

**DEPARTMENT OF CORRECTIONS  
PRISON ISSUES BOARDS MEETING  
Great Falls Regional Prison  
3800 Ulm North Frontage Rd.  
Great Falls, Montana  
February 9, 2016.  
10:00 am to 2:00 p.m.**

Roll Call – Warden Leroy Kirkegard, Captain Dan O’Fallon, Warden Douglas Fender, Warden Joan Daly-Shinners, Deputy Director Loraine Wodnik., MCE was absent.

Via telephone conference–.Warden Tom Green

Via vision Net-None present

There is a quorum present.

“In accordance with Montana Code Annotated Section 2-3-103(1), the Board will hold a public comment period. Please note that this open forum period for comment is the public’s opportunity to address the Board on any topic that is within the purview of the Board. While the Board may or may not take action on the issues presented, the Board will listen to comments, may respond to questions, may ask that particular questions, or comments be submitted in writing, and may ask that the issue be placed on a subsequent agenda for possible discussion by the Board. The Chairman of the Board will determine the amount of time allotted for public comment.”

“Pursuant to Montana Law, the Chairman may decide to hold a meeting or part of a meeting in executive session due to interests of individual privacy, or individual or public safety or security of public facilities, including jails, correctional facilities, private correctional facilities, and prisons, if disclosure of the information may jeopardize the safety of facility personnel, the public, or inmates of a facility.”

Approval of minutes from the last meeting,  
Moved to approve the minutes – Warden Leroy Kirkegard  
Seconded the motion –Warden Douglas Fender  
All approved

Welcome and introductions.

In addition to the above people, the following were present – Colleen Ambrose, Kurt Aughney, Christina Briscoe, Kristy Cobban, Demetric Godfrey, April Grady, Kiela Harris, Travis Harris, Kari Kinyon, Michele Morgenroth, Thomas Painter, Paul Szczepaniak, Billie Reich, Jamie Rogers, Alex Schroeckenstein, Cecily Simons, Marilyn Willson, Connie Winner.

**Legislative and Management Team Updates– Deputy Director Loraine Wodnik**

Loraine Wodnik said she wanted to share some exciting projects going on with our department. The Department of Corrections - State of Montana is embarking on a large project to make OMIS their official record. Our system was audited by the legislative auditors to see what could be improved. It was decided that we can’t keep both electronic and paper as there would be inconsistencies. The Department told a legislative committee that it will take five years to make this happen. Loraine stated that making OMIS the official record is not going to be an easy task. OMIS 3.0 will have more functions, and will be a lifelong commitment. The next major project is automating our population report which should be done within the next year.

Deputy Director Wodnik wanted to explain about the Reentry Core Management Team. The Core Management Team consists of about 60 people throughout the department. This group of people is considered our think tank; they will help unify our case management plans.

Population management is continuing to be an issue. The majority of our counties jails are busting at the seams and our facilities are full. The Pre-Releases are at capacity. The Assessment Centers are all at capacity. The Missoula Assessment and Sanction Center has a large amount of offenders waiting to go into MASC. Loraine stated that counties are calling wanted to move offenders, with no room to move them. There are a lot of needs in our system; maybe the legislature can look at our infrastructure.

The department staff is doing the best that they can, but even with everyone's efforts the budget may be short. Pat Smith asked if had to do with the county jail numbers being high and Loraine said yes. The deficit is solely being driven by increased numbers in county jail.

Pat asked if there was anything Loraine needed for the Executive Planning Process (EPP) from this group. Loraine said she is starting to gather legislative requests. During the last legislative session there was some cleaning up laws that helped us do our job better, if anyone has suggestions for those please get them to her. As far as budget instructions, Loraine didn't know if the Director has gotten any guidance yet. She instructed the budget analysts to filter that out to the partners as we get it, and she would probably have more information at the next PIB meeting.

### **Division Updates –Warden Kirkegard**

Warden Kirkegard wanted to thank our regional facilities for the great line of communication. Pine Hills has helped tremendously in the last six months by taking an adult offender that was only 17. MSP still has 18 officer vacancies. There are still issues of where to house offenders with mental health and population management issues. Associate Warden Tom Wood moved 4 more officers over to transportation. The officers were moved over to help with the 150 medical transports that needed to get done. We are now down to about 20 medical appointments.

Warden Kirkegard stated if you need to contact the new MSP Public Information Officer/Victim Information Officer, Amy Barton, she can be reached at extension 2201. He also wanted to inform everyone that RYO at Galen is no longer housing juveniles; they have turned it into the forensic unit for adult offenders at Warm Springs. The facility will house about 60 offenders from Warm Springs.

