Office space for the Commission of Pardons and Parole - Director's office, Business Administration, Parole Hearing Officers, Violation Hearing Officers, Victim Coordinator, Finance/Purchasing, Legal Assistant, Business and Research Analysts.

**COMMENTS**

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**WORK AREAS**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Number of Work Areas:	37	37	37	37	37	37
Full-Time Equivalent Positions:	37	37	37	37	37	37
Temp. Employees, Contractors, Auditors, etc.:	0	0	0	0	0	0

**SQUARE FEET**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Square Feet:	14,000	14,000	14,000	14,000	14,000	14,000

**FACILITY COST**

(Do NOT use your old rate per sq ft; it may not be a realistic figure)

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
Total Facility Cost/Yr:	\$241,510.50	\$247,548.26	\$253,736.97	\$260,080.40	\$266,582.41	\$273,246.97

**SURPLUS PROPERTY**

FISCAL YR:	ACTUAL 2023	REQUEST 2024	REQUEST 2025	REQUEST 2026	REQUEST 2027	REQUEST 2028
	=	=	=	=	=	=

**IMPORTANT NOTES:**

- Upon completion, please send to Leasing Manager at the State Leasing Program in the Division of Public Works via email to [Caitlin.Cox@adm.idaho.gov](mailto:Caitlin.Cox@adm.idaho.gov). Please e-mail or call 208-332-1933 with any questions.
- If you have five or more locations, please summarize the information on the Facility Information Summary Sheet and include this summary sheet with your submittal.
- Attach a hardcopy of this submittal, as well as the Facility Information Summary Sheet, if applicable, with your budget request. **DPW LEASING DOES NOT NEED A COPY OF YOUR BUDGET REQUEST, JUST THIS FORM.**

**AGENCY NOTES:**

Full service lease includes all utilities and janitorial costs.

**CALCULATION SHEET FOR FIVE-YEAR FACILITY NEEDS PLAN** - Use to calculate facility-related costs, such as utilities, janitorial service, property taxes or building maintenance which are not included in rent payments. If improvements will need to be made to the facility and will be paid by the agency, this cost should be included as well. Do not include telephone costs.

**UTILITIES:** *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Electricity</b>											
<b>Water</b>											
<b>Sewer &amp; Trash</b>											
<b>Gas</b>											
<b>Other Utilities:</b>											
<b>Total:</b>	\$ -	Act 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -

**JANITORIAL SERVICE:** *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Cleaning Service:</b>											
<b>Other Cleaning Expense (paper products, cleaning supplies, etc.):</b> <i>use actual costs from current fiscal year</i>											
<b>Total:</b>	\$ -	Act 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -

**BUILDING MAINTENANCE:** *use actual costs from current fiscal year*

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
<b>Service Contracts:</b>											
<b>Other Maintenance Expense:</b> <i>use actual costs from current fiscal year</i>											
<b>Total:</b>	\$ -	Act 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -

**PARKING CALCULATOR:** *use actual costs from current fiscal year*

If your agency pays for parking spaces, enter the of spaces your agency is paying for.											
<b>Cost Per Space Per Month</b>											
<b>Total:</b>	\$ -	Act 2023	\$ -	Est 2024	\$ -	Est 2025	\$ -	Est 2026	\$ -	Est 2027	\$ -

**OTHER EXPENSES CALCULATOR:** *use actual costs from current fiscal year*

Real Estate Taxes paid by agency to landlord (show annual cost)											
Insurance paid by agency to landlord (show annual cost)											
Operating Expenses paid by agency to landlord (show annual cost)											
Other expenses paid by agency to landlord (show annual cost)											
<b>Total:</b>	0	Act 2023	0	Est 2024	0	Est 2025	0	Est 2026	0	Est 2027	0

**TENANT IMPROVEMENTS:**

<b>Total:</b>	25568.8	Act 2023	25568.79	Est 2024	0	Est 2025	0	Est 2026	0	Est 2027	0
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**AGENCY NOTES:**

Tenant improvements - Architect (5175), Building Services (5205), Building Supplies (5608)

AGENCY NAME:								
FACILITY INFORMATION SUMMARY FOR FISCAL YR			2025	BUDGET REQUEST		Include this summary w/ budget request.		
Address, City, Zip, Purpose	Fiscal Year		Sq Ft	\$/Sq Ft	Cost/Yr	Work Areas	Sq Ft/FTE	FTPs, Temps and Comments
3056 Elder Street	2025	request	14,000	\$ 18.12	\$ 253,737	37	378	37 FTE
Boise, ID 83705	2024	estimate	14,000	\$ 17.68	\$ 247,548	37	378	
	2023	actual	14,000	\$ 17.25	\$ 241,511	37	378	
	Change (request vs actual)		0	\$ -	12,226	0	0	
	Change (estimate vs actual)		0	\$ -	6,038	0	0	
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
	2025	request	0	\$ -	\$ -	0	-	
	2024	estimate	0	\$ -	\$ -	0	-	
	2023	actual	0	\$ -	\$ -	0	-	
	Change (request vs actual)		0	\$ -	0	0	0	
	Change (estimate vs actual)		0	\$ -	0	0	0	
TOTAL (PAGE _____)	2025	request	14,000	\$ 18.12	\$ 253,737	37	378	
	2024	estimate	14,000	\$ 17.68	\$ 247,548	37	378	
	2023	actual	14,000	\$ 17.25	\$ 241,511	37	378	
	Change (request vs actual)		0	\$ -	12,226	0	0	
	Change (estimate vs actual)		0	\$ -	6,038	0	0	
TOTAL (ALL PAGES)	2023	request			\$ -			
	2022	estimate			\$ -			
	2021	actual			\$ -			
	Change (request vs actual)				0			

