

Management Team  
Meeting Summary  
Room 317 – Capitol  
November 12 & 13, 2009

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

Department staff: Myrna Omholt-Mason, Sherry Glovan, Dianne Jacobs, Jeff Rankin, Larry Burke, and Curt Swenson

Guests: Eve Franklin, Pat Gervais, Brent Doig and Ross Johnson

Mike Ferriter called the meeting to order at 11:00 a.m. He discussed four important terms: dilemma, innovation, distraction, and integrity. Presently the department is going through distractions relating to personnel issues. He read from a memo received from the Wyoming corrections department relative to managing in lean times. The key elements were to keep your vision intact and stay committed; listen to staff; develop and update strategic planning; look for grant opportunities and maximize outside resources; be creative; improve productivity and to keep in mind that there is a better way to do everything. He cautioned the team to be careful of distractions that affect the department as a whole.

### **Policy Review**

Mike Mahoney discussed DOC policy 3.7.8, Post Trauma Response, relative to a recent jury trial he was involved in. In Oct. 2006 there was a close custody E block disturbance wherein a control panel was compromised through operator error, inmates refused to lock down, an hour and half disturbance ensued and the inmates trashed the block. A correctional officer was placed on administrative leave after his involvement in the disturbance. He choose not to go to the debriefing and sued the department for unsafe working conditions. The jury found MSP culpable and the officer received a monetary settlement. Based on the outcome of the trial MSP will ensure the policy is followed relative to scheduling a one-on-one defusing session with involved staff and critical incident stress management (CISM) team leaders within hours of the critical incident. All involved employees will be identified and will be required to attend a mandatory critical incident stress debriefing session. CISM staff will ensure that supervisors/CISM leaders have a two page memo to give staff during the defusing session. The memo outlines services available to affected staff to help work through the physical, psychological or emotional symptoms as well as having the person tell their supervisor how they were affected by their involvement in the incident and if they want to speak to a CISM team member before they go home.

Steve Barry stated that the policy is undergoing review with the assistance of Laura Janes. He feels that all staff involved in an incident should **not** have the option of not being seen by a mental health professional.

### **Population Projections**

Gary Hamel discussed the population reports relative to projected growth rate statistics. He said the overall growth rate for the last quarter is a negative 0.1%. Projected growth for FY 2010 is 3.2% for male prison beds; 9.1% for female prison beds; 7.5% for male jail holds; 4.9% for female jail holds; 5.5% for alternatives to prison; 5.0% for prerelease-transitional living; 7.5% for intensive supervision-day report programs and 2.6% projected growth for probation and parole. Secure care numbers are creeping up. Sex offender population is problematic as they are difficult to place in community based programs. There is a backlog at the MDIU for placement in MSP for minimum custody beds. Offender revocations from treatment centers are increasing. Pam Bunke, Mike Mahoney and Mike Ferriter will meet with START staff to discuss revocations.

### **Budget**

Rhonda Schaffer said the budget status reports will be distributed the week of Nov. 23<sup>rd</sup>. The interim Legislative Finance committee will meet Dec. 3 & 4<sup>th</sup>. Four DOC working documents will be presented to the performance measurement work group pertaining to: Northwest Prerelease, ADP/Carryforward, MSP Shift Relief FTE, and Vacancy Savings.

1. Northwest prerelease center was appropriated \$1.2 million in general fund dollars. The Northwestern Prerelease facility was bid and awarded in FY 2009. However, due to siting issues, the facility has not yet been established. If the awarded bidder can select a new site within the proposed per diem rate, then the current award will stand. If not, the previous bidders will be requested to submit a new proposal. The timeline for creation of a facility will be dependent upon siting.
2. ADP/Carryforward the financial data as of Oct. 31<sup>st</sup> shows \$111,857,899 was appropriated through general fund dollars for prisons, prerelease/alternatives to prison, and P&P. The expenditure was \$28,805,465. The department reverted \$21.9 million in general fund for FY 2009. The estimated carryforward is \$6,537,082 and is eligible for the 2011 Biennium. The department will use the HB 2 legislatively authorized funding first and then the carryforward appropriations will be used to mitigate budget shortages within the department. Current projects indicate population growth through the end of September at 0.1% growth. However, it was noted in the Population Management meeting that there is a need to closely monitor the increase in prison growth and analyze the growth decline in Probation and Parole. The department received funding in FY 2011 for 50 additional WATCH or Connections beds, 30 additional START beds, and

18.50 additional prison beds due to prison bed annualization budget cuts. Department staff statistics from FY 2008 show 50% of WATCH offenders who complete the program completed supervision or their sentence expired. Of those offenders, 31% either were revoked or had a new conviction and 10% did not complete the program. Statistics also indicate the 73% of the START offenders were diverted from a prison placement and received community placement. Of the 1,205 offenders who have been to START, 27% were sent to prison. The established goal of the START program is to admit no less that 50% of offender to community placements.

