

**DEPARTMENT OF CORRECTIONS  
PRISON ISSUES BOARDS MEETING  
MDOC Central Office  
February 13, 2018  
10:00 a.m. to 3:00 p.m.  
Minutes**

Roll Call – CCC - Warden Patrick McTighe, MSP - Warden Jim Salmonsens, GFRP – UM Travis Harris, MDOC - Director Reginald Michael, MCE - Ross Wagner, DCCF – Warden Tom Green, MWP (vision net) – Warden Jennie Hansen (vision net)

Others via telephone & vision net/skype - Jon Barthel, Angela Macioroski, Laurie Mills, Deputy Warden Ron Nodland, Casey Riley

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 In addition to the above people, the following were present:

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 – Ross Wagner  
Second the motion – Travis Harris  
All approved

Welcome and introductions.

In addition to the above people, the following were present: Colleen Ambrose, Kurt Aughney, Christine Briscoe, John Daugherty, Demetric Godfrey, April Grady, Noah Hatton, Cindy McGillis-Hiner, Keila Harris, Noah Hatton, Kathy Ralston, Billie Reich, Regina Dee Sheffield, Pat Schlauch, Paul Szcapaniak, Alicia Tangen, Erika Wimmer, Cynthia Wolken

**Introduction of new Deputy Director & Director and remarks – Director Michael**

Director Michael stated that he appreciates the Prison Issue meetings. This helps us see what is going on at the facilities. He stated that a few changes have occurred. Director Michael introduced the new Deputy Director, Cynthia Wolken. She started with MDOC on the 3<sup>rd</sup> of January. Cynthia is happy to be part of the Department of Corrections and said she is looking forward to traveling to the facilities to become more educated on how things work. She was previous a Senator from Missoula.

The County Jail Hold has been significantly reduced. The count was over 400 offenders waiting in the county jails. It needed to be reduced to 250. We have accomplished that and the count is hovering just below 250. The Department is trying to get offenders into a more appropriate placement. Director Michael also stated that we now have a vacant Warden position at MSP and Jim Salmonsens is the interim Warden until a permanent one is selected.

**Legislative and Management Team Updates – Pat Schlauch**

Pat Schlauch stated that the public had some question on the legislatures wording of the County Jail Hold being 250 or less. Fiscal Services had the target of January 1, 2018 for having the County Jail Hold under 250. If we did not make this reduction

we would lose one million dollars in our budget. The initial target was met so the money was not taken out of our budget. Pat Schlauch said the special session legislators also cut out about 2.2 million for outside medical costs. The County Jail reduction since the start of the fiscal year has made us tighten things up. The department has frozen positions that do not have to do with public safety. Empty positions will be looked at on a case by case basis. The Department has also put in a restricted travel policy. The Department of Crime Control has officially been moved under the Department of Corrections.

### **Division Updates –Interim Warden Jim Salmons**

The Correctional Treatment Center has been modified and is now open. The official name for the facility is the Montana State Correctional Treatment Center (MSCTC). There are 28 offenders at MSCTC now. There will be 20 more inmates moving to MSCTC in March. MSP is helping in any way they can to get the county jail numbers down. MSP is moving as many offenders as they can into the facility so they can take the offenders into MDIU that are waiting for placement at the assessment and pre-release centers.

Pat Smith added that the implementation of video visitation and the tablets is still being worked on. Once up and running, the facilities will have to fine tune how those procedures work. Jim Salmons said they are setting up the system with Century Link and should be done by the end of the month. Jim stated that Century Link found it cheaper and easier to set up satellites rather than run the cable for the phone systems. Colleen Ambrose asked if this was just a pilot project. Pat Smith said when the systems are ready that they will be sent out to MWP, MSP and Pine Hills first, and then hopefully to CCC, DCCF and GFRP.

Pat Smith said the tablets should have the grievances, kites, policy, procedures, educational tools and Lexus Nexus on them. It should help our staff immensely. John Daugherty said it will be a little while before Lexus Nexus is added to the tablets.

