

Meeting Summary
December 6 & 7, 2012
5 South Last Chance Gulch, Helena, MT 59620

Team members: Gayle Lambert, Mike Ferriter, Jo Acton, Leroy Kirkegard, Bob Anez, Diana Koch, Pam Bunke, Rhonda Schaffer, Steve Barry, John Daugherty, and Cindy McKenzie

Staff: Myrna Omholt-Mason, Mark Johnson, Kimberly McIntyre, Darryl Wilcox, Colleen Ambrose, Kara Sperle, Lena Havron, and Carolyn Blasch

Guests: Brent Doig and Steve Gibson

December 6, 2012

Mike Ferriter opened the meeting at 1:00 p.m.

- Welcomed Rep. Gibson and extended congratulations on Gibson's appointment as chairman of the appropriations subcommittee
- An invitation will be extended to Mike Batista, newly appointed director of the department, to join staff at the Dec. 18th roundtable as well as the Dec. reentry meeting
- All division's communications plans have been updated
- Pam will be acting director beginning Dec. 24th through Jan. 7th. The incoming director will have to discuss the grievance process with Charlotte Dolezal (MWP) and Billie Reich (MSP)

Population Management

- Mark Johnson reported Pine Hills population is currently 57 down from 64; Riverside population is currently 14 offenders; current year paroled youth are 59 compared to 55 last year; little change in overall youth population numbers
- Adult population jail hold numbers are increasing at a rapid pace and will be a cause for concern

PBMS

- Cohesive national methods of comparison relative to adult offender populations
- Recidivism rates will be measured using the same methodology state by state
- Department goal is show Montana "purple" on the national map by June 2013 that reflects having the required characteristics and 25% of key indicators submitted to ASCA. There are 94 key indicators
- To be 100% compliant with PBMS, additional development of OMIS will be needed

Network security

- Kimberly McIntyre is reviewing network security for the department; cross-divisional access will be denied; roles of employees will determine what access rights will be granted; access request forms will be changed and updated and approval for access will be at the bureau chief level; some folders will have restricted access
- Access forms need to be sent to both the service desk as well as the supervisor

PREA update

- Scott Catey, PREA coordinator, presented an overview containing summary, audit process, cost analysis, needs analysis, policies and procedures, training, time scales, and recommendations
- Needs analysis will be sent to each facility relative to attaining compliance by August 2013
- Juvenile standards for PREA are not fully completed
- Loss of federal grant funding by 5% if Montana is found to be non-compliant with the national standards; states cannot apply for identified grants in the future due to non-compliance and loss of public health grants will affect all Montana

- Federal compliance audits will begin in August 2013; Governor's offices have the discretion in selecting who will perform the audits and auditor's must be external to the department; 23 facilities are subject to audit each year
- The PREA coordinator's position is grant funded through 2013
- General consensus is PREA implementation will be a substantial negative fiscal impact to the department as well as changing the working relationship the department has currently with the county jails

Reentry

- Gayle Lambert reported the department was not successful in obtaining grant funding -planning will have to be done to sustain programs with the dollars the department has; Grant navigator positions will be lost
- Mentoring grant will be viable for two years
- The department was successful in obtaining a grant supporting education and career advancement for low-skill individuals in corrections through the Federal Department of Labor; grant is very specific as the money will come through the Office of Public Instruction; primary focus is vocational training; 30 month grant worth 200-300K

New Path/ New Life

- Programming will continue and the assessment tool will dictate what programming offenders need, not what the offender thinks she needs; conference call will be scheduled to name a project manager; Call will include Joan Daly, Annamae Sigfried-Derrick, Warden Acton, Carolyn Blasch, Gayle Lambert, and Pam Bunke

Administrative Rules

- Diana Koch stated the youth placement committee rules (JDIP) have been completed; Colleen Ambrose will be designated as the department's rule reviewer; Legal staff will attend training relative to writing administrative rules

