

**Management Team
Meeting Summary
Fairmont Hot Springs
August 21, 2009**

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

Department staff: Myrna Omholt-Mason, Kara Sperle, Lena Havron

Guests: Pat Gervais and Paige Tabor

Mike Ferriter called the meeting to order at 8:30 a.m. He congratulated Steve Barry's staff for their MCA involvement. Staff from the Youth Services/Human Services/ACCD and MCE received recognition awards from Montana Correctional Association during the closing banquet ceremony.

He stated that personnel issues are still problematic in certain areas. The legal bureau will be reorganized and Diana Koch has stepped down as supervising legal attorney.

Population projection

Gary Hamel discussed the population reports relative to projected grown rate statistics. The projected adult daily population for FY 2009 is 1.28%, 3.33% for FY 2010 and 3.36% for FY 2011. The report lists 40 beds for the proposed NW prerelease center (authorized by the legislature) even though the facility is in the planning stage. In the upcoming prerelease center contract negotiations, a percentage of beds for sex offenders will be available. An additional \$11.00 daily per diem will be paid to centers housing sex offenders.

Budget

Rhonda Schaffer gave a handout that reflected program breakdown for the 2011 biennium. She stated AFSD has developed a new way to track goals and objectives. The new tracking mechanism will aid in measuring the information requested by the legislature as well as complying with legislative auditor's concerns.

A budget status report will be done in September to use as a baseline in October. Monthly meetings between divisions and their respective budget analysts will be schedule for effective program management. There will be a 25% reduction in training/travel for FY 2010 and a 40% reduction in FY 2011. Distance technology will have to be utilized to help mitigate the loss of dollars.

Return to Work program

Paige Tabor, Health Care Benefits Bureau, Department of Administration, talked about the Return to Work program that she administers. Her program is in conjunction with HB 126, an act authorizing the Department of Administration to manage workers' compensation coverage with the state fund for all state agencies. The effective date of the bill is July 1, 2009.

Ms. Tabor said there has been a 12 million dollar increase in five years in work comp premiums, making Montana the second most expensive state in the nation. The approximate cost for work comp coverage is \$1,500 per employee.

She is working on developing consistent statewide training by working through agencies' Human Resource bureaus and division trainers. General training for all employees, training lasting between one to two hours in duration, is targeted to be completed in 12 to 18 months. Agencies will receive an updated Montana Operations Manual (MOM) that will have a Return to Work policy. Ms. Tabor stressed that meaningful transitional work duties will be found for the injured worker and D of A will be monitoring the worker to ensure successful transition back into their previous job.

Currently, the state fund is telling agencies how to report injuries which is clearly not in line with existing statutes. She said in 2011 the issue of whether or not the state will continue to do business with state fund or move to a different carrier will be discussed.

Refine goals and objectives/program planning

Kara Sperle and Lena Havron gave the team a handout titled "OAR", an acronym for Operation Answer Ready developed by the Budget and Program Planning bureau. Key objectives of OAR are: improve agency communication; report on the goals administrators/wardens have set forth to prove the effectiveness of our programs; create efficiencies and consistencies within the department; create transparency to state taxpayers and the legislature; and identify department needs. Kara explained how the project will unfold with steps to implement the process, proposed timelines, and staff involved. The department has 67 items to track and measure as well as ten items requested by the Legislative Fiscal Division.

Rhonda said a Sharepoint site will be designed for reporting purposes regarding the EPP process. The first priority is getting goals/objective measurable, accurate, and attainable. The budget will be based on that information and the target is to plan three years ahead in conjunction with the budget cycle. A decision package spreadsheet was handed out. Bob Anez said that 12 of the 58 packages listed on the sheet were already addressed in the 2009 biennial report.

Reporting of HB 645 monies, federal stimulus and recovery funds, will be accurately tracked with the OAR process.

Kara stated that she will be scheduling monthly meetings with administrators/wardens, appropriate staff, and respective budget analysts to discuss the OAR project and to keep current with the proposed timelines. A tracking form will be used by all divisions. It was noted that MCE is unique and budget staff will work with MCE staff to incorporate their information.

Administrator's reports

Gary Hamel reported there will be a meeting with the legislative auditor regarding audit recommendation relative to treatment plans. The offender management plan module in OMIS is in the early stages of development. The module will help with consistent reporting/coding processes with other states. He stated that the monthly IT report is on the Intranet.

Office 2007 will be installed on all central office computers beginning Monday, Aug. 24. Online training for the new application will be scheduled as well as scheduling server replacements.

Deb Matteucci is coordinating and scheduling meetings between the department and DPHHS relative to mental health issues.

