

Management Team
Meeting Summary
1539 11th Ave., Helena, MT 59620
July 15, 2010

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

Telephone conference call: Jo Acton

Department staff: Colleen Ambrose, Kara Sperle, Armando Oropeza, and Myrna Omholt-Mason

Guest: Brent Doig

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

- The director announced that Colleen Ambrose was hired as the chief of the Legal Bureau
- Cathy Redfern has agreed to fill the position as administrator of Health Services. This is a temporary appointment that will expire June 28, 2011.
- The director recognized Pam Bunke for 25 years of service to the department as well as Mike Mahoney for his 30 years of service.

Gary Hamel:

- The population projection numbers will be finalized on August 2, 2010. The preliminary numbers show the department is experiencing a .4% negative offender population growth overall.
- Mr. Hamel presented a proposal to have administrators and bureau chiefs e-mails transferred to their departmental cell phones. This new application is through ITSD at Department of Administration and would be a cost savings to the department by eliminating the need for two cell phones. It would be the user's responsibility to sign the agreement with ITSD if they want this service. If enough staff agrees to the service, the current cell phone policy will be modified to incorporate this change.

Armando Oropeza:

- Mr. Oropeza talked about how department risk factors such as contracts, client transportation, property management etc. are integrated into internal controls and risk management reductions.
- The department received over \$100,000 in early return to work monies for FY2011 based on Work Comp calculations. The funds will be regenerated within the department for safety equipment and implementation of safety measures.
- Mr. Oropeza is the risk team leader and will develop a matrix to identify risks and will give progress reports at future management team meetings.

Rhonda Schaffer:

Budget

- Ms. Schaffer reported that budget status projections from May 2010 indicate the department would be \$3.2 million short not counting the carryforward monies which total \$6.5 million. The carryforward budget is a biennial appropriation and will not count in the base budget and will be used in FY2011 to offset any budget overages.
- Program 1 is projected to have a shortage of \$100,000 in personal services, shortage of \$900,000 in operating costs, and \$20,000 shortage in Board of Pardons and Parole. The projected shortages in Program 1 will be mitigated by moving funding from other programs.
- Program 2 is projected to have a shortage of \$485,000 in personal services and will be mitigated by moving funding from other programs.
- Program 3 has a projected surplus of \$776,000 in personal services as well as a \$1,950,000 operating budget surplus which will be used to mitigate shortages in other programs.
- Program 4 has a projected shortage of \$15,000 and will be mitigated by moving funding from other programs.
- Program 5 shows a projected surplus of \$410,000 in personal services as well as having a projected shortage of \$180,000 in operating costs. The shortages will be mitigated by other DOC facilities and will be covered within the program by personal services.
- If the budget estimates hold true, the budget will have an estimated surplus of approximately \$500,000. Final budget balances and expenditures will be released at the beginning of August.
- The team will be meeting in the near future to discuss how the Governor's office 5% reduction for the next biennium will be determined.

Contracts

- A handout showing the FY10 expiring contracts that did not meet the June 30, 2010 final signature date was discussed. Ten of the 19 contracts on the list were delayed due to ACCD negotiations with contractors regarding Substance Abuse

Management System data entry requirements as well as delayed leases due to negotiations with landlords by the Governor's Office.

- Contract liaisons need to keep vigilant on the reporting processes and the action plan sent to division administrators is extremely helpful in tracking reporting.
- Memorandum of Understanding requires a different reporting mechanism and current policy lists MOU's as contracts even though no money is involved.
- Ms. Schaffer stated it is critical to have all department MOU's review by DOC legal staff.

Fleet Vehicle Management

- To strengthen internal controls over fleet vehicle MDT fuel cards, a detailed transaction report will be generated on a bi-weekly basis and sent to division/district/area offices for review.
- The report will be a valuable tool to identify potential inappropriate use of the fuel cards by listing: date and time of transaction; vehicle number; number of transactions made by that employee; merchant and location and odometer readings.
- Ms. Schaffer asked the team for their suggestions as to how the data should be sorted for easier review by supervisory staff i.e., employee name, vehicle, date etc. The accounting staff may implement a "vote button" for supervisory staff to click yes if data is approved or no if there are questionable transactions that need to be investigated.
- The department received favorable comments by the Legislative Auditors relative to the department's tracking of bulk fueling and logging methodology as well as assigning unique pin numbers.

Minimum mileage guideline

- Effective July 1, 2010 a guideline has been adopted by the department that sets the minimum mileage required for DOC to justify acquiring or retaining a state-owned or state-leased vehicle.
- All vehicles purchased or leased by DOC must be used at least 10,000 miles per fiscal year – unless exempted by the DOC director. Any vehicle purchased or leased by DOC that is used less than 5,000 miles per fiscal year requires additional justification.
- A handout was distributed listing 11 exemptions and the director may exempt vehicles from the minimum mileage requirement if three or more of the 11 exemptions are met.
- At the end of the fiscal year, the director must review a report on low mileage vehicles owned by the agency and determine whether or not the vehicle should be exempt for the reporting period. If the vehicle is not exempt from the 10,000 mile requirement, it should be disposed through the state surplus property program.

- Department of Transportation's motor pool will continue to manage DOC's leased vehicles and will rotate or dispose of vehicles per their policies and procedures.

