

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING
Crossroads Correctional Center
Shelby, Montana
September 26, 2017
9:00 a.m. to 2:00 p.m.
Agenda**

Roll Call – Gayle Butler - MCE, Warden Tom Green - DCCF, Travis Harris - GFRP, Acting Warden Bob Paul - MWP, AW Deborah Powell – CCC, Pat Smith for MSP. Director Michael – Directors office.

Via telephone conference-Michelle Hauer, Cindy McGillis-Hiner , Laurie Mills, Lavonne Kautzmann.

Via vision Net/Skype- none

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 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 Tom Green
Second the motion –Acting Warden Bob Paul
All approved

Welcome and introductions.

In addition to the above people, the following were present: Kari Alstad, Colleen Ambrose, Kurt Aughney, Lane Blair, Chris Briscoe, Andrea Evans, DJ Godfrey, Noah Hatton, Joe Henson, Jenneth Lord, Brent Madrid, Michelle Morgenroth, Pat Schlauch, Cecily Simons.

Members of the public – May Simmons

Introduction of new Director and remarks – Director Michael

Director Michael thanked CCA for the tour of the facility. Director Michael said that he started on July 10th and appreciates the hard work that everyone does every day. Director Michael stated that there will be challenges that the department will face. He stated with communication and working together we can tackle the challenges and solve some of them. Director Michael plans are to try and have programming in custodial care to match the treatment and programming in community corrections. The Prison Issues Board is good to get the partners and managers together to discuss their problems and ideas. Director Michael has worked in the community correction field for 30 years. The last 11 ½ years he has worked as the Chief Probation and Parole director for Florida.

Legislative and Management Team Updates – Pat Schlauch

Pat Schlauch said there are coming changes to the TSCTC, Board of Pardons, and Crime Control that will affect the Department state wide. The budget cuts are just a proposed list right now. With the trigger bill, SB261, we are anticipating a possible shortfall in general fund revenues and the Legislature included many budget cuts. The cuts are grouped into tiers and will occur if the amount of unaudited general fund revenue collected by August 15 either FY 2017 or FY 2018 falls below a baseline amount. That baseline is set at \$2.216 billion for 2017 and \$2.372 billion for 2018.

Two of the regional prison had their rates froze during the session. Now with additional cuts looming the department is waiting to see if they will have to drop the pay to \$69 dollars a day for an offender. The need for budget cuts might call for a special session. Through all this it was stated that we need to keep security in mind. The final proposals should be done in a few weeks. The finance committees and the budget office still need to go over any approved budgets.

Gayle Butler stated that they have had a bunch of offender staff requests come in regarding the mandatory savings. Gayle is answering the requests and will put out a memo explaining the process. The policy will be out soon to help with the process.

Pat Schlauch said we set a soft date as October with new software to have deductions calculated right. Gayle thought we could get the administrative rules out on that. Pat Smith stated, if you send any finished documents to me I can make sure it gets to the administrators and contract monitors.

Division Updates –Pat Smith

Pat Smith stated we have been working with Century Link on getting the inmate phone system switched over. A relay dish is being put on top of the Wallace building to handle the bandwidth needed for the tablets. The project will take about 45 days that it will be about December 15, 2017. Pat Smith sent out a new full itinerary that is on the tablets and the programs that it will have on it or can be installed. It will be able to have Lexus Nexus and the Unit rules on it. 15 states are using these types of tablets and having great success with the program. AW Powell asked how the tablets will be distributed? Pat Smith said that the Edovo tablets will be implemented just to MSP at first with about one tablet for every two inmates. They will be checked out and used in the dayrooms only. The MP3 tablets will be sent out all at once to replace the old MP3 players. Colleen Ambrose asked if programming will be on the Edovo tablets? It was explained that the group can decide all that needs to be the tablets and any programming items will only be to support current programming and not replace it.

TSCTC's last class is today. It will be vacant on the 29th of September. they hope to have the new fence in by December 4th.

MSP had the first flag football tournament with no injuries. They police themselves very well, so far so good. We had a good press release on Prison ball and how recreation works.

The MSP perimeter fence is being worked on by an outside contractor. Thanks to Shelby for some of the the supplies for some of the interior fencing. There were 13 new correctional officers in the new employee orientation class. The STEPS program is started on the high side now. Pat Smith asked if CCA was still doing the STEPS program and AW Powell said yes. The security techs are in place and trained. Chief of case management is Roey Pfister.

