

**Offender Intervention Program
Oversight Committee
Meeting Minutes
November 20, 2025 | 11 a.m. MST
450 W. State Street | Boise, ID**

Members Present: Trevor Castleton, Mark Heid, Kimberly Talbot, Ursula Warden

Members Absent: Amber Moe, Jeff Matsushita

ICDVVA Staff Present: Dana Wiemiller, Erin Summers

Other Guests: Whitney Apel- Tueller Counseling

The meeting was called to order at 11:04 a.m. MST

1. Action Item: Meeting Minutes from August 14, 2025
Motion to approve: Ursula Warden
Second: Trevor Castleton
Motion passed
2. Action Item: Meeting Minutes from November 13, 2025
Motion to approve: Trevor Castleton
Second: Mark Heid
Motion passed
3. Action Item: Program Approval
Erin Summers, OIP Administrator, reviewed results of the D6 Program's monitoring report and site visit, with the committee. She explained that there were recommendations for the program, but no findings or concerns. Kimberly Talbot, OIP Committee member, shared her review of the monitoring visit, explaining that the program is continuing to work thoroughly to stay in compliance with OIP Minimum Standards.
Motion to approve D6 Treatment Program: Trevor Castleton
Second: Mark Heid
Motion passed
4. Action Item: Approve New Trainee
Graciela Fonseca- A Restored Life
Motion to approve: Trevor Castleton
Second: Mark Heid
Motion passed

5. Action Item: Approve New Trainee
Whitney Apel - Tueller Counseling Inc.
Motion to approve: Kimberly Talbot
Second: Ursula Warden
Motion passed

6. Action Item: OIP Minimum Standards Updates
Erin Summers reviewed the revisions of the OIP Minimum Standards resulting from discussions of past committee meetings. She explained that a few additional revisions were made to improve clarity and fix grammatical errors. No other edits were required.
Motion to approve updates as discussed: Mark Heid
Second: Ursula Warden
Motion passed

7. Action Item: Committee Member Terms
Dana Wiemiller, Executive Director, reviewed recommended Committee member term expirations and renewals. Ursula Warden, committee member, expressed that she would like to renew her membership for another three years. Erin Summers will check with Amber Moe and Jeff Matshushita, to see if they would like to renew their membership before they expire on December 30, 2025.
Motion to approve three-year term limits: Kimberly Talbot
Second: Mark Heid
Motion passed

8. Action Item: Set 2026 Meeting Dates
Committee members established the following meeting dates for 2026:
Q1- Feb 12, 9:00 a.m.- 11:00 a.m.
Q2- May 7, 10:00 a.m. - 3:00 p.m. (in-person meeting to evaluate and discuss renewal applications)
Q3- Aug 13, 9 a.m. - 11 p.m.
Q4- Nov 5, 10 a.m. - 12 p.m.
*Note: All times are Mountain Time and dates/times are subject to change
Motion to approve dates discussed: Kimberly Talbot
Second: Mark Heid
Motion passed

9. Discussion Item: Committee member reports
Kimberly Talbot reported that she will be sending information to the State Public Defenders (SPD) on the importance of having 52 weeks of offender intervention. SPD may be challenging the recommendation of the standard 52 weeks of offender intervention classes in the upcoming legislative session, asserting that 52 weeks is detrimental to their clients.

The meeting adjourned at 12:13 p.m. MST