## ***Part I – Agency Profile***

### **Agency Overview**

The Commission of Pardons and Parole (Commission) became a stand-alone agency on July 1, 2010. This agency is fully funded from the state general fund but operates closely in conjunction with the Idaho Department of Correction (IDOC). The Commissioners are appointed by the Governor for three (3) year terms, confirmed by the Senate, and can be re-appointed at the end of their term.

Purpose: The duties of the Commission are to conduct hearings to consider parole, requests for clemency to include pardons, commutations, remission of fines and fees, requests for restoration of firearms rights, consider medical parole; and to reach a disposition in cases where clients on parole in the community have been charged with violating their parole. The duties of the Commission are described in the Idaho Constitution, Idaho Code, and the Idaho Administrative Rules.

Organizational Structure/Staff: The agency is staffed by thirty-seven (37) full time employees.

- The Executive Director is the head of the agency and is appointed and serves at the pleasure of the Governor. This position is the official spokesperson for the agency and is responsible for managing all Commission business. This position supervises the leadership team, Victim Coordinator, and Legal Assistant.
- The Violations Supervisor supervises seven (7) Violation Hearing Officers and three (3) Technical Records Specialists. In addition, this position serves as a member of the Leadership team and speaks on criminal justice matters in the Director's absence. This position is the second in command at the agency.
- The Parole Hearing Investigator Supervisor supervises thirteen (13) Parole Investigators and serves as a member of the Leadership team.
- The Business Operations Manager supervises six (6) professional and administrative staff which includes the Hearings Manager, Research Analyst, three (3) Technical Records Specialists, and an Office Specialist. This position serves as a member of the Leadership team.
- The Hearings Manager is responsible for the Commission hearing process and supervises two (2) staff members which include the Hearing Technician and Administrative Assistant II.
- The Victim Coordinator is responsible for ensuring Commission compliance with constitutional and statutory rights of victims.
- IDOC manages the Commission's fiscal operations.

### **Core Functions/Idaho Code**

The Commission is mandated to process all eligible residents for parole consideration hearings. Under the unified sentencing structure, each sentence must include a fixed portion for the resident to serve, during which time the resident cannot be released on parole, and an indeterminate portion, of which the resident may be paroled or remain incarcerated at the Commission's discretion. The initial parole hearing is generally scheduled six (6) months prior to completion of the fixed portion of the sentence.

The Commissioners meet monthly to conduct parole hearings, revocation hearings, and reviews of cases. Commissioners meet in panels of three (3) and each decision must be unanimous. A full panel of seven (7) Commissioners is scheduled to meet at least once per quarter to consider pardons, commutations, remission of fines and fees, restoration of firearm rights and cases on which the panel of three (3) could not reach a unanimous decision. In cases heard by the full Commission, the decision is by a majority vote. Included in the quarterly schedule is a Commission business meeting with all seven (7) Commissioners in attendance.

Clients on parole are supervised by IDOC but remain under the jurisdiction of the Commission. If a client violates their conditions of parole, the parole officer submits a Report of Violation outlining the alleged violations. A Violation Hearing Officer conducts a hearing to determine if the client is guilty or innocent of the allegations. The Violation Hearing Officer may recommend that the client be reviewed by the Commission for reinstatement or may refer the client for a revocation hearing before the Commission. At a revocation hearing, the Commission either reinstates parole or revokes parole. If parole is revoked, they may grant a new parole, deny parole and set a new hearing date, or deny parole and require the client to complete the remainder of their sentence in prison.

The Commission conducts different types of reviews monthly. These include reviews of disciplinary action for residents who were granted a parole release date but had behavioral issues prior to release on parole; medical parole requests; and miscellaneous reviews that require a Commission decision. These reviews are prepared by staff and the case is reviewed with the Commissioners for a decision.