### **Review of annual grievance report – Kristy Cobban**

Kristy Cobban gave us a break down of the annual grievance report.

4824 informal grievances were filed for MSP and the regional prisons. 1384 grievances went to the formal level. 933 of the grievances were processed. The Warden level grievances had 376 and the director's level had 306. 441 of the grievances were granted and 492 were denied.

There was an increase in grievances on hobby and dental. The medical grievance has been better with Russ Danaher taking care of the ADA issues. There were a significant amount of staff conduct grievances from MSP. B Unit, in this case it was just two of the offenders grieving. Most of the medical grievances are for medications and accommodations. Overall there has been a decrease in grievances. Montana Women's Prison had a slight increase on grievances.

Colleen Ambrose encouraged staff to have detailed answers on the grievances and if denied explain the reason why they are getting denied. Kristy Cobban said this was also addressed at the annual grievance meeting. Pat Smith stated that the documentation is improving.

### **Discussion of movies for inmate population – Wardens**

Pat Smith said there should be a discussion between the Wardens on what each facility does for movies for the offenders as there have been numerous inquiries on how this should be handled.

Warden Tom Green stated that the IWF had an account at the local movie store. Warden Green said the movie store has since closed and he was wondering what the other facilities were doing. Previously, staff members at DCCF would review the movie to approve or deny. Warden Green said DCCF shows movies one night a week.

Travis Harris (GFRP) stated that they were letting the offender's families donate DVD's. The movies have to be new movies and also be reviewed by a staff member. The offenders wanted to know if they could order movies through Amazon. Travis informed us that GFRP has individual DVD players in each pod. The offenders at GFRP watch movies on Friday and Saturday night. Warden Kirkegard asked if they had to buy a license to play these movies. Travis Harris and Warden Fender both stated that they use a Swank Production license.

Warden Fender said CCC uses Netflix. Cecily Simons said the movies they show are screened by the officers before they are shown. CCA said that they show about 3 movies each weekend and spend about \$600/year.

Warden Kirkegard said that he is not exactly sure what MSP does for movies. He said they used the Swank license at his last facility. He thinks it would be a good incentive.

Joan Daly-Shinners said MWP uses Netflix. The Women's Prison shows a movie in the gym during the weekend.

Pat Smith asked if Travis Harris could provide Warden Green with the information on the Swank Entertainment and Licensing agreement. CCA said they are paying for Netflix through a credit card and are getting reimbursed by IWF funds. Great Falls Regional Prison does not have access to a credit card for Netflix. Pat suggested that they use the contract monitors pro-card if needed and the budget staff agreed. Everyone agreed it would be best if all the facilities were consistent with how movies were acquired and to ensure they had a license to show them.

### **Reassignment of inmate compensation – Michele Morgenroth**

Michele wants to know what we want to do with the Inmate Compensation Policy 5.1.1. Two people from each facility were picked for this sub-committee and the committee roster was sent around again to be updated by everyone.

Warden Kirkegard stated that at the PIB meeting in Billings there were concerns on the consistency of paying them for education and treatment programs. It was also discussed if they finished something they should then get paid something as an incentive to finish and not just be full time students forever. Commander O'Fallon stated that offenders purposely fail to keep getting paid to go to school. Warden Daly agreed and would like something that would be tied to their reentry plan. Warden Fender agreed philosophically that they should not get paid, but his contract says that the majority of his offenders must be working and with no industry that makes it hard to keep everyone busy. CCA says they are trying to develop incentives such as, if they pass a program that the offenders will get a family day type of BBQ. Commander O'Fallon said that he does not think paying them to attend school or programs helps them succeed when they get into the community; they have to want to succeed themselves. They should be required to go to school before getting any jobs and the jobs would then be the incentive. Warden Green also does not agree with paying offenders for school.

Everyone agreed incentives may be a good thing to do and will discuss more at their next meeting. The sub-committee was directed to meet and come up with some proposals for the next PIB meeting. Anyone with ideas should get those to Michele Morgenroth.

### **Update on Medicaid expansion – Connie Winner**

Connie stated the Medicaid expansion went into effect to on January 2, 2016. The medical providers have to charge at a Medicaid rate. The Medicaid rates apply to about 96 percent of our populations. Offenders that have been on Medicaid before don't have to fill out the 8 page application. Connie announced that some of the providers will not take these rates, but they are working on some solutions. She will be working with everyone's medical staff and providers to get this working.

