

Prison Industries Board Meeting Minutes
Secretary's Conference Room, DOC Central Office, Madison
Tuesday, January 24, 2017

Attendees: Jon Litscher, Bill Smith, Tracey Isensee, Jim Jackson, Jim Langdon, Jim Schwochert, Wes Ray, Dave Larson, Paula Tiruveedula, Jacob Jokisch

Absent: None

APPROVAL OF MINUTES

Jim Langdon motioned the meeting minutes from Tuesday, October 18, 2016, be read and approved; Jim Jackson seconded. Board approved unanimously.

Secretary Litscher said prison industries supports the Governor's intent to provide opportunities for inmates to learn work-related skills for more successful return to their communities, and that BCE jobs allow them to earn more than other jobs and pay more of their financial obligations. He thanked Bill, Wes, and Dave for their leadership, and said the work of the PIB is very important.

PRINT SHOP OPERATIONS

Dave informed the committee that inmate workers have been suspended from the print shop at CCI pending an investigation of unauthorized images in the shop. Employees are running the shop without inmate workers without any current adverse effect on orders. BSI is working with the institution to identify physical, procedural and technological changes to reduce the likelihood of this happening again.

CENTRALIZED CANTEEN STATUS

BSI anticipates it will open in the second week of April to provide services at TCI. Obtaining the needed waivers for the bulk purchase of products from Keefe and the IT services needed for the installation of the needed information system brought a delay to the opening. Jim Langdon indicated the waiver cleared his desk and was going forward to the Governor by next week. New equipment (purchased in 2010) is being installed: conveyors, racking, etc., and we are working through IT issues. The centralized canteen will employ 15 inmates when fully operational. The design and implementation are modeled after Iowa and Minnesota centralized canteens, which we visited in recent months.

REVIEW OF FINANCIALS

BCE as a whole has a profit of more than \$600,000 in fiscal year 2017 through December. Financial unit employees are working with customers to expedite collection of their payments. Jim Langdon suggested BCE look in to InterUnit billing in PeopleSoft to facilitate payments by other state agencies (vs. vendor invoicing). Recent investments include a replacement cloth cutter for the textiles shop at GBCI and a flatbed printer for the sign shop at SCI. That printer will increase the specialty sign shop's range of products.

The Department's 2017-19 biennial budget request did not include requests for additional budget or position authority in BCE.

Fiscal year 2016 ending cash balances for BCE's appropriations 122, 131 and 134 will be shared at the next meeting.

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Comments were received and reviewed, and a draft has been submitted to the Governor's office for approval. One key change was the change to inmate pay during lay-off situations.

Regarding a question about other legislation affecting DOC, Wes shared that 2015 Wisconsin Act 355 was signed into law with an effective date of July 1, 2016 and made victim restitution a primary draw from inmate funds. This contributes to the Department's support of victims receiving restitution payments, but has reduced inmate funds available for canteen and will negatively impact the revenue from the centralized canteen.

NEW STAFF

Don Lynam is currently the Industries Superintendent managing BSI's metal stamping shop, metal fabrication shop, wood fabrication shop and upholstery shop. He has been hired to work as BCE's Business Development Supervisor. In that role, he will be the leader of product and service development and improvement ideas and implementations of selected efforts. Jim Langdon mentioned the State Office of Procurement may be helpful with market research and data on what is being purchased by state agencies.

KETTLE MORaine (KMCI) UPDATE

BCE is working with the Department's facilities management team, KMCI management and contract engineering services vendor to assess the opportunities for and estimate the cost of using a building at KMCI for a light metal fabrication shop. The limited amount of space in the building may require a change to this plan. Secretary Litscher requested a timeline for the KMCI project.

BCE-VOCATIONAL LINKAGE

Wes and BCE Farms Manager Corey Flier are working with DOC Reentry Director Silvia Jackson and Moraine Park Technical College (MPTC) to explore the idea of offering Waupun State Farm inmate workers the opportunity to participate in MPTC classes that, upon completion, will provide those inmate workers with knowledge, skills, and abilities they may use to earn and succeed in agricultural employment. If offered, the plan calls for class sessions to be conducted at John Burke Correctional Center and Waupun State Farm. Wes discussed the need to talk with DAI on inmate movement, and Secretary Litscher said inmate longevity is important to complete the program.

Tracey will work with Jim Mackey to review crosswalks between BSI shops, vocational offerings, and Wisconsin Technical College System programs to determine if BCE inmate workers may be offered Credit for Prior Learning (CPL) and credit for work experience. One example is the Journeyman's Card issued by the Department of Workforce Development to inmate workers in the sign shop at Stanley Correctional Institution who meet the requirements.

NATIONAL CORRECTIONAL INDUSTRIES ASSOCIATION (NCIA) UPDATE

Dave passed out the save the date cards for the NCIA Central Region Conference being organized by BCE. This conference will be September 24-27, 2017 at Chula Vista in Wisconsin Dells. More than 100 attendees are expected.

STRATEGIC PLAN UPDATE

The next meeting will include Secretary Litscher sharing the DOC mission and strategic plan and Wes sharing the three issues/goals rated as most needed by BCE managers at a meeting last fall. This will provide the board with an opportunity to discuss how BCE's current and potential operations fit within the Department's strategic plan.

LEGISLATIVE COUNCIL REPORT ON RECIDIVISM

Jacob shared information about 11 recommendations of the Legislative Council Study Committee on Reducing Recidivism and Removing Impediments to Ex-Offender Employment, most of which are already being done by DOC. Those recommendations included expanding some existing DOC programs and increasing collaboration between employers, technical colleges, and DOC. While none were specific to BCE, employment and vocational education are key elements of the recommendations. Secretary Litscher asked about the Governor's initiative on work force development/employment; Jacob will look into the effect on prison industries and brief at the next meeting. Bill said recidivism is very important; Jim Jackson said it was the reason he joined the Board.

BOARD VACANCIES

We have several vacancies on the Board, including one private business and three private labor representatives. Board members are asked to send recommendations to Wes so he can share them with Bill to review and share with the Secretary for consideration by the Governor's office.

EXPRESSION OF THANKS

Jim Jackson expressed thanks to the DOC on behalf of Hebron House, whose 2016 annual gala realized the more than \$100,000 in revenue. This is the most so far and is in part thanks to DOC's donation of raffle items. Examples include a carved Noah's Ark children's toy and an American Flag decoration. Other items, such as hats, mittens, and scarves that were made by inmates are also greatly appreciated.

NEXT MEETING

Jim Langdon will invite the Department of Workforce Development to attend the next meeting and share information about Wisconsin's job market(s) in connection with skill development opportunities provided to inmate workers by BCE.

Jim Langdon made a motion to adjourn and Jim Jackson seconded. The board approved unanimously. Meeting adjourned.