**Revenue and Expenditures**

Revenue*	FY 2020	FY 2021	FY 2022	FY 2023
General Fund	\$3,053,739.81	\$3,286,228.02	\$3,208,285.17	\$3,304,383.86
Miscellaneous Revenue	<u>25,685.00</u>	<u>38,230.00</u>	38,015.00	37,905.00
CARES Act			<u>48,663.75</u>	
ARPA				<u>62,600.00</u>
<b>Total</b>	<b>\$3,079,424.81</b>	<b>\$3,324,458.02</b>	<b>\$3,294,963.92</b>	<b>\$3,404,888.86</b>
Expenditures*	FY 2020	FY 2021	FY 2022	FY 2023
Personnel Costs	\$2,538,406.41	\$2,507,325.14	\$2,602,220.80	\$2,774,167.23
Operating Costs	585,604.40	698,360.75	680,892.81	637,011.59
Capital Outlay	<u>0</u>	<u>148,762.13</u>	<u>25,005.31</u>	<u>13,685.86</u>
<b>Total</b>	<b>\$3,124,010.81</b>	<b>\$3,354,448.02</b>	<b>\$3,308,118.92</b>	<b>\$3,424,863.86</b>

\*Revenue and expenditure data have been updated to reflect all funding sources.

**Profile of Cases Managed and/or Key Services Provided**

Cases Managed and/or Key Services Provided	FY 2020	FY 2021	FY 2022	FY 2023
Number of Hearings	6830	6900	8197	6499
PV Dispo Reviews Conducted*	267	257	265	291
Parole Releases	1768	2129	2025	2221
Warrants Issued	927	1644	1221	1548
Violation Hearings	1011	1236	1645	1486
Victim Contacts Attempted	6261	6946	6903	7795

\*The Commission began conducting Parole Violation Disposition Reviews in November 2019. The number of reviews are also included in the Number of Hearings.

**Part II – Performance Measures**

Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Goal # 1: Improve the process for addressing parole violations.</b>						
1. Make initial contact attempt with victims for parole violators	actual	100%	100%	100%	100%	
	target	85-90%	85-90%	85-90%	85-90%	
2. Maintain average time between arrest and revocation hearing	actual	6.79* months	7.31* months	7.23* months	6.57* months	
	target	4 months	4 months	4 months	4 months	
3. Conduct regular reviews of cases where reinstatement is recommended in lieu of revocation.	actual	13	13	12	12	
	target	12 / year	12 / year	12 / year	12 / year	
<b>Goal # 2: Review of Commission processes to ensure accuracy and efficiency.</b>						
1. Consistently communicate process changes and field information with staff	actual	24	23	24	19	
	target	12 / year	12 / year	12 / year	12 / year	
2. Provide training and feedback for Commissioners via business meetings	actual	4	4	6	5	
	target	4 / year	4 / year	4 / year	4 / year	
4. Schedule management team meetings to include procedural reviews, policy updates and problem solving of concerns	actual	24	24	40	40	
	target	24 meetings annually	24 meetings annually	24 meetings annually	24 meetings annually	
5. Ensure Commissioner part time service status by monitoring average days served	actual	70	75	71	73	
	target	240	240	240	240	
<b>Goal # 3: Increase transparency in Commission functions.</b>						
1. Respond to public record requests promptly	actual	3	3	3	3	
	target	3 days	3 days	3 days	3 days	
2. Timely response resident self-initiated parole reconsideration petitions	actual	5.98 weeks	7.85 weeks	8.61 weeks	9.05 weeks	
	target	6 weeks	6 weeks	6 weeks	9 weeks**	
3. Annual review of “Frequently Asked Questions” on commission website to reflect changes in policy or procedures.	actual	1	1	1	2	
	target	1	1	1	1	
4. Publish monthly Commission decision summaries.	actual	13	13	12	12	
	target	13	13	12	12	
<b>Goal # 4: Create a trauma informed model of post-conviction victim services.</b>						
1. Update information regarding Commission processes and Victim services on commission website as changes occur.	actual	1	1	3	2	
	target	Minimum of annually (1 per year)	Minimum of annually (1 per year)	Minimum of annually (1 per year)	Minimum of annually (1 per year)	



Performance Measure		FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
2. Attempted contact and hearing notification for all known victims.	actual	100%	100%	100%	100%	
	target	100%	100%	100%	100%	

\*Average time between arrest and revocation hearing includes requests for continuance by clients who wish to resolve new criminal charges prior to a revocation hearing. Requesting a continuance is a right of the client to maintain due process and in their best interest to avoid self-incrimination during proceedings.

\*\*Process changes because of a new offender management system have required a change in this target time period.

**For More Information Contact:**

Ashley Dowell  
 Executive Director  
 Commission of Pardons and Parole  
 3056 Elder Street  
 Boise, Idaho 83705  
 Phone: (208) 334-2520  
 E-mail: [adowell@idoc.idaho.gov](mailto:adowell@idoc.idaho.gov)

## **Director Attestation for Performance Report**

In accordance with *Idaho Code 67-1904*, I certify the data provided in the Performance Report has been internally assessed for accuracy, and, to the best of my knowledge, is deemed to be accurate.

Department: Commission of Pardons and Parole

  
\_\_\_\_\_  
Director's Signature

8/30/2023  
\_\_\_\_\_  
Date

Please return to:

Division of Financial Management  
304 N. 8<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Boise, Idaho 83720-0032

FAX: 334-2438  
E-mail: [info@dfm.idaho.gov](mailto:info@dfm.idaho.gov)