### **Roundtable Discussion on Inmate/Facility Issues**

Pat Smith asked all facilities to assess the process of how the inmates are provided state identification cards prior to leaving. Look at your processes to see if there is any room for improvements and ensure released offenders have their proper ID's. MDOC will be starting the RFP process for inmate phone services which may include video visitation and will be in contact with each facility to see if they want to be involved. Pat also brought up legal mail and asked each facility if they get legal mail for an inmate who has been transferred to make sure the mail gets forwarded to the facility the inmate went to. Warden

Fender asked if we wanted to mail out legal mail right away if it arrived at the wrong facility. Colleen Ambrose said yes, and also to communicate with the facility you are sending it to.

Pat said he discussed with IT that we were paying for a warranty on some vision net equipment for DCCF. When the warranty came up for renewal it was quite expensive so Pat made the decision not to pay the 1300 dollars for it as new equipment was only about 2 or 3 times more. We could pay for new equipment with what we save from the warranty and the equipment wasn't prone to problems and the technology changes rapidly anyway.

### **CCC- Warden Douglas Fender**

Warden Fender announced that they completed their ACA accreditation. The accreditation had only one finding. Sarah Phipps has been a tremendous addition to CCA as the new HSA. CCA has hired a new FNP and his name Peter Mulner. The new mental health employee is Steve Balko.

### **Director's Office – Deputy Director Loraine Wodnik**

Loraine wanted to let everyone know that the Sentencing Commission is meeting periodically and looking at Montana's sentencing system. In the next few months they will look into what they want to advance in the next legislature.

### **MSP- Warden Leroy Kirkegard**

Warden Kirkegard stated that he appointed Larry Briggs to be the point of contact for the quarterly meeting of security chiefs on canteen and property. He asked to make sure that every facility needed to let Larry Briggs know who their point of contact was. They will need to meet before the next PIB meeting to have any recommended changes to the property and canteen.

### **MWP- Warden Joan Daly-Shinners**

Joan announced that they raised Montana States Women's Prison capacity to 212. There are only 2 inmates left on F Pod. The construction on the main floor of the building is done. MWP will have to put 20 inmates in a different spot to finish the construction for a week. Joan stated that they are fully staffed. They are also almost up to date on WRNA and reentry plans.

### **Medical – Connie Winner**

Connie stated nurses are understaffed. Cathy Redfern announced her retirement; she will retire on February 29, 2016. Cindy Hiner will be the temporary Medical Health Services Manager. She will also have a new managed care nurse on staff at the end of the month.

### **Budget- Chris Briscoe**

Chris Briscoe stated that she has been filling in for Lena Havron's vacant position. Chris said if you have any questions to let her know.

### **Budget-April Grady**

April explained that with the new FCC ruling for inmate phones the rates will go to 11 cents per minute. April stated this doesn't totally eliminate commissions. There will be a meeting later on this month. Pat Smith said it could have a big effect on our facilities IWF funds and the things we buy for inmates.

### **Investigations – Paul Szczepaniak**

CIMS system is going to be all computerized. The system will let you search for incident reports by facility. MSP and MWP have been testing out the system. We currently have 174 open cases. This number is up dramatically. Dianne Jacobs, one of our criminal investigators, just retired and Investigations is recruiting for that position.

### **Quality Assurance -Kurt Aughney**

Kurt stated there will be a PREA audit for the Montana Women's Prison in March. The department will have an auditor from Colorado. The next audit will be for the TSCTC. He also said they were still developing compliance tools for audits in the facilities.

### **GFRP- Dan O'Fallon**

Dan stated they have had staff changing positions GFRP. The Great Falls classification officer will move to the case manager. Kristin Macklin is the case manager at GFRP and has given her notice. The facilities floors and tables are getting resurfaced. Dan stated that one difficulty has arisen from the Medicaid rates. The Great Falls dentist will not take the Medicaid rates. His staff and MDOC medical are looking into putting a dentist chair at the Great Falls Regional Prison. Great Falls is 13 officers down. They will be interviewing 7 soon. Cascade County is pretty crowded at the moment.

### **DCCF- Warden Tom Green**

Warden Tom Green announced the new MDOC contract monitor for DCCF is Laurie Mills. Dawson is starting contract negotiations. The CD councilor retired this last fall. Warden Green asked if the other facilities are buying the industrial strength microwaves. Travis Harris from GFRP stated that have 2 big microwaves and 2 small ones on the pods. They are all Panasonic. Travis said they have only gone through 7 in the last year. Warden Fender from CCA said they use 2 microwaves per pod. Fender stated that they use Amana microwaves. Warden Kirkegard was not sure what MSP uses for microwaves. Montana's Woman's Prison stated that they have 1 per pod. Warden Green thanked everyone for the information.