3. MSP Shift Relief FTE for FY 2010 the general fund appropriation was \$1,771,993 and \$401,069 was expended for 12 new correctional officer positions. The positions were not filled until September, therefore the additional staff is still working through the training program and have not worked at a post to assist in the overtime mitigation. Once the positions are fully utilized within the secure compound it is anticipated that the overtime costs should be adjusted. The positions for FY 2010 are projected to cost \$375,208. The projected cost of overtime and holiday worked time is \$1,567,721. The approved budget for overtime and holiday worked is \$1,771,993 and at this point, the projected overtime/holiday worked costs versus budget is a saving of \$204,272. With the projected FTE cost of \$375,218 and projected overtime saving of \$204,272, the positions are projected to be an additional \$170,946 over the cost savings.
4. Vacancy Savings were applied at 7% except direct supervision workers at 4% with offsetting funding from ARRA funds. A copy of the working document was given to the team members showing each division, their applied vacancy savings totals, including ARRA funds, the amount of vacant positions, the amount of vacancy savings achieved, employee turnover rate, overtime hours, and overtime costs. Currently 63.12 FTE vacant. Of those positions, 35.12 or 55.64% are either Correctional Officers/Counselors, Drill Instructors or Probation and Parole Officers.

Ms. Schaffer also reported the department's out of state travel budget is \$181,000. Approximately 38% of the reported FY09 expenditures were for adult inmate transportation. Travel and training will be reduced by 25% this fiscal year and 40% the following fiscal year. The department's travel/training policy requires review and the director's signature of approval. The signature protocol on the out of state training request form is administrator's approval, training bureau's approval, budget analyst's approval then the director. This has been the established protocol for over 20 years. Mike Mahoney suggested that priorities be set that aids in certification/accreditation to each administrator's program. A memo to the team from the director addressing out of state travel will be sent in the near future.

**A web demonstration was given by Dean Smail on the new Intranet site that will be operational around the first of the year.**

## **Investigation Bureau**

Sherry Glovan and Diane Jacobs, both Investigative Technicians, gave a power point presentation regarding the investigative technical support they provide the bureau. They work independently on investigations that will not be criminally prosecuted. Sherry and Diane review daily incident reports from other in-state facilities, conduct background checks, perform urinalysis testing, gather and compile evidence in investigations, monitor inmate phone calls, prepare escape and apprehension reports, respond to emergencies, coordinate investigations involving other local, state, and federal agencies, and maintain investigatory databases. Both ladies are trained in crime scene preservation by collection evidence, taking photographs, ensuring proper evidence storage, and packaging evidence for examination and testing at the State Crime Lab. Other state agencies as well as the drug task force use the bureau extensively by having the technicians complete paperwork to allow outside law enforcement personnel to enter MSP and interview inmates. They must also escort and accompany them throughout the offender interview. This may result in court appearances and testifying as to what was said during interview. They also assist with PREA investigations

## **MATIC (Montana All Threat Intelligence Center)**

Jeff Rankin is the intelligence analyst for the department. Mr. Rankin works with other analysts from the Division of Criminal Investigation in the Montana Department of Justice, Montana National Guard, FBI, and Helena Police Department at the center. The mission of the MATIC is to collect, store, analyze, and disseminate information on crimes, both real and suspected, to the law enforcement community and government officials concerning dangerous drugs, fraud, organized crime, terrorism, and other criminal activity for the purposes of decision making, public safety, and proactive law enforcement.

The operation is called a “fusion center”. The collaborative effort between multiple agencies allows maximization of resources, expertise, and information as it is a one stop shop for information coordination and analysis. MATIC supports agencies that traditionally have not been part of the intelligence network, such as Disaster and Emergency Services, public health and the fire service. DCI is responsible for the day-to-day operations on the center. There are nine subject matters experts assigned to the specific areas of expertise they are responsible for monitoring. The MATIC conducts threat assessments and background and records checks, provides daily briefings on terrorism, border issues and general crime that would have a direct effect on Montana. The staff offers educational presentations on topics in which they have subject matter expertise.

