

Fall Management Team
Meeting Summary
September 21 & 22, 2011
5 South Last Chance Gulch, Helena, MT 59620

September 21, 2011

Team members present: Mike Ferriter, Gayle Lambert, Jo Acton, Pam Bunke, Steve Barry, Cathy Redfern, Bob Anez, Diana Koch, Ross Swanson, Cindy McKenzie, and John Daugherty

Team member absent: Rhonda Schaffer

Staff members present: Gary Willems, Kara Sperle, Carolyn Blasch, and Myrna Omholt-Mason

Guests: Fern Osler and Greg DeWitt

Mike Ferriter opened the meeting at 1:15 p.m.

Mr. Ferriter extended his thanks to the entire staff and the extra special efforts on the part of Ross Swanson, Gayle Lambert, and Mike Mahoney regarding the recognition given to the department by The Pacific Institute in which the department received the 2010 Leadership Innovation Award.

Cathy Redfern was presented with pictures for members of the Health Services Accreditation team that were taken at the Governor's Excellence in State Government award ceremony. Jo Acton and Diana Koch each received certificates and pins for 15 years of service to the department. Bob Anez gave a presentation on communications and media at the recent Board of Crime Control meeting.

Review of prior minutes/old business:

Youth Services Division needs to have a representative at future Prison Issues Board meetings; Sally Hilander and Dawn Handa will be two of the presenters at the Board of Crime Control's fall convention in Butte October 18-21; notification of family members regarding seriously ill/hurt offenders will be done on a case by case basis; survey responses need to be reviewed for consistency and content to ensure accurate information; the training bureau will review the electronic travel forms as the forms cannot be forwarded in their current format.

John Daugherty

Mr. Daugherty handed out copies of the population report and discussed the four color coded changes relative to compiling and extrapolating data. Green is data available in OMIS/YMS; Blue means additional coding and/or process changes; Orange means difficult or unable to identify or more research needed; Olive means the data may not be needed in the report. Mr. Daugherty asked the team to review the report and bring their recommendations to the next meeting. The team agreed information relating to jail hold numbers should be on the report.

Diana Koch

Ms. Koch gave an update on the status of the department's progress relative to administrative rules. Youth detention licensing, Jjuvenile aftercare, and prerelease siting (clarifying specific geographic area), were formally adopted Sept. 23, 2011. Rules implementing SB 72, expansion of treatment facilities, will be formally adopted Oct. 1, 2011. Eight additional sets of departmental administrative rules have been ranked in order of priority and will be drafted in the near future.

Gary Willems

Mr. Willems passed a spreadsheet showing the inmate welfare fund receiving a \$23K commission from MSP, MWP, Pine Hills, and Riverside due to those facilities switching to a phone system called Telmate. The Glendive regional prison will be switching to Telmate in the near future as will other facilities when their existing phone contracts expire.

Mr. Willems gave an update on department cell phones. The department has realized approximate annual savings of \$11K in switching to Verizon. In September, 2011 the department qualifies for mobile to mobile minutes on all plans for approximate annual savings of \$5,400K. MCE has saved \$3,519K per year by merging their Verizon account into the central office account.

Based on a recommendation by the legislative auditor an annual evaluation of contractor performance worksheet has been created to be used by contract liaisons to rate the contractor's performance. After review, both the liaison and contractor will be required to sign the worksheet. The department's liaisons had a 99.14% reporting rating based on the number of reports required v the number that were reported for the fourth quarter of FY11.

Mr. Willems reported the department has 217 state owned vehicles, 117 motor pool leased vehicles, and 198 Comdata fuel cards. Mr. Willems said a fuel card audit will be in the near future - a reminder was given to not purchase Premium fuel and to give the fleet management unit ALL receipts for non-fuel related purchases. *Effective April 27th the state motor pool is requiring that in addition to monthly mileage being reported on leased vehicles, that drivers also track and report the number of days a leased vehicle is actually being used each month (not to be confused with the number of days a vehicle is being leased).* This number will be reported at the same time the monthly mileage is reported. The leased vehicle mileage reporting summary is showing a high 90% rating of required reports received on time and state owned vehicle mileage reports reporting nearly 100% compliance.

Kara Sperle

Ms. Sperle discussed the budget status of each program.

Program 1 had a deficit of \$1,513,588 due to budgeting changes with DofA's Information Technology costs; moving the department to a new location; unexpected outside medical expenditures; and employee retirements.

Program 2 had a surplus of \$1,550,589 due to savings in contracted services; vacancy savings; vacant beds; difference in rate costs for certain programs/facilities; and savings for vehicles and jail sanctions.

Program 3 had a surplus of \$4,198.968 due to receiving federal economic recovery funds for both prisons; vacancy savings; carry-forward monies; equipment budget savings; and overtime/personal services savings.