### **IWF discussion for women at Boulder program – Joan Daly- Shiners for Cindy McKenzie**

Warden Joan Daly-Shiners stated that 7 to 9 women offenders will be sent to the Riverside facility. Colleen Ambrose stated that they these youth facilities are being used to house younger inmates for the state prisons. Joan Daly-Shiners asked if the offenders that are moved to the Riverside Facility would have access to canteen, Nexus Lexus program and IWF funds? Kurt Aughney stated that it should be just an extension to the facility. Colleen Ambrose also stated that they have to be on inmate status for relief assistance and would need to have Lexus Nexus access. Warden Kirkegard agreed even if they are at the Boulder Program that they still would be MWP's inmates.

### **IWF accounts & global fund updates, quarterly requests, funding reviews, and new business – Christina Briscoe**

Chris Briscoe handed out the global fund updates and funding reviews.

Pat Smith told everyone to have their next fiscal year's budgets ready for review at the next Prison Issues Board meeting in May.

IWF funding requests were as follows;

CCA is requesting funds for the sound proofing for band room. The sound proofing is old and falling off the wall. It makes it unsafe.

Requesting \$3249

Motion to approve - Warden Leroy Kirkegard

Second the motion – Captain Dan O'Fallon and Warden Tom Green

All Approved

CCA is requesting wiring for the saws and the joiner for the machines in their Vo-Tech area The new equipment needs higher voltage power to run.

Requesting \$6294

Motion to approve – Captain Dan O'Fallon

Second the motion – Warden Tom Green and Warden Joan Daly-Shiners

All Approved, except one opposed – MSP

CCA requesting upgrades to the inmate computers to the 2013 programs so the inmates can use the new Hi-Set pretests and self-study programs.

Requesting \$6808

Pat Smith stated that we would have to go through IT. CCA stated that it will help with the GED and HiSet pretest. Warden Fender stated that they are trying to do self-studies and without the upgrade they cannot do it. Warden Kirkegard asked who upgrades the systems. Warden Daly-Shinners suggested asking John Daugherty. Pat asked if they wanted to table it for now and go through it with John Daugherty's staff and find out how many etc.. Warden Kirkegard said that we can just vote through email once the details are worked out. This request was table for now.

CCA is requesting 20 text books for a college credit psychology class. On average it is a little over \$160 apiece. This is a psychological book needed for offenders to get credits for this course. It is not a required course but is viewed as beneficial to the inmates. The class needs the 10<sup>th</sup> addition.

Requesting \$3371

Motion to approve – Warden Leroy Kirkegard

Second the motion- Captain Dan O'Fallon

All approved

CCA is requesting to expand the recreation area. Last year the project was approved and called for inmates to do the labor. CCA wanted to know how to pay Home Depot for the materials. Dan O'Fallon stated to make them a vendor and run it that way. April Grady clarified that according to the States procurement requirements they have to get 3 quotes for projects like these.

The previous Vo-tech request will need 3 quotes as well. Send the quotes to April Grady and you will be good to go.

Request for \$8963 or less depending on the bids

Motion to approve - Warden Leroy Kirkegard

Second the motion – Captain Dan O'Fallon

All approved

MWP is requesting 5 cable drops for TV in H pod and G pod. This includes all materials and installation. They are also adding a four bed housing unit.

Requesting \$4000

Motion to approve - Warden Leroy Kirkegard

Second the motion - Warden Douglas Fender

All Approved

GFRP is requesting money to purchase inmate microwaves. This amount is for 5 microwaves at \$454 each to be used by inmates in the pods.

Requesting a total of \$2270

Motion to approve - Warden Douglas Fender

Second the motion - Warden Leroy Kirkegard

All approved

GFRP is requesting to purchase 7 new receiver boxes for the am/fm transmitter boxes. The current ones are falling apart and are not repairable anymore. This request allows inmates to use their am/fm headsets to listen to the TV's on the pods in a quiet manner and not disturb other inmates or raise the noise levels. They are approximately \$300 each.

GFRP is requesting \$2100

Motion to approve- Warden Joan Daly-Shinners

Second the motion -Warden Leroy Kirkegard

All Approved

#### **Public Comment Period-**

None Present

#### **Other Security/Confidential issues if needed**

**The next PIB meeting will tentatively be held May 24<sup>th</sup>, 2016 at the Montana State Prison.** The exact time and MSP location will be determined as the date gets closer and will be sent out with the agenda.