The department has benefitted from the MATIC with assistance in escapes from MSP (Franks/Wilcutt 2007 escape), Helena prerelease walk-away (Adams/Kraus three state armed robbery spree), and the Terrell/Luke 2008 escape from MWP.

### **HR/Training Bureau**

John Eggers of the National Institute of Corrections gave a telephonic presentation on management development for the future. The course is a three-phase, 24 hour classroom experience accompanied by e-learning course work prior to, and after each phase, of the training program, conducted on-site at the selected correctional organization, and generally takes one year to complete. It specifically focuses on correctional managers who have had some previous training, but require more current skill-based information in the area of management and leadership development. It uses a rigorous selection process and participants are selected by departmental administrators to aide staff in career development.

In *Phase one*, participants will complete a 360 evaluation as well as attending a three day face-to-face classroom session with a NIC trainer that will focus on creation of a leadership development plan, dialogue, team building, experiential exercises, and action learning project assignments. *Phase two* will teach sound foundational skills for managing and participants will craft a leadership development plan. Participants will report out on their assigned action learning project work. Upon completion of phase two participants will receive grounding in interpersonal work; the philosophy, values, and skills that one possesses, along with an understanding of their psychological well-being. *Phase three* will be the completion of assigned textbook readings, and focus on in-depth communication exercises, ethics and values focusing on the ethical type indicator instrument, and revision of their leadership development plan for the future.

Participants completing the program will have acquired a structure that will assist them in being a transformation leader whereby they can create change, communicate effectively, build teams, and become a leader who can get done what needs to be done through ethical actions.

The course is slated for April 13-15 at the training center for Phase One. Minimum requirements to attend are: current supervisor not on probationary status; no disciplinary action one year prior to application; must have attended previous supervisor or leadership training; must commit to attend and complete all phases of training, online and independent courses, as well as additional assignments. The application process is getting approval/recommendation from immediate supervisor and division administrator, completing the supplement questionnaire, as well as completing a DOC training request form.

## **NIC LEARNING CENTER**

Curt Swenson recommended the team utilize the center in their division's annual training plan. The Learning Center is an online source for the training programs that NIC offers. Staff need to fill out an independent study form and send the form to training to get credit as well as a Certificate of Completion.

### **Classification**

Ken McElroy gave the team a whitepaper that stated the HR bureau's perspective on classification law, policy and procedure. He stated job classifications have very little to do with pay. Complexity of the job is critical in a profile and language needs to be narrowed down to describe the job. In utilizing the broadband classification plan the department groups all positions in state service into defined occupations based on similarity of work performed, responsibilities assumed, difficulty of work, required knowledge, and required skills. Most of the HR bureau specialists are certified as trained classifiers or are in training to be certified. The bureau specialists will not participate in any classification exercise which begins with a targeted band assignment. Ken said that approach is inappropriate and potentially a violation of the statutory and policy intent. The department, divisions, and individual managers have a tremendous amount of latitude in addressing pay problems and issues through the agency pay plan and the various tools built into that plan. Those are the *only* appropriate way to address pay problems.

### **Employee Survey**

Ken McElroy said surveys were sent to staff in March 2008 and 2009. The overall results were small but positive. Problem areas targeted in the surveys have been addressed. Spring of 2010 a new survey will be sent to staff.

### **Human Resources Report**

Ken McElroy asked the team to review the report and give him feedback on what data would be useful that's not contained in the existing report. The report addressed recruitment, investigations, unemployment insurance, family medical leave act, Americans with disabilities act, performance appraisals, and workers compensation. Each section had a written summary as well as charts and graphs that reflected pertinent data for each area.

### **Public comment-None**

**November 13, 2009**

### **Internal Control**

Gary Hamel is the department's Internal Control Officer. A copy of the internal control evaluation and monitor plan was discussed. The need for internal control is to prevent fraud, ensure accountability. The instrument can be used as a financial management tool and audit preparatory document. Upon review of the plan the team recommended a person from Adult Community Corrections division be added to the working group. The day to day duties of the internal control officer will be assigned to the Compliance Monitoring Supervisor position within Health, Planning and Information Services.

