

Redgranite Correctional Institution

Community Relations Board Meeting

May 23, 2017

In attendance: Michael Meisner, Sandy Hautamaki, Dave Tarr, Michelle Smith, Ann Wuest, Brian Miller, Belinda Passarelli, Tony Smyrneos, Kyle Tarr, Matt Stake, Jean Young, Kathy Klemann, and Julie Weiss

Welcome and Introductions

RGCI Happenings – Warden Meisner

- Wendy Monfils who was our Corrections Management Services Director (CMSD) promoted to DAI Business Director.
- Karla Souzek who was our Human Resource Director promoted to CMSD at Columbia Correctional Institution.
- Michelle Smith who was our Institution Complaint Examiner promoted to HR Director at RGCI.
- We also hired a new Correctional Program Supervisor, Stacey Gravunder from Winnebago Mental Health Institute, who will begin on May 28.
- PREA Audit – Conducted in April, waiting for final report.
- National Institute of Corrections (NIC) Security Audit was conducted May 9 – 11. RGCI volunteered to have the audit. The audit helps to make sure we are complying with policies and national standards. The lead auditor was a former warden from Iowa and the other auditors were DOC employees from different institutions.
- In March, the institution installed email kiosks for inmate use. The kiosks are a small touchscreen that allow inmates to email with family and friends outside the institution. Inmates must send requests to family and friends so that correspondence is agreed upon from both parties. Until accounts have been setup, there is no direct correspondence between inmates and those outside the institution. Each email costs 5 cents. Emails are physically reviewed before sending on to inmates or the public, which will be helpful in protecting the public as well as the safety of the institution.
- Staff held a basket raffle that raised \$900 for the Redgranite AmVet Post 13.
- In February, RGCI kept its title, for the 3rd year, as the top fundraising law enforcement team by donating \$6,691 to the Special Olympics Polar Plunge. RGCI will again be sending a representative to the opening ceremonies this summer. Warden invited board members to join in next year's jump or welcomed any other ideas the community would have to raise funds for this great cause.
- One of our housing units was put on lockdown this morning. All inmate cells and property are being searched. The search is expected to take 3-4 days.

HR Updates – Michelle Smith, HR Director

- Current vacancies at RGCI include: 21 officers, 6 sergeants, 2 supervising officer 1, 2 teachers, 1 financial specialist-senior, 1 financial specialist-advanced, 1 social worker, 1 CMSD, 1 inventory control coordinator, 1 facility management specialist-advanced, 1 HVAC specialist, and 1 offender records associate.
- A few staff will be attending a job fair at Berlin High school. Hopefully this will let some of the community members know that we are looking for quality people for many positions, not just officers.

Security Updates – Dave Tarr, Security Director

- NIC Security Audit
 - Some of the areas audited were the armory, communication systems, count process, inmate movement, key control, fence sight lines, lighting, secured manholes, physical condition of institution, searches procedures, restrictive housing management, policies compliance and tool control. There were minor improvements identified in various areas, which is the purpose of the audit. Most items were fixed immediately. We were commended on the cleanliness of the institution and the cooperation of staff. The results of the audit are expected soon.

Management Services Updates – Ann Wuest, Financial Program Supervisor

- Business office is working on the closing out the end of the fiscal year.

Maintenance/Community Service – Brian Miller, Buildings & Grounds Superintendent

- RGCI has two minimum inmate workers that work outside the fence cutting grass or shoveling snow. While escorted by an officer, they went to Lorchville to clean up wood and will be starting the weekly quarry clean up in Redgranite soon.
- The RGCI woodshop has two inmate workers that have been making wood projects for donations to charities like the Berlin Conservation Club and the Special Olympics.

DCC Updates – Jean Young and Matt Stake

- Jean stated that the DCC is working on the end of their fiscal year also.
- Matt informed the group he oversees offices in Wautoma and Green Lake. They currently have 3 transitional living placements (TLPs), 2 in Wautoma and 1 green lake. He is encouraging his staff and RGCI social workers to work together for success after offenders' release. Matt said that he has talked to Superintendent of Wautoma schools and there are at least three seniors that would be excellent recruits for the Department, noting a local recruitment makes for a stable workforce. He is also looking for ideas for additional hours for community service for the Green Lake and Waushara County Drug Courts.

Round Table

- Sandy Hautamaki, Deputy Warden, let the board know of the recent volunteer appreciation/orientation held for religious volunteers. Volunteers must be re-oriented as a reminder to what is expected as volunteers to the institution. Volunteers facilitate religious services with some coming from as far away as Milwaukee. Volunteer hours total over 900 hours annually. On May 6, RGCI hosted a friends and family open house. Staff was able to give friends and family members a tour of the institution. The first full week of May is correctional employee appreciation week. Throughout the week, there are prize giveaways and food days with Klondike bars, pie, cake and cookies, and a brat fry. Sandy also announced to the group that our Health Services Manager will be leaving to take a promotion with the DOC.
- Dave Tarr thanked Chief Tarr for the great working relationship and support with all local law enforcement. They are a valuable asset to institution.
- Kathy Klemann, Waushara County Victim/Witness Coordinator, let the board know that Waushara County is interviewing for an investigative position.
- Belinda Passarelli, new village of Redgranite president looks forward to working on the relationship between the institution and village.

- Kyle Tarr, Redgranite Police Chief, was also appreciative of the RGCI for sharing their resources like their gun range and knowledge and training for new police officers. After all the years, the prison and village are a good fit.