

Management Team
Meeting Summary
5 South Last Chance Gulch, Helena, MT 59620
February 1, 2011

Team members present: Mike Ferriter, John Daugherty, Jo Acton, Mike Mahoney, Gayle Lambert, Rhonda Schaffer, Bob Anez, Diana Koch, Pam Bunke, Cathy Redfern, and Steve Barry.

Staff members present: Myrna Omholt-Mason

Mike Ferriter called the meeting to order at 1:30 p.m.

- Mr. Ferriter thanked the team for their budget presentations before the House Joint Appropriations subcommittee. Each administrator was well prepared and the presentations were well delivered.
- Mr. Ferriter talked about Native American media links and suggested using the alternative links in conjunction with mainstream media to reach the native population. Bob Anez will compile a list of newspapers and radio as a media resource for team members.
- The psychiatrist at MSP is looking at reducing his working hours. The team talked about the importance of having a contingency plan in place should he decide to retire.

John Daugherty:

Population Management

Mr. Daugherty discussed 2nd quarter population trends:

- *Male prison population:*
 - *Continued to grow in Oct. and Nov. Dec. remained level.
 - *Largest bed gain was in county jail holds with an increase of 23 beds.
 - *Jan. indicators estimate ADP will be down from Dec. but no change in cumulative YTD.
- *Female prison population:*
 - *Continued to grow in Oct. and Nov. Dec. saw a small decline.
 - *County jail holds declined through Oct. but increased in Nov. and Dec.
 - *Jan. indicators estimate ADP will increase from Dec. and cumulative YTD could be at 187 beds.
- *Alternatives to prison:*
 - *Increased each month to a high of 914 in Dec.
 - *Biggest gain was in START with a 40 bed increase between June and Dec.
 - *Jan. indicators estimate a decline from Dec. but cumulative YTD will still increase.
- *Prerelease/community corrections:*
 - *Sept. had highest growth and then declined by about 5 ADP over the 2nd quarter.
 - *Jan. indicators estimate Jan. ADP will be down and cumulative ADP might drop by 1 or 2.

- *Probation and Parole:*

- *Decreased from June through Dec.

- *ISP ADP average caseload has declined

- *Mr. Daugherty stated the statisticians cannot pinpoint any one trend that has contributed to the overall decline.

Rhonda Schaffer:

Budget Status Update

- Ms. Schaffer discussed the December FY 2011 budget status report that reflected a 303K ending balance as well as a 900K placeholder if a supplemental is needed.
- The possibility of using federal remediation dollars for the removal of underground tanks at Pine Hills will be pursued.
- With continued fiscal restraint in all areas of the department, the budget should remain in the black.

Contract Management Update

- Ms. Schaffer stated the Legislative Auditor is given quarterly reports regarding the management of department-wide contracts.
- The target goal of 100% compliance regarding timely reporting has not been achieved as yet.
- The team suggested making sure if the contract liaison is out on personal leave, another person is trained in the reporting process as well as filling out a tracking sheet each time a bill has been paid.
- Mr. Daugherty volunteered to show team members his contract tracking system to aid in complying with reporting timeframes.

Fleet Management Update

- The department has 220 state owned vehicles and 121 state motor pool leased vehicles. As of Jan. 1, 2011, 73 leased vehicles have been turned back to the motor pool.
- MCE will verify the number of Comdata fuel cards assigned to them versus the actual number of vehicles operated by MCE.
- Vehicle mileage reports are not being sent in on time which gives the department an adverse rating on the Department of Transportation monthly report.

Cell Phone Usage

- A report was given to the team showing staff using department issued cell phone that had 20 minutes or less of usage.
- The team members asked for a report showing usage from Sept 2010 through Dec 2010. After reviewing the information, team members will report back to Ms. Schaffer the names of their division staff that can be deleted from the list and their phone contracts cancelled.

Gayle Lambert and Rhonda Schaffer:

Partnering for Performance: Women's Leadership Across Boundaries

- The program is through NIC and involves three other states: Wyoming, Idaho, and North Dakota.

- The level of staff that will be offered the training has not been determined as yet. The NIC syllabus is targeting women leaders functioning at a level of institutional captain, jail department head or deputy jail administrator, head of a probation, parole, or community corrections sentencing unit or office, or regional district manager.
- The program provides participants with the critical competencies, self-awareness, networking, action planning and added confidence to attain, and to effectively perform their leadership responsibilities.
- March 7, 2011 is the application deadline. If Montana is approved, Lisa Hunter of Professional Development bureau will be the department's organizational contact.
- Travel costs for staff to attend the training will have to be considered. If Montana is approved, the training will be held in June, 2011.
- Team members were in favor of Ms. Hunter moving forward with submitting Montana's application to NIC.

Staffing Analysis Training Through NIC:

- Curt Swenson, Bureau Chief of Professional Development bureau is the department's contact. The application deadline is March 7, 2011.
- Secure facility staffing is the target group but the training could be expanded to other law enforcement agencies, i.e. county jail staff.
- Currently, there is two department staff that has received the staff analysis training.
- The training will aid in preparing the department for the next legislative session.
- MSP volunteered to host the training and the team agreed to have Mr. Swenson proceed with the application. If Montana is selected the training dates would be either June or August

Administrators Reports:

Mike Ferriter: Stated the Governor's budget office is confident the economy is rebounding and the governor will not cut services to the people of Montana. He said not to be discouraged during the first round of department budget cuts, it's a long process, and the budget is far from being finalized.