The management team developed eight key internal control concepts: 1) risk assessments should be conducted 2) internal control plan should be documented and communicated 3) duties should be segregated 4) internal control systems should be supervised 5) transaction should be documented 6) transactions should be authorized 7) access to resources should be controlled and 8) employees must adhere to the agency's code of conduct.

Gary asked that any major corrections be submitted prior to Dec. 7<sup>th</sup>. Small edits can be done quickly but major changes will be reviewed and discussed by the internal control working committee. The committee will meet in January 2010 to draft the final working document.

### **PREA Positions**

The team agreed to eliminate the PREA coordinator position and place the PREA investigator in the Investigation Bureau. Richard Collins, Gary Hamel, and Steve Barry will meet to draft a letter announcing the transfer of the position from HPIS to the Investigation Bureau. The Investigation Bureau Chief will do the reporting requirements. The team also recommended an investigator should be dedicated to eastern Montana.

Riverside and Pine Hills do their own federal reporting and investigation as youth PREA allegations are different than adult. The current reporting mechanism of reporting juvenile PREA issues by contacting DPHHS and the MSP command post. Due to youth privacy mandates, a meeting between Richard Collins, Steve Gibson, Diana Koch, and Steve Barry will be scheduled to discuss reporting protocol.

### **DOC Advisory Council Topics**

Bob Anez said council members are reappointed/appointed by the Governor to serve a two year term and the Executive Order dictates what the council is going to study. Mr. Anez asked the team for their recommendations as to what the Executive Order should

address. The three issues that surfaced from the last council were: 1) youthful offenders in adult prison 2) sex offenders 3) aging inmates. The team discussed study options and agreement was reached to have the council study the 16-25 year old offender population and the special needs they pose regarding placement and treatment.

### **Contracts**

Rhonda Schaffer reported that the contract liaisons are taking a greater role in managing contracts. She stressed that inactive contracts still need to be reported. A handout was given to the team that reflected areas that the liaisons need to be mindful of as well as names of staff that had not submitted the required reports for either reporting period of the 4<sup>th</sup> quarter of FY09 or the 1<sup>st</sup> quarter of FY10.

Ross Johnson, Legislative Audit Division, said that the scope of their upcoming departmental audit concerning contracts is to ensure the department is getting what it's paying for.

### **STEPS & New Directions**

Mr. Mahoney said that this was a pilot project in conjunction with The Pacific Institute. 153 offenders completed the voluntary programs and he feels the program is productive and is the backbone of reentry system. The offenders that have participated in the program are setting positive vision and goals for their future. Curt Swenson said the staffs at both MSP & MCE have worked above and beyond in promoting the programs and he will be scheduling additional staff training due to staff interest. Larry Burke also had praise for the program relative to the lumber processing program. The lumber crew is working as a cohesive unit and productivity is way up.

Mr. Mahoney invited team members to attend graduation ceremonies to see firsthand how the programs have affected the participants.

### **Administrator's reports:**

Mike Mahoney said MSP is working toward accreditation of their health care program with the target of being accredited prior to the 2011 session.

Construction projects continue to be a challenge. The canteen warehouse building in moving forward as well as the getting the high side compliant with ADA standards. Beth Baker is still involved in the Langford vs Racicot ADA lawsuit.

Mr. Mahoney commended Steve Barry regarding incorporation the Investigation Bureau more deeply into the structure of MSP.

Contract negotiations have begun with union representatives as well as the Cascade County commissioners.

CCA has had a change in their corporate staff. Two members of the new Operations leadership team visited Montana. Jimmy Turner is the VP of Business and Jack Garner is the new Managing Director of Operations for Crossroads.

MSP communication plan is a work in progress. New goals have been set, regular staff meetings are scheduled, and new staff are well oriented. Larry Nielsen is the new labor representative. Safety committee has been established and one of the goals is to reduce work comp rates. Assistant Wardens, Shift Commanders as well as Lieutenants are in the yards daily to assess the atmosphere of the facility.

Gayle Lambert reported the Steps program is going well as evidenced by the reduction in major write-ups. The target is a 5% reduction in incidents.

