

**DEPARTMENT OF CORRECTIONS
PRISON ISSUES BOARDS MEETING**

Department of Corrections

Helena, MT

January 22, 2019

1:00 p.m. to 4:00 p.m.

Minutes

Roll Call – Director Michael, Gayle Butler/MCE, Warden Lynn Guyer/MSP, Pat Smith/CPB, Travis Harris/GFRP, Warden Jennie Hansen/MWP, Pat McTighe and Cecily Simonson/CCC

Others via telephone & vision net/skype – Warden Tom Green/DCCF

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.”

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

Colleen Ambrose, Kari Alstad, Stephanie Hotchkiss, David Klajic, Pat Schlauch, Kathy Ralston, John Daugherty, Elain Dahl, Alicia Tangen, Paul Szczepaniak, Nicole Tierney and Alex Schreckenstein
Laurie Mills via Skype

Approval of minutes from the last meeting,
Moved to approve the minutes – Gayle Butler
Second the motion – Warden Guyer

All approved

Welcome and introductions.

Legislative and Management Team Updates

Director – We are engaged in efforts to develop a long term strategic plan for DOC. Defining goals and direction for next 3-5 years. Defining milestones and outcomes. Focusing from beginning to end making changes where needed.

We have four DOC bills. HB111 is a bill to transfer parole supervision of certain youth to youth court. SB62 is a bill to revise inmate welfare fund laws to include Pine Hills. SB37 is to revise laws related to recording of parole board hearings. SB36 will provide exceptions to the inmate mandatory savings.

Gayle Butler said SB36 passed the Senate unanimously. SB62 has passed and is now in appropriations.

MCE is in the middle of subcommittee hearings right now. There were good questions asked and the subcommittee seems receptive to the Department. Everything looks well for now.

Secure Care Updates – Warden Lynn Guyer

Warden Guyer introduced himself. He is a 30-year veteran of from the Idaho Department of Corrections. He spent seven years as a Probation and Parole manager and Community Work Center Manager. He also has served as a

senior P&P Officer, an employment development coordinator and a line level correctional officer. He is getting to know staff at MSP. There was a legislative tour of CCC and the Warden was on the tour. Usually not a lot of people show up for these, but over twenty showed up. This was good for the people on the tour, so they can see what we do. CCC is a finely run facility - you can tell when you walk in the inmate areas. There was also an exhibition of the dog program.

Review of Inmate Assignment Policy – Warden Hanson

At last meeting we talked about 5.1.1 for smaller facilities. The way the table was set up was impossible for the women's prison to follow. MWP has 4 laundry workers and they don't make as much money as the kitchen workers. They lose inmates to the kitchen as result. There was also some language that was inaccurate. "Inmates pay may not be more than a full day's assignment". This part was re-worded, and a line was added in the inmate compensation table. The changes exclude MCE. MCE has their own pay policy. All jobs can be made a daily rate and verbiage about full day and hard to fill positions. Previously, the policy said you could have only one job, but there are facilities where inmates have more than one job. Warden Steve Ray said there is also a separate policy for Pine Hills about inmate pay. Cecily Simons asked if there is a definition of the skill and levels. DJ Godfrey said the facility can determine the pay regarding skill level. Cecily Simons said there is different equipment at MSP compared to CCC for certain jobs. DJ Godfrey said we must work towards getting different positions added into OMIS. The positions would fall into categories. John Daugherty said the facilities should work with Pat Smith regarding the positions. All the other jobs go through the Wardens. Travis Harris said Great Falls is okay with the current job table. Tom Green from DCCF, MSP, Pine Hills and MCE are also okay. IT will go through one more review process and then Pat Smith will send it out to everyone for approval.

Roundtable

Warden Steve Ray – Pine Hills

The Director has asked for Warden Ray to be a permanent member of the board. Pine hills has some things before legislature. They are trying to get things taken care of. Things are going good at Pine Hills. The population is about 103 – with 66 adults on campus. They now have horses on campus thanks to MCE. This is going very well. There were some issues with the inmate phone system. The phone system at MWP also has daily problems. Pat Smith asked if it is related to cut offs. Warden Ray said it is everything. John Daugherty said to send the issues to himself and Pat Smith so Century Link can address the problems. Warden Ray said Century Link has been very responsive to the issues.

Cecily Simons - CCC

Very good visit and tour with the legislative group. Warden McTighe and Cecily just returned from a conference. They are waiting on new programming, so the facility can start moving forward. The assistant warden position is still open. They hope to have it filled by the next meeting.

Warden Jenny Hansen – MWP

Things are going well at MWP. The gift bag hand out over the holidays went well. They are getting new employees from the Lewistown Infirmary. They have a new HR person that is going through NEO. They should have him on sight next week.

Pat Schlauch - Budget

There are a couple things from the session. The teams are doing presentations right now. We ended FY18 having to borrow a substantial amount of money from FY19. We will have a supplemental request. We do have some requests in budget for the rates for the regional prisons that were frozen during the last session. We are looking to change to the actuals costs for FY20 and FY21.

Kurt Aughney

Recently sent CCC their license to operate for 2019. Working with a lot of people on updating the locked housing policy. Getting ready to start audit cycles for the regional facilities.