Megan Bowker is currently on maternity leave until October. Richard Collins is taking the lead in any PREA investigations in her absence. An OMIS PREA module will be developed for comprehensive tracking and auditing of reported cases.

His division's communication plan regarding scheduled staff meetings has been preempted by summer vacations. He stated his weekly roundtable notes are sent to his staff for their review. Gary also has asked his staff to surface any issues they want discussed for his presentation at the central office weekly roundtable or if need be, to the Management Team at the quarterly meetings.

Jo Acton discussed staff shortages at Montana Women's Prison and the recent unsuccessful suicide attempt by a woman inmate. The warden said that 142 people participated in family day at the prison. A Request for Proposal will be advertised regarding demolition of the abandoned houses that were recently purchased. It is hopeful the demolition will be completed before winter.

The Intensive Challenge Program in MWP will be disbanded. Passages will be utilized via contract for any female offender sentenced by the court to ICP. Jail hold numbers will decrease as the former ICP pod will be used. Correctional officers will meet to determine the different roles/duties within their existing job

descriptions. Offenders currently in the ICP unit will complete the program and then go either to prerelease or probation and parole.

Myrna Omholt-Mason thanked the team for their support of the new correspondence policy regarding her being the single point of contact for DOC and other state agency mail. The tracking system will simplify communication not only within the department but with other agencies. Letters sent directly to staff and will be responded to over their signature will need an e-mail sent to Myrna for tracking purposes.

The MCA conference training tracks were well coordinated and informative. The two day conference was a great opportunity to network with agency staff outside of central office.

Steve Gibson said the new Great Falls youth transition center project is moving along. Four sites were reviewed and property behind the mall on 10th Ave. is the preferred site. Target completion date is slated for Nov. 2010.

Steve said that staff meetings have been scheduled for Pine Hills and Riverside. He also told the group that Pine Hills is experiencing gang related issues.

Gayle Lambert reported that she will be sitting on the interview panel regarding the reentry manager position. Existing vocational education monies will be used to fund the position. The position will work very closely with Adult Community Corrections Division. A reentry summit will be held in Bismarck, ND and Gayle said she may attend.

MCE has hired a marketing person to promote their products. City and county governments will be targeted as well as school districts. The new canteen building will be completed by August and a Billings engineering firm is working on the biomass burner. Discussion is ongoing regarding the location of the burner on MCE property.

Outside consultants toured the food factory and Gayle said that the food program received very high marks and will be used as a benchmark for other state's prison food programs. Gayle said that the food factory is working with a food purchasing consortium and U of M will buy bulk food from MCE.

The MCE Advisory Council will meet Aug. 26 and a five year directional plan for MCE will be discussed. Mike Ferriter made a suggestion of moving offenders from START to the work & reentry center bypassing MDIU to fill the current empty beds at the center.

Department of Justice is experiencing problems with newly installed software in the county motor vehicle offices which means the Jan. 1, 2010 timeline for

issuing new license plates will probably not be met. Gayle went on to say that Justice did not allocate start up money in their budget to implement the project.

A graduation ceremony is scheduled on Aug. 27 through MSU-Billings for women offenders trained by the unions in the construction trades. Grant funds were used for the project. Gayle also said that offenders are now eligible for temporary probational enrollment giving offenders' college credit but they will have to re-enroll when they are released.

Gayle said that biweekly staff meetings are being held as part of her division's communication plan.

Pam Bunke said the PRC contract negotiations are ongoing and the issue of having local screening committees agreeing to place sex offenders in the centers is an integral part of the discussions. A sex offender task force has been formed with the focus of having tier designations come through the courts and consistency by evaluators that assign tier designation recommendations.

Medical parole issue is still ongoing and the Great Falls PRC is balking on taking geriatric offenders. Pam said that geriatric placement will be offered to other centers. Board of Pardons and Parole endorsement for PRC screening will remain status quo.

There will be a women's symposium in Billings in October, the focus will be continuum of care; training was held regarding methodology relative to SB 96 – the guilty but mentally ill legislation; a RFP for felony DUI has been issued;. A Sept. 8 ARM hearing on siting changes to prerelease centers will be held; the Watch East building will require extensive renovation and a portion of stimulus money in HB 645 will be used; ACCD and MCE are working on a plan to utilize the Conley Lake facility; and a mid-management meeting for ACCD staff is scheduled for Sept. 24 & 25.

Pam reported her divisional communication plan is working. She holds division roundtables, interoffice communications are improving, budget and human resource meetings are held, and bureau chiefs are developing their own communication plans.