Gayle Lambert:

- ❖ Asked for the teams' suggestions regard the 300K set aside in long-range appropriations for the governor's greenhouse project. The governor's proposal targeted MSP, MWP, and Pine Hills. The dollars that have been appropriated are for building the structures, but money has not been allocated for operating costs. Even though the Deer Lodge valley does not have a long growing season, the team said Ms. Lambert should move ahead with a plan for a greenhouse on prison property as requested in the governor's proposal. Mr. Jim Whaley, bureau chief in DofA, Design and Construction bureau, will be contact and asked to quote cost estimates for the three structures. A master gardener will develop a training/curriculum program with the major crop being root vegetables.

- ❖ Ms. Gail Boese, Administrative Officer, at MCE will receive the national Correctional Industries Association's National Staff Award. Ms. Boese was selected over five regions to receive this honor. The team asked to be included when donations are solicited to help pay travel expenses back to Washington D.C. where the award ceremony will take place.

Steve Barry:

- ❖ The human resource position at MSP has been awarded to the top applicant. Funding for the full time position for FY 2012 could be problematic if the budget picture does not improve. MWP and ACCD might have funds that can help with funding the position.
- ❖ The current risk management structure is disjointed. A working group has been formed with the goal of developing a department wide policy with the management team's review and input. The working group is scheduled to meet in March.
- ❖ The Learning Management System will come on line February 7, 2011. This system will track staff computer based training hours, record the hours automatically in the employees' department training file, and issue a certificate of completion to the employee. Mr. Barry wanted the team to know the training program was designed by Ted Ward and that he was very appreciative of Mr. Ward's efforts.
- ❖ Curt Swenson, bureau chief of Professional Development bureau, is developing more hour-long training webinars. Mr. Barry asked team members to work with Mr. Swenson and if divisions have subject matter experts that could give a one hour training in their area of expertise this would be an effective use of resources.

Mike Mahoney:

- ❖ Gang activity in Montana is increasing and poses a very real security threat risk to secure facilities in the state. The warden stated he would like to use a Correctional Officer position to concentrate solely on tracking and sharing STG information. A suggestion was made to utilize P&P Regional Administrators to monitor STG activity out in the field.
- ❖ Construction projects are nearing completion. The old E unit will now be the security support building and is energy efficient and ADA compliant.

Cathy Redfern:

- ❖ Gave an update regarding placement of two offenders that have serious medical issues.
- ❖ The team thanked Ms. Redfern for her oversight of Health Services and remarked on the improved communication and coordination of efforts in managing outside medical costs.

Jo Acton:

- ❖ A few female offenders are not attempting to finish treatment programs and want to return to MWP. There will be an effort by staff to explain the importance of

working toward completing the recommended treatment as this will help them in getting community placement through BOPP. Offenders need to realize they will be getting two years of programming compressed into nine months - it will be hard but will be the best way to get on with their lives.

- ❖ Offender conduct is becoming problematic as more offenders are refusing to participate in the therapeutic community model.
- ❖ Through Billings School District II, two offenders are being trained in medical transcription and medical coding. Cathy Redfern expressed concern regarding confidentiality of medical information and the possibility of offenders having access to this type of information
- ❖ MWP's computer training classes and the GED program are being well received by the offenders.

Cindy McKenzie:

- ❖ Thanked the team for their help in getting her acclimated to her new position.
- ❖ John Daugherty and Jon Straughn will travel with her in mid-February to Pine Hills to meet with staff at the facility.
- ❖ Youth trust accounting will go live on the Cactus accounting system on March 1st.
- ❖ Gloria Soja attended the Montana/Wyoming tribal leaders council meeting in January regarding Access to Recovery (ATR) Phase III grant. The grant is approximately 10 million over the next four years for Montana's Native American population. The phase III grant opens the target population to include homeless, veterans, youth 15 years of age and over, and six months prior to release from institution (jail, prison, prerelease, etc.) paperwork will be completed to have ATR funds available for re-entry into the community.

John Daugherty:

- ❖ A new employee management system will be coming on line in the near future. Information on employees that is currently in SABHRS will be incorporated into the system. Supervisory notes, performance evaluations, and tracking individual employee training will be some of the features available to administrators and bureau chiefs.
- ❖ E-rim will be reconfigured as funding was lost for the FileNet system.
- ❖ E-pass is moving forward with good reviews from the field. The E-pass program allows prerelease centers and contract facilities access to OMIS.
- ❖ Random UA testing information was discussed. Jan. 2011 there were 524 offender selected for random UA testing. As of the end of Jan. 2011 420 or 80% of the samples had been taken and entered into OMIS. Of the 420 offenders tested, 370 tested negative and 50, or 12%, tested positive for substances that were not permitted.

Rhonda Schaffer:

- ❖ An update was given regarding prerelease center compliance monitoring.
- ❖ The staff at Pine Hills and MWP can now enter their time electronically timesheets as opposed to filling out hard copy timesheets.

Pam Bunke:

- ❖ The Kalispell P&P office is coping fairly well with the recent loss of one of their fellow officers who died in a skiing accident. The loss puts into a clear perspective what's important in life.

Myrna Omholt-Mason:

- ❖ If team members lobby on a specific piece of legislation, the information has to be reported on their timesheet using the code RGLOB (legislative lobbying). In the comment portion of the timesheet, the notation of opponent or proponent has to be entered.

Bob Anez:

- ❖ The six members of the subcommittee never questioned the necessity or effectiveness of the department's programs or offender population projections. Their main target was just about trimming the budget.

Next meeting is scheduled for May 3 and 4, 2011. Meeting place TBD.

Handouts available upon request
Summary prepared by Myrna Omholt-Mason