Program 4 had a deficit of \$14,277 based on MCE not being able to meet the vacancy savings rate in personal services.

Program 5 had a surplus of \$839.461 due to vacancy savings; federal economic recovery funds; and savings in operating/personal services.

Carolyn Blasch

Ms. Blasch reported on the department's grant progress and talked about new opportunities. It is imperative for each member of the management team to provide their vision relative to grant funding that will ultimately gain the grant objectives for each division. Philosophy of grants: meet the mission of DOC, focus on sustainability, become proactive in seeking grants, grant dollars supplement funding for the department, and strive for a two-week turnaround for most grants. Ms. Blasch stated there needs to be measurable outcomes based on when grant dollars are exhausted and the project becomes a general fund expenditure.

Ms. Blasch listed topics of interest from team members and either bureau chiefs or upper managers in each division will work with Ms. Blasch on prioritizing divisions' grant ideas. Oct. 7 is the date that delegated division staff are requested to send to Ms. Blasch an expanded grant "wish list". Ms. Blasch will monitor department grants to ensure that divisions are not working against each other for the same pool of money. To meet the two week turn-around time, advance preparation is key to incorporate information that has already been gathered for insertion into the grant application.

Gary Willems

Mr. Willems reported on the Early Return to Work program. The ERTW funds are allocated based on a reduction in Workers Compensation claims resulting from the department's efforts to mitigate workplace risks. The top priority of the department is to keep employees at work but if employees are injured, to get employees back to work. The second priority is prevention by stressing employee safety, training, and ergonomics.

The DOC Risk Management/Safety Committee is comprised of safety representatives from each of the facilities and central office programs. The committee allocates 120K of ERTW funds to purchase items to help reduce workplace injuries. The needs of injured employees are reviewed monthly by the committee prior to spending the funds. DofA is responsible for oversight of appropriate spending.

As the result of a February, 2010 audit, the director and team members agreed that MOU's, Letters of Agreement, and Mutual Aid agreements are to be routed through the Contracts Management Bureau. This will ensure legal unit review as well as maintaining the Centralized database concept. A working group comprised of Adrienne Landreth, Steve Barry, Diana Koch, and Mr. Willems will meet to define MOU, and develop criteria if MOU's need to be tracked through the Contracts Bureau.

Public comment: None

September 22, 2011

Team members present: Mike Ferriter, Gayle Lambert, Jo Acton, Steve Barry, Cathy Redfern, Bob Anez, Diana Koch, Ross Swanson, Cindy McKenzie, and John Daugherty

Team members absent: Rhonda Schaffer and Pam Bunke

Staff members present: Kara Sperle, Ken McElroy, and Myrna Omholt-Mason

Guests: Fern Osler and Greg DeWitt

Ken McElroy

Mr. McElroy led the discussion relative to the Health Services administrator position. The temporary position was initially appointed for one year but has been extended until June 28, 2012. Mr. McElroy commended Ms. Redfern on doing an excellent job as interim administrator.

Ms. Redfern gave an overview of Health Services. A RFP regarding managing claims was posted in June. Five responses were received. The majority of health related field staff are contracted employees. Ideally, the hiring of two managed care RN's would ease the workload, the state could be split geographically, and offenders at facilities would receive hands on care. Ms. Redfern believes the best utilization of the divisions' small staff would be to have a health services manager based at MSP and an administrator based in the central office. The administrator would concentrate on meeting with hospitals and various department contacts while the health services manager would be supervising facilities and negotiate contracts.

Follow up discussion of Health Services will be at the next Management Team meeting.

John Daugherty

Mr. Daugherty discussed changes that have been/will be made to the CON site.

- Offender's birth date/place of birth have been removed
- Deceased offenders that were under DOC supervision-the entire record will be removed. If an offender passes, but not under DOC supervision, a copy of the death certificate will be required before information will be deleted from CON
- When an offender completes supervision or discharges their sentence, his/her information will remain in CON for three years to track recidivism statistics. After three years the information will be deleted. A disclaimer will be posted on the CON site notifying the general public of this decision.

Mr. Daugherty talked about social media and the possibility of setting up a departmental Facebook page. The department would have total control of the information displayed, and these types of sites have their own servers resulting in no cost to DOC. The site would be a shared account with divisions/facilities having input relative to content. Mr. Daugherty agreed to chair a committee comprised of Jim Salmonson, Adrienne Landreth, Gail Boese, Bob Anez, and Carolyn Blasch to draft a social media policy and discuss the draft at the next Management Team meeting.

Mr. Daugherty expressed his thoughts on the need for the department to expand adult and youth education relative to online tools such as GED and other certification testing, job search training, law library access, filling out online job applications, and Internet delivered training courses. Safeguards would be in place to monitor proper usage. A dedicated/segregated network is already in place and if these applications could be called educational efforts there could be a possibility this network would qualify for discounts on software. Gayle Lambert, Cindy McKenzie and Mr. Daugherty will work on a policy to develop a separate/dedicated educational network.