Medical director

- Rhonda Schaffer, Cindy Hiner, Laura Janes and Cathy Redfern will meet for a mapping session relative to the duties/expectations of the medical director position
- Dr. Tracy Rausch has been working at MWP and her contract will be extended for six months; Laura Janes will continue to monitor the workload

MWP

- There are current labor issues at the facility with staff and a potential of a strike vote; goal to bring correctional officers to 2010 pay schedule as well as yearly increments; MEA/MFT has agreed to proposed pay raise

Public Comment - none

December 7, 2012

Team members: Gayle Lambert, Mike Ferriter, Jo Acton, Leroy Kirkegard, Bob Anez, Pam Bunke, Rhonda Schaffer, Steve Barry, John Daugherty, and Cindy McKenzie

Staff: Myrna Omholt-Mason, Ken McElroy, Adrienne Slaughter, and Sally Hilander

Human Resources Annual Report

- Adrienne Slaughter presented a power point presentation. Highpoints touched upon were:

- Staffing: overall decrease in staff by 2.5%; minorities decreased by 17 staff; males represent 60% of workforce; females represent 40%; Generation X (29-48) is the most represented; 55 more positions than in FY2011 and 46 more positions than in FY2010 reflecting a 12% increase in applicants due to increase in posting; recruitment will be geared toward minorities and women; 22.1% turnover in FY2012(oil boom?) along with 41 retirees equating to 3.2% of all staff turnover; 4-5 year longevity work satisfaction needs to be addressed relative to succession planning
- Compensation: average pay of \$18.38 for men and \$17.61 for women
- Lack of communication continues to rank very high in staff dissatisfaction with the department
- Grievances: 14 fewer claims relating to disciplinary action were filed than in FY2011; Unemployment claims reduced by 35% marking the lowest average in the past four years; offender grievances increased - 360 grievances were filed in FY2012 as compared to 220 in FY2011

Victim issues

- Sally Hilander said Vine will be expanded in the next couple of weeks to include P&P information relative to offender location; timely entry of location information into OMIS is critical so VINE notification is accurate
- Victim offender dialog program is cost effective for what it accomplishes and efforts will be intensified to get program information to victims relative to their participation
- Recent conference of National Assoc. of Victim Service Providers in Corrections dealt with cost saving ideas, restitution collection, were some of the topics of discussion

ADMINISTRATOR'S DISCUSSIONS

Jo Acton

- Greenhouse is up and running; master gardener class is in place and certificate of completion will be granted to 7-8 offenders
- All correctional officer positions are filled
- One offender is on medical parole as she has been diagnosed as terminal with a two month projected lifespan
- Weekly meetings with medical doctor and psychiatrist are scheduled and will work in tandem relative to medication needs of offenders
- Joan Daly is working on developing a matrix that include risk/needs/disciple/classification that is uniform for everyone. Problematic offenders will be housed on one pod

Rhonda Schaffer

- April Grady has been selected as contracts manager bureau chief. With her hiring, AFSD is fully staffed
- Dr. Tracy Rausch has been hired as medical director
- Jail hold per diem rates are coming in high. There is disparity between state rates vs federal rates relative to the cost of housing offenders
- Department was 90.09% compliant in first quarter of FY2013 regarding contract reporting; fourth quarter was 89.57%
- Fleet vehicle shows good managing of miles in the first quarter
- Questions posed by the LFD have been responded to; the department is asking for a 4.5M budget supplemental; outside medical is driving costs in Program 1 with a possibility of needing an additional 2M; projected general fund shortage of 4.7M; a memo from the director will be sent to stop buying all non-essential items

- During legislative presentations, remind the subcommittee members of our track record of budget reversions that have been done in the past; subcommittee run-throughs for division administrators are scheduled to begin Jan. 15 & 16

Cindy McKenzie

- Riverside superintendent position has been posted internally; a bid for security cameras has been awarded
- Steve Ray, Pine Hills superintendent, met with a local developer to discuss the option of building apartments for staff housing
- The lease with Youth Transition Center in Great Falls has been re-written with a cost savings of \$600.00 per month

