

Department of Corrections

Prison Issues Board

Department of Corrections
Helena, MT
July 13, 2021
9:00 a.m. to 11:00 a.m.

I. Call to order

Pat Smith called to order the regular meeting of the Prison Issues Board of the Department of Corrections at 9:05 a.m. on July 13, 2021 at Montana Department of Corrections Headquarters.

II. Roll call

The following members of the committee were present: Pat Smith/Chairman, Brian Gootkin/MDOC Director, Cynthia Wolken/MDOC Deputy Director, Peter Bludworth/CCC, Tom Green/DCCF, Steve Ray/Pine Hills, Jennie Hansen/MWP, Jim Salmonsens/MSP, and Gayle Butler/MCE.

Quorum is present.

The following persons were also present:Carolynn Bright, Cindy Hiner, Chris Connell, DJ Godfrey, Kiela Harris, Noah Hatton, Kathy Rolston, Alicia Tangen, Connie Winner, Billie Reich, Kurt Aughney, Andres Haladay, Paul Szczepaniack, Rachel Weiss, John Daugherty, Griffin Burns, Kathy Nelson, Laurie Mills, Carleen Green, Colleen Ambrose, and Kimberly Lamb.

III. Approval of Minutes

Warden Salmonsens moved to approve the minutes from last meeting. Warden Hansen seconded the motion. Motion passed unanimously.

IV. Legislative and Management team updates

- a) Deputy Director Wolken discussed the various studies that occurred during the Legislative session. The Legislature focused on the studies of criminal justice data and the mentally ill within the criminal justice system. The IWF system and the DOC phone systems are on the schedule to be audited. The education services in prison systems will be studied which will include a performance audit.

- b) The Department of Corrections has closed the Great Falls Regional Prison. CCC will accept additional inmates at their facility to accommodate this closure. Pat Smith discussed the successful transfer of inmates between GFRP and CCC.

V. Division Updates

- a) Warden Salmonsens discussed the move of inmates from GFRP to CCC. MSP moved over 100 inmates over a 2-day period without incident. MSP is very short staffed which is making running full capacity a challenge.
- b) Pat Smith reported all the teams that helped with the transfer of inmates from GFRP to CCC were remarkable. The teams from MSP, CCC, Montana Highway Patrol, US Marshals, and the local sheriff's departments were vital in the success of this large transport. All teams involved deserve credit for a job well done.

VI. Grievance & Disciplinary Updates

- a) Billie Reich discussed the comparison report from the Legislative Committee about Grievance and Disciplinary. Legislature provided two grievance/disciplinary positions for the Shelby CCC facility. This addition will bring continuity between facilities. The next Grievance Conference will be held in October. Billie Reich reported on the updating of the Disciplinary Sanction Grid.
- b) This fiscal year, MSP, MWP, and Pine Hills had a decrease in quantity of grievances. CCC and DCCF had a slight increase in quantity of grievances. Pat Smith discussed the recent audit completed of our men's facilities. The only concerns from the audit team were the need for improvements of tracking and comparisons for our grievance system and updates to OMIS.

VII. Annual Review of Property and Canteen Lists

- a) The following Canteen items were reviewed:
 - (i) Add Pop Tarts without foil wrapping; rotate with pies – Approved
 - (ii) Add Chex/Gardetto's mix in place of original trail mix – Approved
 - (iii) Add Graham Crackers; rotate with snack crackers – Approved
 - (iv) Rotate in Pretzels and Wheat crackers – Approved
 - (v) Add flavored creamers through bid process – Approved
 - (vi) Remove Sewing Kits – Approved
 - (vii) Remove stamps from canteen - Approved

- (viii) Rotate in salmon, mackerel, mashed potatoes, easy egg crystals, albacore pouches – Approved
- (ix) Add sweet and sour sauce to rotation – Approved
- (x) Add chocolate cupcakes and triple chocolate brownies; rotate with Nutty Bars – Approved
- (xi) Add Kettle BBQ, Kettle Sour Cream & Onion, and Kettle Sea Salt & Vinegar to potato chip rotation – Approved
- (xii) Add Zinc to Health & Medical section – Approved
- (xiii) Allow two pairs of eyeglasses – Denied for Locked Housing Units and Transportation, those areas will only allow 1 pair. Approved all other areas.
- (xiv) Rotate in Butterfinger, Twix, Kit Kats, Tootsie Pops, Lemonheads, Root Beer Barrels – Approved Twix, Kit Kats, Tootsie Pops. Denied Lemonheads and Root Beer Barrels.
- (xv) Add men’s size slippers – Approved
- (xvi) Remove Greeting Cards – Denied
- (xvii) Add Cocoa Butter Lotion – Approved as replacement of lowest seller lotion on canteen.
- (xviii) Add Murray’s Beeswax Hair Grease – Approved as replacement of other hair grease on canteen.
- (xix) Add BB Cream Tinted Moisturizer – Denied
- (xx) Add high quantity of Earplugs per order – Tabled until next meeting when more research can be done.
- (xxi) Add Thermals for November 1st thru April 30th - Approved for inmates serving detention. Restrictive Housing will have extra thermals if needed.

b) The following Hobby items were reviewed:

- (i) Allow 30 square feet of any combination of leather/rawhide – Committee determined this is not a change from current. Put into individual procedure.
- (ii) Add 1 acetate (plastic) sheet to leather (for ID window) – Approved
- (iii) Add hard acrylic template to WRC leather only (limit 3 like French curves) - Put into individual procedure.
- (iv) Committee discussed Arrowheads used in hobby. Arrowheads need to stay in controlled areas and allowed for use by WRC and Low Side inmates only.