Gayle Lambert

Ms. Lambert updated the team on the reentry project. The department has received two more federal grants. One is an extension of the initial demonstration grant in the amount of \$293K to continue providing reentry services to an additional 30 offenders. The other is a \$150K mentoring grant for which another \$150K can be sought to continue the program into a second year. Sam Casey is the project manager and Curt Swenson is the facilitator. There is a difference of opinion of which risk/needs assessment tool should be used and the reentry team will meet and reach a consensus. The group is going to focus attention on seven areas: 1) development of intake procedures, 2) development of programming plan, 3) development of parole and reentry plan, 4) design supervision and treatment strategy, 5) children and family support, 6) employment upon release, and 7) housing.

Administrator's Reports:

Jo Acton

- A&E greenhouse project has been suspended for the winter
- Eight people have applied for the vacant Lieutenant's position
- MWP will have a half-time chaplain
- Mental health contract has not been finalized, exploring the possibility of using interns to offer more mental health services to offenders while contract is pending
- Psychiatric services contract has not been finalized

Kara Sperle

- A cost per day draft was handed out comparing 2010 to 2011

Cathy Redfern

- RFI on the 120 bed expansion has been posted. Twenty special needs beds were included that will accommodate geriatric, youth, sex offenders, and mental health

John Daugherty

- OMIS screen has changed as most common apps are on the top of the screen as an icon
- E-Rim committee will meet in October
- Employee services app is still in the building process. IT is working with three other agencies that will use the same app
- ITSD billing fixed costs will be pinpointed by each division in future budget documents

Steve Barry

- The department has to be in compliance with the National Incident Management System federal grant. Online courses need to be completed by administrators/select staff prior to attending training courses. A continuity of operations (COOP) plan will be required for each division/facility
- DOC policy 3.1.8 Use of Force will be revised. Oct. 7 is deadline for comments. Current reporting protocol is not being followed and statutory requirements will be reviewed. Revised policy will clarify correctional officers' authority to use deadly force in the counties of Granite, Powell, Deer Lodge, and Silverbow. A long range plan is to have use of force information captured in OMIS for automated reporting
- A sheet showing status of contract negotiations between MEA/MFT and MSP, P&P, MWP, RYCF, and PHYCF was handed out. Pine Hills is also negotiating with MPEA
- DOC policy 1.1.6 Priority Incident Reporting will be revised. The proposed changes will be 1) clarity on the applicability of specific facilities when an escape is involved 2) clarity on what Type I incidents consist of 3) establish administrators the latitude to elevate a particular Type II incident to a Type I based on circumstances 4) limit, if possible, the number of designated "phone" contacts based on need 5) Simplify the MSP Command Posit noticing process through City Watch. Acting director notification of incidents will be via e-mail, and Ms. Lambert will be notified via call notification
- A question was surfaced at a recent Prison Issues Board if Dawson Regional Prison could use the department's web site for staff recruitment of correctional officers. It was suggested to list all the providers on the site with phone numbers or a link to the HR person

Cindy McKenzie

- Oct. 5 is the communications fair at Pine Hills. Announcement will be posted on both DOC's web sites
- Juvenile reentry meeting will be in Helena next week
- Special education state advisory group has a slot for youth services with Youth Services Division's two accredited schools

Ross Swanson

- Security Threat Group staff from MSP will be meeting at Pine Hills. STG activity at MSP has been quiet
- MSP low/high side construction has been completed and in compliance with ADA requirements
- At the Dec. meeting of the Law & Justice Interim committee a department response will be presented regarding incorrect information pertaining to CCA

Fern Osler

- The Board of Pardons and Parole is down 10% on their staffing.

Gayle Lambert

- MCE is having a difficult time filling the gas engine teaching position in the vehicle maintenance program
- University of Montana School of Journalism is doing a PBS special on the ranch, food factory, dairy, work and reentry center, and food line

Bob Anez

- A working group comprised of Mike Ferriter, Diana Koch, John Daugherty, Rhonda Schaffer, and Mr. Anez was tasked to re-write DOC Policy 1.1.1 Purpose, Mission, & Management Philosophy. The area of leadership principles underwent the most significant change. A final draft with comments will be sent to the team in the near future

Myrna Omholt-Mason

- Ms. Omholt-Mason requested that as opposed to paper handouts being passed out at meetings, send the information to Mr. Daugherty to be uploaded into a shared directory. The documents can then viewed on the screen and paper can be kept at a minimum

Public Comment: None

Next Meeting: EOC conference room, Helena

January 18, 2012..... 1:00 pm. - 5:00 pm

January 19, 2012..... 8:30 am - 3:30 pm