Review of RIC committee recommendations -Pat Smith

The RIC committee had to go through about 15 pages of requests for religious requests from inmates. It is always interesting to sit in on these meetings. The committee is made up of Pat Smith, the AW of security, Canteen manager, the AW of Programs and our attorney. The items recommended for approval by the PIB are as follows;

Christian (Messianic Judaism)

- Personal Property to be added to the Religious Property Matrix in 4.1.3

Prayer shawl (Tallis) – 1 Prayer Garment (Tzitzit) – 1

White fringed undershirt with blue border

Wicca

- Personal Property to be changed in the Religious Property Matrix in 4.1.3
Pendulum with chain – your choice in color (remove clear quartz from matrix) Quantity 1
Parchment Posters – 8 ½” x 11” – your choice of three out of six (Quantity change in choices) Max quantity – 3
Poster choices: Wiccan Rede (short), Wiccan Rede (long poem), Witch’s Alphabet, Dark God, Nine Noble Virtues, Wheel of the Year.
ICON pictures – 5x7 max – your choice of 4 (Quantity change)

Odinist

- Communal Property to be added to the Communal Property Matrix in 5.6.1
Seidr Hand Drum – 12” – Quantity 1 Staller (Altar) Bell – 2 ½” x 1 ¾” – Quantity 1
 - Personal Property to be changed in the Religious Property Matrix in 4.1.3
Thor’s Hammer Medallion w/chain – Stainless Steel or Brass – Choice of 1. (Brass had been the only choice before)
- AW Deborah Powell asked if it would be processed through the canteen? Pat Smith said yes except for the communal stuff. Colleen asked who pays for the communal items? Pat replied, IWF or the religious people that they deal with sometimes pays for it.

Motion to approve- Gayle Butler

Second the motion – UM Travis Harris

All approved

Discussion of canteen/property lists -Cindy McGillis-Hiner & Gayle Butler

Cindy McGillis-Hiner had additional items to add to the canteen list. These items don’t need a prescription from the infirmary. Cindy and Gayle Lambert will work together to decide how often the offender can order it on the canteen.

1. Folate (Folic Acid) 1 mg tablet - #30/month
2. Fish Oil 1000mg capsules - #60/month
3. Acetaminophen 500 mg- #60/month
4. Vitamin D3 5000 Units -#30/month
5. Melatonin 3mg- #30/month
6. An alternative cream/lotion for aging
7. Quality footwear insoles

All approved of the items presented– Gayle Butler and Cindy McGillis-Hiner will get together and figure out how they will be put on canteen.

Cindy McGillis-Hiner also wanted to add bed wedges and neoprene knee sleeves to be available on the canteen. There are over 600 offenders at MSP with these knee sleeves. Cotton blankets was also asked to be added to the canteen.

Acting Warden Bob Paul stated that the Montana Women’s Prison already use bed wedges. He did not see where they have had a problem. The women still must go through the infirmary for getting one approved. Pat Smith was concerned how it would increase the amount of property that needs to be gone through. AW Powell stated that she would still like those items to go

through the medical department to be approved. Travis Harris also agreed that these items should go through the medical department. DJ Godfrey stated that not going through medical for Neoprene would cause a problem.

Cindy McGillis-Hiner had concerns was that our facilities should educate offenders on how to take care of themselves. The thought was if the offenders could order some of the supplies on canteen it would give them the responsibility of taking care of themselves. Her example was if the offender was not incarcerated at the prison that they would be responsible for getting these items on their own not through the doctor. The insoles were approved to be on canteen. It was decided that the group wanted the cotton blankets, Neoprene sleeves and bed wedges to continue to go through medical and not be put on the canteen.

Gayle and Warden Fletcher were asking for 11 items to be added to the canteen to help provide a variety. Pat Smith did suggest that if we add so much at once the officers might have a hard time keeping track of what the inmates are supposed to have. Pat also stated that these requests should go back to our May meetings. Collen Ambrose asked if they are heart healthy. Travis Harris suggested that maybe just adding a couple for now would be better. It was agreed by all to give them a choice of five new items. This is supposed to give them a gluten free option too.

All agreed nothing would be approved that had to be refrigerated.

Below is the list that was approved to be put on the canteen.

1. Ground Beef
2. Shredded Beef
3. Pork Pieces
4. Chicken Chili
5. Bacon Jalapeno Cheddar Cheese

**IWF accounts & global fund updates, requests, funding reviews, review FY 18 Annual IWF budgets and new business-
Chris Briscoe**

Chris asked if everyone was receiving the monthly IWF SABHRS report and what they spent etc., and everyone said they are. She said if it needs to go to other people to just let her know.