c) The following Property items were reviewed:

- (i) Role Playing Books/Boards – Committee denied unanimously

VIII. IWF Annual Budget

- a) Kiela Harris, Budget Analyst for DOC discussed the request for additional spending authority with legislature last session. This additional spending authority was approved and is currently at \$1,186,021.
- b) Kiela Harris reviewed FY21 Revenue, Budget and Expenditures along with FY22 Budget requests from each facility (attached). Kiela noted we do have authority to increase FY22 budget requests. Any expenditures over \$2500 need to be approved by committee. Global Fund has assisted in release funds. FY21 release funds were down due to COVID.
- c) Recreation equipment from GFRP was able to be reused in other facilities which helped with the budget. Gayle Butler discussed the increase of additional authority of \$100,000 to increase inmates work positions at MSP only. Kiela Harris confirmed this was added in FY21 but hasn't been added to FY22. Gayle Butler requested this increase be added to the FY22 budget. Warden Salmonsens discussed the possibility of raising inmate wages. Director Gootkin asked the committee to discuss the inmate wages between now and the next PIB meeting. Pat Smith recommended a work group be created to review details and analyze impact on budget. Director Gootkin asked if an increase in inmate pay will go towards restitution. Kiela Harris affirmed as restitution is based on a percentage.
- d) Budget Requests FY22
 - (a) MSP – request of \$262,525; increase from initial \$212,525 (addition of \$50,000) – Approved
 - (b) MWP - request of \$69,370 – Approved
 - (c) DCCF – request of \$46,755 – Approved. DCCF historically needs assistance from other facilities due to high television costs.
 - (d) Pine Hills - \$13,000 - Approved
 - (e) CCC - \$245,925 – Approved. May need adjustment with increase in staffing/inmates.
 - (f) Global Fund – historical average of last three years of \$98,446 – Approved

- (g) Total current request FY22 – \$736,021. Cash balance as of 7/12/21 of \$951,450. Approved unanimously - with caveat “as cash balance allows”.

IX. Facility IWF Requests

- a) MCE – Birth certificates for inmates paid for by general fund and reimbursed by IWF. Gayle Butler requests \$2100 for FY21 and \$2100 for FY22 for total of \$4200 for both years. Anything over that will be brought forward for reimbursement – Approved
- b) CCC – Annual renewal for internet system to keep computer program up and running. Two years contract for \$4773 – Approved
- c) Pine Hills – No requests
- d) DCCF – No requests
- e) MWP – No requests
- f) MSP – No requests

X. Roundtable

- a) MSP – Montana State Prison staffing levels are low. Working with recruiters on how to gain and retain staff. PREA audit was successful with only a few areas of improvement needed to be completed. Radios have been purchased and distributed, working well throughout our area. ARC Electric will be on site for new camera installs. Discussed additional training opportunities being implemented at MSP for staff.
- b) Contract Beds – Contract Beds is working on increasing inmate population at CCC. New contract with Core Civic states we need be at capacity by August 2021.
- c) Quality Assurance – The DOC Quality Assurance division is beginning their security audits at DOC facilities with the first audit being done at MWP. We will wrap up all secure facility audits by end of the year. Discussed Chapter 3 security policies to make sure we are compliant with ACA.
- d) Communications – Working on a Family and Friends guide to answer frequently asked questions from family and friends of incarcerated individuals. This guide will be available on the internet and as hard copies.

We have been adding communication tips for family and friends on our social media sites.

- e) CSD – The Clinical Services Division is continuing to work on electronic health record implementation with live date of November 2, 2021. CSD had a successful NCCHC audit at MSP and are expecting to have the final report in a couple weeks. CSD will collaborate with DPHHS with obtaining medical waivers and nursing home placement for offenders. The greenhouse at Riverside is wonderful and inmates are proud of the greenhouse and items they are growing.
- f) MWP – Radios are onsite and are ready to be programmed. MCE is taking over education at MWP and are hiring for teachers. MWP is fully staffed.
- g) MCE – Looked at a pheasant farm in Conrad to replicate at MCE. MCE is working on MOU with FWP. We are excited about the addition of the pheasant farm at MCE after the loss of the dairy contracts. Gayle Butler discussed the potential of a computer coding program being added to offender education.
- h) Deputy Director – New legislative map being created from US Census data. Reallocating the prison population is being discussed. Looking at moving to a model to reallocate 80% census to where the inmate was from and remaining 20% will be distributed equally.
- i) Rachel Weiss – Commission is meeting again August 17th. Commission is looking at draft language for legislature to resolve data issues.
- j) Pine Hills – Currently working on recruiting and retaining staff, although they are not short staffed yet. Pine Hills had a great first year with the new ranch in partnership with MCE. Camera project at facility is about to begin.
- k) DCCF – Dawson County Correctional Facility is short staffed as unemployment is extremely low in the area. Facility is currently working on arranging a PREA audit. Budget of \$750,000 to complete three projects at facility is about to start.
- l) Legal – Next week Colleen Ambrose will be at MSP for DRM litigation. An expert from DOC side and an expert from DRM side will be on site visiting with inmates. Legal staff will be at MLEA for training of P&P officers. ADA coordinator has been hired.

XI. Public Comment

- a) No Public Comment

XII. Adjournment

Pat Smith adjourned the meeting at 11:50 a.m. Next meeting will tentatively be October 26th, 2021 with CCC hosting in Shelby.