

Management Team
Meeting Summary
Riverside and DOC Annex
April 26 & 27, 2010

April 26, 2010 – Riverside

Team members in attendance were: Mike Ferriter, Steve Gibson, Steve Barry, Gary Hamel, Bob Anez, Gayle Lambert, Jo Acton, Mike Mahoney, Rhonda Schaffer, Pam Bunke, and Ken McElroy

Team members absent: Diana Koch

Department staff: Myrna Omholt-Mason, Marti Swarens, Cindy Trimp, Kara Sperle, April Grady, and Lena Havron

Guests: Brent Doig and Pat Gervais

Mike Ferriter called the meeting to order at 8:30 a.m.

- The director attended the juvenile parole meeting in Miles City April 19-21. Serenity Osborn received compliments for her management of the juvenile probation and parole officer's caseloads.
- Helena P&P & Great Falls office leases were renegotiated as part of the statewide lease contract reduction plan through the Governor's office.
- NIC is working with the department in training 30 DOC staff to become future department leaders. The group has been divided into working groups with senior staff acting as mentors facilitating the individual groups' project plans. The groups will work independently on their respective plans and reconvene in August for group updates.
- The DOC *Signpost* will have an article about each of the study groups in future newsletters.

Gary Hamel:

- Reported the department is experiencing negative offender population growth overall.
- An offender population management meeting is scheduled at the conclusion of tomorrow's Management Team meeting. The department's EPP requests will be drafted based on the population numbers presented at that meeting.

Gayle Lambert:

- Five MCE employees received layoff notices that will take effect June 27th. The layoffs are a result of declining revenues in MCE programs. The affected staff are a production supervisor and marketing specialist in the furniture plant, a

purchasing and parts manager and a mechanic supervisor in the vehicle maintenance shop and the cannery supervisor.

- MCE is contemplating going to a four day work week to help mitigate the budget shortfall in the various MCE programs.
- The freezers and coolers that were in the cannery building are now being used by the food factory.

Mike Mahoney:

- Staff is requested to call one day ahead when they are coming to MSP. Information regarding the nature of the visit, if an offender is involved in the visit, as well as the name of the offender being seen is also requested. This will enhance the security of the facility by informing line staff prior to the visit.
- A pilot project through Montana Interactive is being considered relative to online banking regarding offender accounts. Family members (if they are on the offender's approved visitors list) will be able to deposit money into offender accounts from remote locations by using either debit or credit cards which will eliminate the need for money orders. The plus side of the program will be more accurate tracking of offender accounts.
- Ms. Lambert stated that MCE is working with Montana Interactive in developing a program where customers can order horsehair hobby items on line via using a "shopping cart" type application. User fees will pay for the system.

Steve Barry:

- Main topic of discussion was the re-organization of the legal and investigation bureaus. A joint meeting of legal and investigation staff was held in Helena and staff had until April 19th to submit their comments on the two proposed organizational charts. Those comments were taken under advisement by both the director and Mr. Barry. Management team members were asked their opinions/concerns regarding the proposed reorganization and all members were unanimous in supporting the concept of a staff services division administrator with legal and investigation bureaus reporting to the division administrator not directly to the department director. The bureau chiefs will be an attorney and investigator respectively and will be expected to carry a caseload in addition to their supervisory duties.
- Communication plans for both bureaus and a copy of the new organization chart will be sent to the bureau's staffs.
- Director Ferriter thanked Mr. Barry for taking on the task of interim supervisor of both bureaus until the reorganization process is finalized.

❖ *The question as to who will be the department's legislative liaison will need to be decided.*

Rhonda Schaffer & Kara Sperle:

- Budget handout sheets were discussed. Population bed requests to be submitted for EPP will be determined after the offender population management meeting on April 27th. The division administrators will have to decide how to

meet the governor's mandated 5% budget reductions as well as a 4% vacancy savings. Per diem rate increases will be globally dealt with through the governor's budget office. Long range building submissions are due to A&E by July 1st.

- The department has identified 28 EPP budget requests that were based on three criteria: population, public safety, and security. All requests had to be tied to one of those three factors in order to be included on the list. The team discussed and will not move forward the request for POST certification pay adjustments as the team agreed the Department of Administration, Human Resources Bureau should be the agency to present the proposal to the legislature.
- Total costs for the proposals for FY 12 would be \$10.3 million with the possibility of having to cut an additional \$8.6 million.

Public Comment: None

Meeting adjourned at 12:30 p.m.

April 27, 2010 - Annex

Team members in attendance were: Mike Ferriter, Steve Gibson, Steve Barry, Gary Hamel, Bob Anez, Gayle Lambert, Jo Acton, Mike Mahoney, Rhonda Schaffer, Pam Bunke, Diana Koch and Ken McElroy

Staff members in attendance were: Myrna Omholt-Mason, Mike Aldrich, Kelly Speer, Karen Duncan, Trish Stroman, Ron Alsbury, Mary Greene, Curt Swenson, and John Daugherty

Guests: Eve Franklin, Paula Stoll, Linda Davis, and Lisa Coligan

Debunking Recruitment Myths in Montana State Government: presenters were Paula Stoll, Linda Davis, and Lisa Coligan from the Department of Administration

- A PowerPoint presentation regarding hiring myths was shown and discussed. The presentation was developed to aid in tracking the life cycle of employees in state government as well as aiding executive agencies in developing a hiring methodology to prevent potential job discrimination claims.
- Topics of discussion were: 1) promote working for the state; 2) vacancy announcements; 3) active recruiting; 4) state application and use of cover letter; 5) supplemental questions/transcripts; 6) application review; 7) follow-up questions; and 8) final selection criteria.
- Applicant characteristics in relationship to how the prospective applicant would fit the job, their experience, and knowledge should be key factors for selection.