### **Discussion of the Inmate Assignment Pay – Ross Wagner**

Ross Wagner was asked to bring a pay increase proposal for the inmate workers at the Work Reentry Center (WRC). It would be roughly be about 30 offenders we would be adjusting for. The current amounts are \$3.50, \$4.00 and \$4.40 per day. The Work Reentry Center is having a hard time filling beds. Pat Smith said we have an attachment to the current policy 5.1.1 which allows for 3 different pay scales. The problem is it says that only certain percentages can be paid at each level. Warden McTighe did not know if it would create a problem or not. Travis Harris said Great Falls is already doing some adjustments to the percentages. Warden Salmons said they had to adjust the wages for inmates at the warehouse to be able to keep the jobs filled. Pat suggested we should leave the 60/30/10 percentages and make it only a suggested rate. It was agreed to raise the rate at the WRC to \$4.00 & \$4.50 per day and to put suggestive language on the percentages. This would give everyone some flexibility on the wages paid to inmate workers on work assignments.

### **Annual Grievance Report Review – Billie Reich**

There has been an overall decrease in informal grievances. The highest grieved issues are medical issues. The medical grievances are mostly due to the CDC guidelines in regard to prescriptions. Montana's Women's Prison has stayed about the same with 20 medical grievances. MWP had one inmate that was increasing their facility grievances with ADA issues. Glendive did not have a significant increase on grievances. CCC and Great Falls Regional Prison had an increase. CCC's increase was from medical and property. Great Falls was from medical and administration. The department is looking at adding confidential information into the grievance policy. Billie has been working closely with Colleen Ambrose and Ira Eakin on the confidential information. Pat Smith says it is good for staff and administrators to go yearly to the Grievance/Disciplinary Conference to learn what is going on at the other facilities. Pat also said it is a great way to see where some of our issues lie. The next conference will be in October, site to be determined.

### **Review of Evidenced Based Practices & Programs -Erica Wimmer**

Erica gave a full presentation on Evidences Based Practices and Programs. The presentation will be made available to all those who want it. She explained that statues were passed in the last legislative session that directs the MDOC to ensure that Evidenced Based Programs will be used by the Department and it contractors. The MDOC is taking an inventory of all

programs currently and will set up a team to review those and then approve what programs we will use. We will also use a tool that has different measures to ensure that everyone teaches and presents the programs as required.

### **Medical Suggestions to Canteen- Cynthia McGillis-Hiner**

Cindy asked if they could add a few more items to the canteen. The three objects were probiotics, Excedrin and Capri pads for incontinence. Pat Smith asked if there were any objections. Warden Salmonsens had a concern if they were taking objects off as they are adding new ones. The reason he asked is that they are getting less and less room at the canteen. Cindy said that she was not taking off just adding them. Cindy said that she would work with the canteen and the warehouse about dosages and space. The supply in the probiotics and Excedrin would be no more than 30, with usually 7 dispensed at a time.

Ross asked how big the Capri pads would be and said he would contact Jeff Bromley to see what he would have for space. Pat Smith stated that it is usually at our spring meeting that we decide property and canteen. Colleen's concern related to the Capri was to make sure it was a good brand, but would still be cost effective. Director Michael had a concern, wondering if an offender could just order it even if he didn't have a need for it. Cindy said it would have to be recommended by medical staff.

The requests from medical were approved by all, dependent on if there was space at the canteen.

Pat Smith had a question on a memo that was put out about offenders that are indigent and the offenders would be allowed to order \$10 a month of canteen to include some over the counter medications. He asked if this would apply to contract facilities also? And would this also apply to locked housing offenders as well. Cindy said it is more MSP specific right now and she wants to pilot it there first. Cindy said she would have more information at the next PIB meeting for everyone, once she has time to track and see how it works. The regional facilities would also have to see if they had space for these products. It was tabled until the next meeting.

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

#### **GFRP- Travis Harris**

Travis Harris had a question about Acme publication, it is like a magazine/order form that you can order the pictures that it shows. He wanted to know what the other facilities thought about it. The mail room goes through the magazines as they come in. On this pamphlet are we supposed to cut the suggestive pictures out as they go. GFRP mail does not have time for this. Robert Lishman said that AW Woods and the MSP mail room are going through what is considered explicit. Colleen said that you cannot across the board deny the list, that the magazine will be reviewed on a case to case basis. Colleen stated that if there is one picture that is not allowed then the whole magazine/publication would be denied. DJ Godfrey mentioned that as a group we need to do a much better job of agreeing on what is allowed and what is not. DJ suggested that the regional prisons check with the contract monitors and make sure that an independent person goes through the magazines. Kurt Aughney said they are changing the definition of sexual explicit. It was suggested that Lieutenant Patterson from Montana's Women's Prison. be added to the review committee

Travis informed us the dental office at the Great Falls Regional Prisons will up and running starting March 5, 2018.