A mid-management team meeting will be held in December. Supervisor accountability and hiring of inmates will be discussed. Inmate goals will be measured as well as re-writing evaluation forms to make them more meaningful. The furniture program is slow due to the economy and state agencies budgets. Ms. Lambert stated that DOC must order products through MCE as opposed to having a choice to go elsewhere. The motor vehicle maintenance program is being supplement with general fund dollars. She reported that the pine beetle logging project has been completed. The viewscape has been changed but still complimentary.

MCE's communication plan will be focused on learning to work smarter.

Steve Gibson he's working on siting issues of the Great Falls youth transition center. He mentioned there has been some resistance by the Great Falls residents to the various proposed locations.

The Riverside kitchen remodel has been completed but work still needs to be done relative to new windows, bathrooms, parking lot, as well as the sewer and water mains.

Mr. Gibson said that his communication plan is non-compliant regarding him doing a random drawing of two division employee names per week in order to schedule one-on-one calls to discuss topics of interest of the employee.

Pam Bunke reported the Northwest prerelease center working committee is looking at two locations. Mickey Lapp, opponent of the center, is requesting that a new RFP be done. The scoring for the DUI RFP is close to being finalized. The WATCH renovation has hit a snag as a water main burst, creating a sinkhole. START building is progressing and contract negotiations with Passages and prerelease centers will be beginning soon. MASC mentally ill placements are problematic and those numbers are increasing. DOC received a grant for eight new P&P positions with the focus on Native American offenders. The tentative union agreement for P&P officers will be mailed on Wednesday.

Ms. Bunke attended two national meetings regarding Interstate Compact and the National Institute of Corrections. The budget picture of other states is disturbing: prison closures, staff furloughs and layoffs, reentry projects cut, and training and travel budgets

severely reduced. There was discussion of combining youth and adult meetings for cost savings. Ms. Bunke expressed concern regarding the large number of offender being release without adequate supervision. This will affect Montana's caseload regarding the Interstate Bureau as those offenders won't be under supervision from the releasing state. She said that only five states have not been forced to furlough staff due to their budgets.

She stated that ACCD bureaus are in the process of developing their own communications plans.

Jo Acton stated that the contract been ratified with MWP's correctional officers. The transition of the ICP unit to Passages is going well. The flop houses close to MWP are scheduled for demolition in January.

MSUB graduated eight offenders from the Pathways to Self Sufficiency program. The program emphasized not only academic skills, but workforce and other skills needed when the women re-enter society.

The show, Animal Planet, did a 15 minute offender interview segment dealing with the dog program.

Ms. Acton stated the staff newsletter need to be implemented again. She said the NIC leadership training was very valuable and that motivation by staff is being carried over to the offenders. Greg Budd and Pat Smith did a staffing analysis that will be very helpful as MWP is looking into a potential reorganization.

Myrna Omholt-Mason asked the team if there could be a possibility of fine tuning offender legal mail correspondence policy regarding privileged correspondence. The present policy lists the term "licensed attorneys" and the suggested change would be to change the wording to say "Attorney(s) of record or expected attorney". The team recommended that the HR, Steve Barry, and Mary Greene will meet to discuss the suggested change.

Larry Burke said that the local Deer Lodge gun club has approached MCE asking about the possibility of developing a gun range on MCE;s land. A letter of intent from the club is being drafted and further review will be needed.

Rhonda Schaffer thanked the team members for their participation in Operation Answer Ready. She discussed the grant reporting calendar as well as the chart showing FY 2010 federal grants – direct and pass through. Transitional training grants require reporting even after the money is spent. DOC received money from the Title 1 program and the majority of the grant money will be used for youth programs.

Ms. Schaffer stated that her department is on tasks regarding their communication monthly bureau meeting.

Steve Barry handed out the Legal Bureau case summary showing 36 cases were opened since July 1<sup>st</sup>. He stated that Mark Murphy, a Yellowstone county attorney, will be doing

prosecutions regarding escapes and walk aways in that county. He stated that all county attorneys should be prosecuting these types of cases not DOC. The Powell county agreement will be moved forward in the EPP process

Applications for Val Wilson's vacant position closed Nov. 12<sup>th</sup>. Interviews will be held Dec. 2<sup>nd</sup> and the target is to have the new attorney start by Jan. 4, 2010.