Curt Swenson:

- Use of Force Consortium workgroup of 30 DOC staff developed six major issues: 1)standardization/consistency; 2)in-service training; 3)instructor development/training; 4)documentation; 5)communication; 6) policy/legal
- Key element is the need to coordinate policy/procedures, legal issues and training. The Use of Force policy should be written in a broad scope but still meet legal challenges.
- The department will work toward standardization of use of force reporting process as well as reviewing the policy and policy statement.

Mary Greene & John Daugherty:

- The team was presented with a proposal to develop a policy and procedure for index posting which will stop duplication of effort. The current system has similar policies in different locations. This proposal will have one index for all similar policies regardless of what facility the policy is related to.
- The index will be posted on both Internet and Intranet. The overarching policy statement language will be used and similar facility policies will be listed on a drop-down menu. The attachments will be in either Word or PDF format.
- The team gave unanimous approval for Mary and John to move forward with the project.

Public Comment:

Larry Nielson, MEA/MFT representative and Bill Beehler Local 4700 union president met with the team to discuss the POST certification pay adjustments EPP request. A copy of a 2009 MOU was presented that outlined four proposed stipends: basic, intermediate, advanced, and supervisory POST certificates available for MSP correctional officers. Both gentlemen are aware of budget constraints and recommended the stipends could be phased in over time. The training and professional development offered by POST would give correctional officers the opportunity for career advancement.

Mike Ferriter and Mike Mahoney agreed with the value of the training but expressed concerns because of the current budget shortfall that has been projected.

Rhonda Schaffer:

- Compliance regarding contracts has made a dramatic improvement as the department is 96% compliant.

Michelle Jenicek, Kim Dallas, and Gary Willems:

- Fleet vehicle management applies to both leased and department owned vehicles.
- Fleet management processes need to be in compliance with 2-17-422 MCA (vehicle operating history) 2-17-416, MCA (vehicles purchased after Jan. 1, 2008 meet or exceed Corporate Average Fuel Economy Standards [CAFÉ], and the Governor's 20x10 fuel economy standards.

- To improve effectiveness and efficiency of state vehicle fleet management, auditors identified five areas state agencies need to concentrate on: 1) vehicle utilization; 2) permanently assigned vehicles; 3) preventive maintenance frequency; 4) commuting/take-home vehicles; and 5) driver requirements.
- Agile Assets is a new software program that will track meaningful information on each vehicle i.e., maintenance, mileage billing reports, fuel consumption, etc.
- Compliance with fleet vehicle management requirements for vehicles leased through the DOT motor pool and is under the jurisdiction of DOT.
- ComData cards will be reissued and a unique PIN # will be assigned to each employee for security reasons.

Ken McElroy:

- State car usage as addressed in policy 1.3.49 was discussed relative to employees using a state vehicle to attend funerals. The policy is very clear cut as it states in part: “a state employee to conduct business on behalf of the state.”
- The team recommended amending the policy in section (B)(c) under prohibited vehicle usage to add the words “bereavement services”.

TEAM MEMBER/GUEST COMMENTS:

Eve Franklin, Governor’s Policy Advisor, talked about the proposed “Endless Sky” food growing, producing and processing proposal. The facility is targeted to be built on 40 acres of MCE state owned land with a workforce comprised of offenders and paroled MSP offenders. Diana Koch will draft a legal opinion to be presented to the Governor’s office outlining how state land can be used (either by selling or leasing) if the plant comes to fruition.

Bob Anez said he will schedule a meeting with key administrators to meet with the department’s legislative fiscal analyst and discuss geriatric offenders, good time, and early release.

Gary Hamel said the IT bureau would like to do a production freeze to OMIS and the Youth Management System. This would mean suggested changes and enhancements would be incorporated into the two systems but the upgrades would not be implemented until after the legislative session. Data presented to the legislature will come from this system and even small changes can have unintended consequences. For example, a data structure change could impact a report that the statistics group has written. If that were to occur, statistics staff would need to re-write those reports and delay data delivery to the legislature. The team members agreed to the freeze.

Ken McElroy brought to the team’s attention the fact that the state Human Resources Division proposes to repeal the Exempt Comp Time Policy from the ARM rules, 2.21.1801 to 2.21.1831 and adopt a new policy in Montana Operations Manual. The two substantive changes to the annual leave policy and the exempt compensatory time policy are:

1. Employees in exempt positions who have annual vacation leave balances in excess of two times their annual accrual limit must use annual leave before using any accrued exempt compensatory time.
2. Employees in exempt positions must continue using excess annual vacation leave until the balance equals or falls below the two times annual accrual limit.

Public hearings are set for May 14, 2010. The annual leave repeal will be heard at 11:00 a.m. and the exempt comp is scheduled for 11:30 a.m. in room 136 at the Mitchell Building.

The next meeting is scheduled for July 14 from 1:00 p.m. until 5:00 p.m. and July 15 beginning at 8:30 a.m. until finished. The meeting will be in room 102 at the capitol.

Meeting was adjourned by Director Ferriter

Summary prepared by Myrna Omholt-Mason