#### **CPB-DJ Godfrey**

On book reviews DJ asked to not just deny books across the board, to consider on a case by case basis.

#### **MCE-Ross Wagner**

The WRC is trying to keep their beds filled. There are twelve empty beds currently that are in the process of being filled. Pat Smith suggested that the facilities and MSP talk to their case managers to see if they have any offenders to recommend for movement to the WRC. DJ said if the WRC needs offenders from the regionals to be brought back to let him and Heidi Crowe know so they can set up the transport for the offenders.

#### **Quality Assurance – Kurt Aughney**

Kurt said that they have completed the PREA audit at Montana Women Prison. The PREA audits for Montana State Prison, Riverside and Core Civic will be in June of this year. In August they will audit Pine Hills. The PREA audits are getting more difficult. Kurt introduced his new staff member Alicia Tangen. Kurt informed us that Elaine will be the one working on the mailroom and tablet policies if you have any questions,

### **MSP- Jim Salmonsens**

Jim Salmonsens said the PREA audit is the main thing that is happening at MSP now. All projects were stopped at MSP except for finishing the work at the Montana State Correctional Treatment Center. Until there is a new warden it has been decided to wait on filling the vacant AW position. MSP is still short officers, but the new process is working better. The officers are being hired 3 or 4 a week, then they do a two-day training. Then once a month have a week-long training. The officers seem to be staying longer. This process is working well right now.

### **Legal-Collen Ambrose**

The department has had an increase in lawsuits. The courts have let a few of them go forward in the process.

### **Core Civic – Warden Pat McTighe**

Warden McTighe said they continue to prepare for the medical audit. The facility is in the process of trying to hire more correctional officers.

### **Budget – Pat Schlauch**

Pat Schlauch says they are not going to keep working on the mandatory savings for now. They have been working on the software program trying to see if it is pulling the right information. The other problem is related to the mandatory savings and what to do when it then makes the offender indigent. Do we still take a percentage? Pat Schlauch said we have decided to let the legislature decide on this. If anyone has any questions contact Gayle Lambert.

### **MWP- Warden Jennie Hansen**

Jennie Hansen stated that they have hired a PREA manager and a procedure writer. Colleen asked how the ACLU visit went? Jennie thought that it went well. Director Michael said that there was good media on how good of a parenting program MWP has.

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

Warden Green said there had been an influx of inmates wanting to get married. Jennie Hansen stated the one from MWP and one from DCCF got married by double proxy recently.

### **CPB- Pat Smith**

Pat said there was only one request from the RIC religious property meeting and it was from an Odinist who wanted to add the apple flavored drink and crackers. This would have to be left in the communal property area. No one had any issues with this.

Pat Smith asked each facility to have next year's IWF annual budgets and any requested changes to property and canteen ready for the next Prison Issues meeting.

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

Chris stated that we have paid out \$48,288.46 in expenditures out of \$55,588.46 approved. The difference is caused by the treatment providers who have not submitted invoices, returned rent payments from vendors, and payments for approved assistance posted after 01/31/18.

Chris said that the global funds should last us about 3 and half months. Then in May or June she will move over the same amount of money. One thing she has noticed is that DCCF cash is down. DCCF average expenditure is over \$2200 a month when they are paying \$1600 a month. Tom said they have tried to find other TV providers and switch channels. They have limited their newspapers to one. It was asked if CCC and MSP would shift some of the funds to help DCCF out. It was agreed to adjust funds to help them get through the year. Pat Schlauch asked how much more does an inmate at Great Falls pay for the phones. It was ten cents more a call. The issues are that Great Falls has a large county side with one phone system and the contract is for a set time frame and is geared toward their larger county population and the county side is not counted as our revenue.

Chris asked if anyone else besides MWP pays for their haircuts? It was discovered that no other facility charges for haircuts and MWP was asked to stop charging for haircuts. Director Michael suggested that the \$1800 received for haircuts get put into the IWF funds. Director Michael asked if there was a policy on how often that you can get a haircut. It was explained to him that there was only policy on inmates keeping themselves well groomed.

General precaution if you have any inmate generated revenue make sure it is going to IWF. Warden Green is worried that with the new phone system that it may lower the IWF revenue even more.

**Public Comment Period- None**

**Other Security/Confidential issues if needed**

**The next the Prison Issues Board meeting** was to be held at Great Falls Regional Prison on May 29<sup>th</sup> in Great Falls, but due to scheduling conflicts it **will now be held May 22<sup>nd</sup> at the Gt. Falls Regional Prison.**