Travis Harris - GFRP

Cascade County has a new sheriff. They are currently changing some stuff within the jail. They are down 11 employees and recruiting.

DJ Godfrey

Beginning in February/March – they will be going around the facilities with PREA compliance checks. Tomorrow they are going to Great Falls to train employees with the parole reports. They will be headed to Pine Hills and MWP in the future.

John Daugherty

The Lexis Nexis project wiring has been ordered. They don't have an ETA from the Department of Administration. When they were remodeling the Riverside building to move the Lewistown inmates, they had an asbestos issue. They are looking at March to move the offenders unless there are other issues.

Director Michael

Programming – we now have a short window and will have to start working on CCC contract with the programming piece. We have until July 1st, fiscal year, to have this in place. Looking at the bigger picture, the programs have to be evidence based. The Director asked what the committee is doing. Kurt Aughney, who is on the committee answered. They have been working with the contract facilities. The programs that are coming from MSP are going through the committee. The website shows who is on the committee and what programs are available and the process of how to get new programming. Training recently put on at DOC was about how to effectively communicate with inmates. There is a second training in February. This is a three-day training. There will be some additional training June. This will be more focused on small programs. They are looking forward to working with Shelby now that we have a contract. They are looking at going to MWP for pre-audit. Pine Hills did a great job. The Director said there is a law we are mandated to follow regarding programs. We will have to begin to audit and review this programming and our processes. We have just begun to do this. The law requires us to deliver evidence-based programming. If anyone has questions, please contact Kurt Aughney or Erika Wimmer.

Gayle Butler – MCE

The tablet committee is working on forms. If you want to add to the tablets, there is a form to fill out and sent to the committee. This form is done and should be available in the next couple weeks. Dawson is the only other facility with tablets. The tablets have been a great program for MSP.

Warden Tom Green – DCCF

They have been tuned into the Legislative process to get some budget things fixed for the department. Programming is going well. They have a new case manager who is going through training. The inmate phone system has a lot of issues. They have been contacting Century Link almost daily. The new IT person for Century Link is in Western Montana. The tablets are up and running. The inmates are requesting to print certificates. Video visitation is looking at the end of January. Staff wise, they are one short. Patrick Smith said the committee has decided to go with transcripts instead of certificates for every program. They can print transcripts of all completed programs when they are going in front of the Parole Board or when leaving for the community.

IWF Accounts, Global Fund Updates, Requests and Funding Reviews - Chris Briscoe

Chris has been busy with the legislative stuff. She will send DCCF's IWF summary to Warden Green via email. Chris passed out the summary of the global fund. The fund pays for rent, bus tickets, etc. The actual amounts are on the summary. All the facilities contribute toward the global fund because it does not have an independent source. Gayle Butler said if SB 62 passes, then Pine Hills will be on the list for global fund for inmates. Chris Briscoe asked how they would contribute to the fund. Telephone and canteen revenues from Pine Hills would be added into the global fund. Language will need to be changed to address Pine Hills inmates regarding how long they are in custody prior to access to global fund. This needs to be reviewed also for MWP.

Chris Briscoe said there is a contingency if the fund runs out for DCCF.

FY20 budgets need to be reviewed by the reps and have them ready to go for the next meeting. This is the meeting where the IWF budgets are approved for the next fiscal year. Chris will work with Warden Ray to get Pine Hills IWF ready. Patrick Smith said CCC still needs sound barriers in the gym. CCC has several requests coming. They will get these to Pat Smith and he can email them out to the group or present at the next meeting.

Chris said there is also a bill to increase the cost of birth certificates.

There is an IWF request from UM Michelle Steyh. The request is for additional plastic chairs for B Unit. She wants to order 98 additional chairs for a total cost of \$4757.90.

Travis Harris moved to approve the request
Warden Hanson seconded the motion.
All approved – none opposed.

There were no other IWF requests

Public Comment

John Ruff – he had a number of issues, which he typed out for the committee. These were submitted to Patrick Smith

Laurie Little Dog – Laurie has four issues. The first issue is that high side inmates don't have access to programming. The second is discrepancy with clinical services. The third issue is the amount of DOC Commits being held at MSP. She also has an issue with DOC and how issues are taken care of. She knows of several people who have sent in issues. Do they ever get addressed? Also, the phones make you deposit .50, but they are charged much more than that. Does this money go to the inmates? How is the IWF money used.

Rosemary Shively

The mail takes 3-4 weeks. Her inmate was in Lewis & Clark County for several months. Since that time, the quality of meals has gone down significantly. Also, the Parole Board requires inmates to finish classes, but the classes are not available at that facility. The inmate had to wait a year to get into the course. He is taking a language course of the tablet and loves it.

Other public comments will be provided by attachment.

Warden Hanson – at MWP the foreign language courses were removed from the tablet because some offenders found a way to input messages. The company who makes this application has fixed the problem. Gayle Butler said they gave the tablet company the go ahead to put them back on everywhere.

The meeting was placed in executive session for the remainder of the time due to the Chairman's determining that the topics coming up involve rights of privacy or safety and security issues that outweigh the public's right to know.

The next meeting will be held at MWP in Billings in May. The exact date and time will be decided as we get closer to May. Meeting adjourned.