Mr. Barry gave the team a handout regarding draft language aimed at non-union employees that would provide individual supervisor flexibility in allowing accrual of greater than 40 hours compensatory time before overtime is paid. Certain elements must be in place before any accrual beyond 40 hours may occur. If an agreement is done, both the supervisor and division administrator must approve the agreement and a copy must be sent to payroll. Payroll staff will provide administrators with biannual reports listing staff with non-exempt comp balances exceeding 40 hours. Discussion was held on changing to timekeeping policy from 40 hours to 60 hours. The "On Call" policy reflects that 26 days per year could be accrued. Mr. Barry suggested a salary enhancement vs comp time accrual or the option of working a non-traditional work week. He suggested the possibility of using county sheriff's offices for on-call for weekends.

Bob Anez said the Law & Justice Interim committee will tour WATCH West on Dec. 17<sup>th</sup>. The focus of their Dec. 18<sup>th</sup> meeting will be DUI. Staff will give presentations regarding our treatment programs.

Mr. Anez handed out a copy of a value statement. He suggested that at the next Top 50 managers meeting the statement could be discussed. The team agreed that a value statement should be short and to the point. Gary Hamel and Curt Swenson will work on the document and have a draft ready for the next team meeting.

Mr. Anez talked about the necessity of standardizing procedures of taking mugshots of offenders. The pictures should be updated on a regular basis to reflect what the offender currently looks like. The guide to taking the pictures will be sent to P&P offices plus to the facilities that contract with DOC.

The deadline to submit articles for the newsletter is Nov. 30<sup>th</sup>. A new feature called "Administrator's corner" has been added and Pam Bunke has agreed to be the first one. Mr. Anez suggests that the focus of the piece should be on the entire agency not just specific to a division/facility. He would like a more in-depth tone and how the responsibility weights upon each administrator.

Greater emphasis will be placed on sharing information through both the Intranet and Internet. For the facilities that don't have access to the newsletter online, copies will be sent to those facilities to be placed in binders to be kept in central locations for staff.

Diana Koch said that she is available to attend bureau or division meetings and would be happy to talk about legal issues relative to specific areas of DOC. She will be giving a presentation regarding confidentiality at the HR bureau meeting on Nov. 23<sup>rd</sup>.

Ms. Koch will be discussing with IT staff the need to have a capability to have certain electronic information be kept confidential. A change in policy will need to be made after discussing with staff what things are confidential vs public documents.

She is drafting the BOPP Memorandum of Understanding and would welcome the teams input. Contracts with MASC and Great Falls are in the final stages of completion.

Ken McElroy reported the two half time HR positions for Pine Hills MWP will be posted. The goal is to have the positions full time. Bob Anez and Mr. McElroy collaborated on the press release dealing with advertising of Native American P&P officers. Myrna Kuka and Charles Geary traveled to Wolf Point for recruitment of potential officers for the grant. Some of the on-line blogs on line were negative and reverse discrimination was perceived.

Mr. McElroy said that the 12 new positions at MSP should help relieve the mandatory overtime situation. Director Ferriter spoke at a meeting of the Deer Lodge chamber of commerce and brought up the fact that housing is an issue for people to live in Deer Lodge and work at the prison as opposed to commuting. Working overtime for long periods of time creates dangerous safety concerns.

Gary Hamel gave the team a copy of a mental health field guide. The guide is very well done and is designed for P&P and law enforcement officers to have in their cars as a good basic primer that address mental illness intervention.

Mr. Hamel recommended the random email audits be changed to bi-monthly as opposed to the current monthly audit. The reports show the staff are not abusing the system hence the recommended change. The team agreed.

Dr. Tim Conley, Associate Professor of Social Work, at the University of Montana will be doing a research project concerning incarcerated multiple offender drunk drivers. The research will be conducted by graduate students and Mr. Hamel will coordinate the visits to WATCH and MSP. The students plan to schedule the interviews in late December or early January and have a completed report by the second week of February. Dr. Conley stated he could report the results to the Law & Justice Interim committee at their February or April meeting.

The HPIS communication plan is on track and Mr. Hamel sent his staff a summary of the Tuesday's roundtable meetings. Diana Koch will give a presentation to his division at their scheduled Dec. 9<sup>th</sup> meeting.

**Public Comment-None**

**Next Meeting**—February 17<sup>th</sup> 1 p.m. until 5 p.m.  
February 18<sup>th</sup> 8:30 a.m. until 1 p.m.  
Place to be determined

Summary prepared by Myrna Omholt-Mason. Handouts available upon request.