Last spring, we had to do an adjustment and we are going to probably going to do that again in May. \$75,000 was put into the global fund and it lasted us about 14 months. That number fluctuates. Dawson County Correctional might need some help in this area too as their budget is a little low. Warden Green stated they have been cutting things the offenders can have. The facility has cut it down to only one newspaper subscription. Chris said Dawson County has currently about \$1800/month coming in and about \$2800 going out. This average does not include the canteen revenue. Warden Green said he would look at it again.

IWF Requests:

CCC had 1 request - A CCC Audit in February of 2017 said that the sweat lodge needed a drainage area and a water system. There are multiple religious groups that use this area. There was only one company that put in a bid.

The cost would be \$6405

Motion to approve- Warden Tom Green

Second the motion – Travis Harris

All Approved

MSP had 1 request - It is weight equipment for the intake unit, the high side, low side, WRC and the TSCTC. This equipment will be handicapped accessible and includes shipping Warden Fletcher and the Associate Wardens have been working on this project for a while. The equipment is designed for correctional use. This equipment is for areas at MSP that does not have handicapped accessible equipment.

Pat Smith stated that it would need to go out for bid.

\$87,555.00

Motion to approve- Acting Warden Bob Paul

Second the motion – Gayle Butler

All Approved

Gayle Butler wanted to bring to everyone's attention that they have 3 staff positions that are paid by canteen. They will add one extra staff worker that will be paid by the canteen special revenue account. This was brought to the offenders and the offenders know that it will happen in the next 4 to 6 months. The population increases should allow this to cover the costs and shouldn't affect net profits for the IWF.

Colleen Ambrose stated that there is going to be a pilot program that would allow e-filing with the district courts. MSP will pilot the program and the documents would be scanned and emailed to the courts from the libraries. Colleen informed us that we might need to buy additional scanners to help with this system. She will keep the group informed as this moves forward.

The Lexus Nexus is also slated for a whole upgrade. Pat Smith stated that we still combine the current library configuration and what will be on the tablets. It was reported that Lewistown is having problems with their Lexus Nexus. If the Lexus Nexus representative can't help us because it is an issue with the computer, then connect with the MDOC IT department and they should be able to help.

Public Comment Period- May Simmons

May Simmons introduced herself, she informed us that she was a former inmate of the Montana Women's Prison. May stated that she represents the New Hope Montana project. Casey Rudd and I have been helping the offenders sitting in Lake County. One of the things we have helped with is getting the offenders to have access to the local library. May had a question for Pat Smith asking if there was going to be two tablets. Pat Smith stated yes. One small tablet is replacing the MP3 players. The other tablet is for the offenders to check out where they can earn points by doing homework, reading rules, regulations, policy etc. They can use the points to then play games, watch videos etc. The tablet used for learning, homework and games can be checked out with about one tablet available for every two inmates. If the offender already has an MP3 player it will be exchanged, otherwise a new one is about \$130.00 Ms. Simmons asked how they were purchased. Pat Smith stated they were included through the inmate phone system. She also asked if they would be used in the day room and if they would have email addresses on it. Pat Smith stated they yes, they would be used only in the day rooms and no, they would not have email on them. May asked what phone system the inmate phones were switching to. It was answered, that it is Century Link.

Ms. Simmons suggestion was that the board should work on the inmates that are paroling earlier within two months. She also asked if the offenders were going to be put in single cells. Pat Smith said that he was unable to answer that question right now. Another question was asked about the medicines that are going to be offered on canteen. If the women offenders are indigent how are they going to get the medicines offered at the canteen instead of the infirmary. Who is going to make the decision about this? Ms. Simmons also suggested that we should have drug courts to help offenders that are veterans. This will help communicate with the veterans. She was also wanting to know when the next time IWF accounts were going to be audited? She also offered another opinion that they should be able to change a write up if the inmate can prove that it was false. Ms. Simmons wanted to thank MCE for being professional every time she calls to ask questions on things she has been working on.

Roundtable Discussion on Inmate/Facility Issues

This section was held in closed session due to security concerns in some of the facilities.

Other Security/Confidential issues if needed

The next scheduled Prison Issues Board meeting will be held January 23, 2017 at the Helena Office. (The meeting was postponed until 2-13-18)