Vehicle operations policy discussion

- Ms. Schaffer gave out copies of DOC policy 1.3.49 (Vehicle Operations) with the proposal of combining it with DOC policy 1.2.18, Fleet Vehicle Management.
- Section IV-Department Directives which includes: A. Authorized Vehicle Use; B. Prohibited Vehicle Use; C. Use of a State Vehicle for Commuting; D. Vehicle Use Agreements and Safety Requirements and E. Vehicle Accident and Driver Reporting had significant suggested changes to the existing policy.
- The team discuss in length the pros and cons of the proposed changes. A copy of the revised policy will be sent to team members for their review and additional suggested changes.

TEAM MEMBER COMMENTS:

Gayle Lambert said that Dairgold and Country Classic have merged. 80% of MCE's dairy milk has previously been sold to Country Classic and there is a possibility of the milk contract not being renewed.

Unexploded ordinances have been found on MCE ranch land. The Department of Defense is in charge of the cleanup and the cost has been estimated between ten to 20 million dollars. The Montana National Guard is aiding in tracking the cleanup process.

The biomass project as well as greenhouses and hot houses on MCE land is still being discuss with MSP. A consensus has not been reached as yet.

MCE is looking at harvesting beetle kill timber on ranch land and using the lumber as siding. A Missoula based company treats the lumber to resemble barn wood. The project would generate income and use offenders as part of the workforce.

Steve Barry reported that July 20-21 is the date for the Katka hearing and attorney Ira Eakin is handling the public meeting issue relative to the Prison Issues Board. He suggests changing the name to Prison Issue Task Force as members don't vote per se on issues on the agenda.

Mr. Barry urged team members to keep all documents (electronic or otherwise) on active or pending internal investigations as well as threats of a lawsuits or pending litigation.

Due to the recent injury of a Roosevelt County sheriff's deputy involving improper use of a taser, it was Mr. Barry's recommendation that staff no longer be tased during training sessions. Existing training policy states that it is optional for staff to undergo being tased and should be department subject staff with the possibility of inherent risk?

A consensus whether to subject staff to being tased will be made prior to the next management team meeting. Until then, tasing of staff will be suspended.

Mike Mahoney reported the ADA construction projects in the locked housing units have been more extensive than previously thought and is becoming a huge distraction. STG's housed in high security are acting out and growing very disrespectful and challenging to both staff and correctional officers. Sweat lodges will be restricted to keep offender numbers down to a manageable level. STG's are using other religious activity programs to try to recruit members. He has urged everyone working at the prison to be very cognizant of their environment for the time being.

Ken McElroy stated that MPEA is attempting to unionize the Youth Transition Center in Great Falls. He anticipates contract negotiations with the unions will be problematic and said there is a possibility of a strike during the 2011 session due to pay being frozen for the last several years.

Pam Bunke reported that not all prerelease center contracts have been signed. Missoula is still not in agreement with what the department has proposed.

Gary Hamel said the green survey generated by the Department of Labor was flawed but was turned in even though MSP wasn't included in the list of facilities.

The Information Technology long range planning meeting will be July 26th. One of the agenda items will be discussion regarding expanding the capability of OMIS and brainstorming ways to incorporate long range planning. A leadership group will meet quarterly to discuss the proposed plans and a "super users" group will flesh out those ideas similar to the OMIS working group. One of the goals is to create a more efficient operation of OMIS.

There is opposition between the state and counties regarding the Interoperable Radio groups proposed fee structure. Counties are the major users of the equipment and want to pay a lesser fee than what is being charged to them by the state.

Mr. Hamel said there is 10K set aside for repair and maintenance of radios. If team members have a problem with their radios the trouble call has to go through the department's help desk. Mr. Hamel will assign the work ticket to the appropriate staff member. If trunk radios become inoperable that poses a high security/safety issue and needs to be addressed immediately. The help desk will notify Mr. Hamel and the trouble ticket will be assigned top priority. Administrators can also call Mr. Hamel and explain the sense of urgency to get the radio repaired as quickly as possible.

Bob Anez is working on the 2011 biennial report. Dewey Hall and Mark Johnson will try to finalize the statistics used in the report prior to August when the department is scheduled to move to a new building. DPHHS is going to model their report after DOC's

and Mr. Anez has received compliments from the California DOC on the document. He thanked the team members for their input to the report.

Rhonda Schaffer said the AFDS reception position will remain vacant for three months. The position's duties will be split amongst remaining staff and the division's main telephone line will be forwarded to the front desk until the position is filled.

The RFP for the inmate phone system is almost ready for bid. An update on the RFP as well as Fleet Management will be given at the next team meeting.

Long range building proposals have been submitted. They consist of: emergency equipment storage; replacement of a multifunctional housing unit; risk management loss prevention compliance issues; and Riverside youth correctional facility roof repair. Ms. Schaffer recommends the 100 special needs beds should be included in the long range proposal. She also stated that any requests for a new building at MSP probably won't go forward but planning still needs to be addressed.

Jo Acton said the medical contract of the women's prison will be reviewed. July 28th is scheduled for a staff day and August 21st will be family day.

Mike Ferriter told the team the Legislative Fiscal Division's Reference Book Subcommittee will meet on July 19th to discuss LFD staff ideas regarding 2013 biennium budget shortfalls and what possible, workable solutions are available.

Public comment: None

The next meeting is scheduled at MSP, in the small classroom, October 20 & 21.

Meeting summary prepared by Myrna Omholt-Mason