John Daugherty

- A workgroup dealing with video visitation met and four vendors came to present their proposals; Mr. Daugherty asked for the Management Teams ok if an RFP could be sent to interested parties to move the project forward - request was granted to draft a RFP in later April or early May; network will be a stand alone and visits will be monitored
- Use of social media with expansion of UTube relative to training and recruitment. Ted Ward and Adrienne Slaughter will work on developing a plan for staff usage and what level of access will be available
- Possibility of installing streaming media access to central office staff, P&P, and juvenile parole; specific access to certain staff at MSP & MWP will be reviewed
- Project SOAR (student online academic resources) is moving forward; computers have been installed at Pine Hills; a MOU will be drafted between the department and D of A as D of A will support the computers; access will be Monday through Friday and only during specific hours will on-line access granted
- D of A submits all state agencies information technology budgets to the legislature; the department has realized a 6K savings based on network cost per user; budget request to grant email capability for 204 correctional officers; email archiving allows investigator/legal staff to research archived emails-the cost associated with archival is 48K
- OMIS will have an application to store offender specific pharmacy information; further production to OMIS will be suspended until after the legislative session

Bob Anez

- He has encountered problems with his computer publishing program meshing with MCE's program for the biennial report ; a full print run of the report will be 150 copies; *At a Glance* brochure has been printed and ready for distribution
- Reentry efforts will be key focus of the department during this legislative session
- Emails need to be coordinated and sent to a single point of contact when the subject is dealing with offender family issues

Steve Barry

- New staff/staff assignment update: Ben Reed is new attorney, start date of Dec. 17; Janee Ward is the point contact for contracts; Gary Phillips is new HR bureau chief, start date of Dec. 17; Kurt Aughney is new policy specialist; Dave Garcia is new training manager; Colleen Ambrose will be acting administrator of staff services upon Mr. Barry's retirement
- Ten staff missed mandated training relative to a HRB case against the department. The case will remain open until all required staff complete the training
- Department bill LC515 was vetted by interested stakeholders-no major issues after Mr. Barry clarified the bill. Incoming director Batista will be the lead and Rep. Steve Lavin has agreed to sponsor the bill

- Interoperable radio training is scheduled Dec. 19&20 in Deer Lodge; 25K has been requested for radio support; two IT staff have been trained to update department radios
- State employee clinic in Helena has been very successful; two new sites are planned-Billings and Miles City; Cigna and Delta dental are the new providers for state employees; health costs are starting to stabilize; if Obama care passes there is a good possibility of an additional \$63.00 per person charge per year to cover the non-discriminatory (pre-existing illnesses) clause

Gayle Lambert

- Life Skills curriculum will be reviewed
- Offender McKinney's case deals with special education schooling and case will have a negative budget impact on the department

Leroy Kirkegard

- Lewistown infirmary officers start on Dec. 10; not as yet fully staffed; volunteer list is in place and Dec. 17th, the first five offenders will be moved to the facility; MOU between DOC and DPHHS needs to be firmed up with specific duties of which agency will do what spelled out
- Crossroads has a new associate warden; Great Falls Regional is fully staffed; Travis Ferris is the new contract monitor for Great Falls facility; Glendive facility is losing staff to the Bakken oil field
- Candyce Neubauer has put together a workgroup and goal is to keep high side offender more productive-work on GED's, offender to offender mentoring are some of the changes

Pam Bunke

- PRC director's meeting was held and screening committees were discussed
- Boot camp not fully staffed; interview for superintendent is scheduled for Dec. 19; programming challenges at the camp relative to staff by-in regarding reentry
- Confiscated weapons sale will be coordinated with sheriff's office and D of A
- Missoula country PRC is still resisting signing their contract
- Rainbow book is at the printer; Rep. Ryan Lynch (Butte) is the sponsor for the department's gambling addiction bill as well as two other bills; Rep. Margie McDonald (Billings) could be a potential sponsor for department legislation as well as Rep. Carl Glimm (Kalispell)

Public comment - None

No date set for next meeting