Mike Mahoney stated contract negotiations have a balanced perspective this time with unions realizing the current economic state of affairs. The staff bus is not running in Aug., Sept., or Oct. The bus will operate for the next two fiscal years and if a set number of riders are not signed up the program will be discontinued.

He said the locked housing units are quieting down. A meeting with maximum security staff was held, the issue of protective custody inmates relative to gang programming was discussed. A staff person from the Snake River prison in

Oregon as well as Senator Larson and others toured MSP. Feedback on that tour was very positive. Lou Thompson and Deb Matteucci toured the mental health block. They talked about GBMI and the possibility of housing GBMI offenders in MDIU. The S dorm at Shelby will now house secure care inmates not MASC offenders that are waiting on community beds.

This year marks the tenth anniversary of the Shelby facility. MSP is working with the Boot Camp on emergency preparedness collaboration efforts.

Aug. 24 is MSP staff appreciation day. Service pins will be given out and a staff BBQ is planned. The Director will be in attendance.

MSP construction projects are at an all time high with repairs/improvements slated campus wide. The former BOPP building will be repaired (winter water damage) then the Powell County Arts Foundation will take possession.

Staff and the Attorney General's office are working on the Ronald Smith case concerning the death penalty; Beth Baker is dealing with ADA compliance issues; and auditors are reviewing MSP contracts.

Mike said that the MSP communication plan is being followed and communications are a work in progress.

Rhonda Schaffer said that the contracts performance management audit will be forthcoming. State vehicle fleet management audit was completed and a draft corrective action plan was given to the team members. A business process will be formulated for fleet management.

The team will need to make a decision regarding the two PREA positions, coordinator and investigator, and whether to keep both or possibly reorganize the positions into the investigation bureau. Presently the modified positions are being funded by general fund dollars.

Steve Barry talked about the new four element prescription drug management plan that will take effect Jan. 1, 2010. The new plan would eliminate the 100 dollar deductible, reduce out of pocket expenses, and improved control of the benefit plan. The same pharmacies currently on the plan will remain. The biggest change is regarding the classes of drugs. Drugs will be rated into four categories and payment will be based accordingly.

Annual training plan handouts were given to the team. Steve said that administrators/wardens are to develop their own division/facility training plans for submission to the training bureau. Individualized training plans for each employee also need to be worked on. Currently there is approximately 20K allocated through state fund safety money and Steve is looking into the possibility of using some of that money for early return to work programs.

Union contract negotiations are ongoing; there has recently been a big policy push going out to staff. Mary Greene was complimented for her message attached to the email policy bulletin identifying what policies need to be read as opposed to minor policy changes that have been made; Governor's Excellence Award ceremony is scheduled for Sept. 21. The winners for 2009 are Mary Greene, Dan Kissner, Pat Smith, and the OMIS team; Sept. 22 will be the HR bureau meeting at the MACO conference room; and the dental position has been filled.

Steve said there were great reviews regarding the NIC Leadership training that was held in conjunction with MCA conference. The second half of the leadership training will be in Helena in November. Steve asked for suggestions from the team on implementation of what was taught. Curt Swenson was presented with the MCA Professional of the Year award and the HR training bureau showed their solidarity by volunteering to shave their heads in support of Gerri Miller who is undergoing cancer treatment.

HR bureau has implemented roundtable meetings as part of their communication plan. Steve will begin to rotate staff to attend the central office Tuesday roundtable meetings.

Bob Anez asked that any media calls be channeled through him. Bob said he is going to send his story about his ride along with the Billings P&P officers to the daily newspapers. He doubts that they'll run his piece but is hopeful a reporter would want to do his/her own story regarding probation and parole officers.

The DOC Advisory council held their final meeting Aug. 17. The council's long range planning recommendations were finalized and a copy was sent to the governor plus Bob gave the team members a copy also. The Helena IR published an opinion/editorial piece that took exception to the recommendations.

Bob will be scheduling public information officers training for all five Regional Administrators. He told the team that Youth Services Division received 100% ACA youth accreditation. Bob also thanked the team for their input on his 360 evaluation and appreciated their honest responses.

There will be a Administrator's Corner segment in the DOC newsletter showcasing each Division/facility's communication plan. Discuss was held on having a question and answer section dedicated to staff concerns regarding the department.

General discussion

Mike asked the team members to think about what they would like the next DOC Advisory council to address.

The teams' ideas of how to implement NIC Leadership training skills.
If a non-correctional employee, that has been an advocate of the corrections system, receive a MCA recognition award.

Public Comment – none

Next Meeting – November 12th 1p.m. till 5p.m.
November 13th 8:30a.m. till 1p.m.