



Kettle Moraine Correctional Institution  
W9071 Forest Drive  
Plymouth, WI 53073

Community Relations Board Meeting  
Wednesday, November 29, 2017  
11:30 a.m. to 2:00 p.m.  
KMCI Training/Conference Center

## MEETING MINUTES

Attendees:

### Staff

Robert Humphreys, Warden  
Sue Novak, Deputy Warden  
Tom Pollard, Security Director  
Kelly Jodar, Corrections Program Supervisor  
Jim McInnis, Education Director  
Ted Hocevar, CMSD  
Mike Showers, B&G Superintendent  
Kathy Schmidt, Recorder

### Community

Steve Steinhardt, Sheboygan County Emergency Mgt  
Tom Malmstadt, United Way Sheboygan  
Holly Erickson, Sheboygan DCC  
Ethan Hollenberg, Senator Stroebel's Office  
Renee Weier, St. Agnes Hospital  
Emily Hoepfner, St. Agnes Hospital  
Mary Davies, Moraine Park Technical College

1. Call to Order and Opening Remarks, Self-introduction of members and guests
  - Lunch was served and videos of historical photos, current photos and institution statistics were shared.
  - The meeting was called to order at 12:13 p.m.
  - Introduction of attendees.
  - Information distributed to guests included the 2016 CRB meeting minutes, FY17 Annual Report, Institution profile and map, Mission Vision Core Values brochure, Corrections at a Glance brochure, Reentry at a Glance brochure, and Reincarceration Rates brochure.
    - The Annual Report has a lot of information, descriptions, statistics, etc. that have happened over the last fiscal year.
    - Meeting minutes from 2016 includes operational information that has occurred over the last few years. Distributed as historical information.
2. DOC/DAI
  - Trauma Informed Care – The Department of Corrections continues to move forward with Trauma Informed Care and assisting staff with the trauma they see every day. A statewide committee has been developed and Captain Melissa Greil and Corrections Program Supervisor Cory Sabish are KMCI's representatives.
  - EMR – Electronic Medical Records. Five institutions will be going live in December with EMR. KMCI is not in this first wave; however, we are making some operational changes now to prepare for the EMR rollout. We will likely be going live within the next year.
  - Officer Recruitment Changes – In the summer of 2016, KMCI did a local recruitment and held a local academy that graduated 47 officers. We also had approximately 10-15 other officers that came to us from that recruitment who were not able to start until a later date. The Correctional Officer recruitment/hiring process will be changing to reflect a similar approach we followed in regards to each institution recruiting, conduct interviews, references and background checks rather than relying on Madison to recruit our officers. We are hoping to be successful with recruitment and have a positive effect on vacancies. We currently have 24 officer vacancies however we have nine officers coming from the academy in December leaving us at 15 officer vacancies, which is pretty good compared to some

other institutions.

- *Q: What do you feel is the biggest cause for vacancies?*
  - Retention is always a large component. There are several factors when staff start regarding finding out it's not a good fit for them regarding security, 24/7 operation, forces, etc. Some staff have moved on to different employments for various reasons, while others transfer to other institutions. Once an officer has passed their one year probation, they can transfer to other institutions. We've had a few terminations and five to ten retirements.
- *Q: Are we having same contraband issues with visits as other institutions?*
  - Yes. As long as there is contact visiting, contraband will always be a threat. We are constantly assessing our security practices and evaluate other institution practices. Through investigations we find out how it's coming in. We strip search 100% of the inmates at the end of visits and if they go to the bathroom they are strip searched before they come back. Unfortunately, if they swallow balloons, we are unable to detect that. KMCI has currently instituted no contact visits for anyone who has been found in possession of drugs and or have a positive UA. This is not being given as disciplinary action on a conduct report. The inmates are receiving a separate memo indicating the no contact visits. This has been a tremendous success.
- *Q: Are you receiving any complaints regarding family members being removed from visit lists?*
  - It is not out of the ordinary for the warden's office to receive three to five letters from visitors who are contesting their denied and/or suspended visitation. We can only remove a visitor for one year. Sheboygan County works with us to prosecute visitors who have introduced contraband into facility. All inmates are strip searched any time they leave the institution and again upon return to the institution.

### 3. KMCI Overview

- KMCI Security

- KMCI has 208 security staff and Security Supervisors. We have seven armed towers and an electrified stun fence designed to collapse if you try to climb it and razor wire at the top of the fences and in between the two fences. Our HSU Director and a security supervisor are being trained in Narcan and will be carrying it. Our nursing staff have it in their medical bags already. We have heard of heroine being in the institutions, however, we have yet to find it or have anyone test positive for it.
  - *Q: How often do the drug dogs come in?*
    - Drug dogs are very rarely here. The dogs tend to burn out quickly because of the large area they have to search. Typically as soon as the dogs are on grounds, the inmates hear the barking and inmates find ways of hiding or getting rid of the drugs. We have had K9's from outside law enforcement in the past and we have offered to be a site for live training of the K-9s.
- Some institutions have eliminated their vending machines, we have not. We now require the visitor to go to machine buy the items and the items have to be dumped on a paper plate. The wrapper gets thrown away and the plate goes to the table with them.
- Mr. Pollard will be attending a meeting in the near future to analyze what we can do to fight drones from dropping contraband into the institutions. We do not have any knowledge of it happening here, but we can't say that it is not unlikely as our location is surrounded by woods and may be accessible.
  - *Q: What is the process for background checks of visitors?*
    - All visitors go through a formal background check upon applying. Background checks occur with every visitor before approval.



person. Groups will be formed with like risk levels and substance abuse levels. The groups we are offering are all cognitive based and have a lot of role modeling. Facilitators teach skills that are going to be realistic and relates to real life. Our groups beginning in February will be the first to start the new program. We recently had several vacancies on unit, and now have a lot of new staff on board which may help in making the transition to a new program easier since they were not familiar with the old program.

- Vivitrol injections. We are a site authorized to offer inmates the injections. This is a drug that is injected and makes you violently ill if you take drugs. It is strictly voluntary and inmates have not shown much interest in accepting the offer.

#### 4. PREA Audit

- Mr. Pollard is KMCI's PREA Coordinator. We had audit in 2015 and are required to go through one every two years. We did very well again this year. In the last audit we were missing a memo of understanding with the Sexual Assault Response Team. This was solidified this time around. Standards keep changing and we had two deficiencies that were department wide that have since been corrected. We repurposed some old cameras and the school is receiving those cameras in the classrooms. KMCI has a very good camera system throughout the institution.

#### 4. Education Program – Jim McInnis

- We have a total of 23 staff in the education staff plus the Ed Director. We've hired seven new staff since March, with a huge turn over in our vocational teachers. We have two Special Ed teachers, one Title 1 teacher, Guidance Counselor and a Librarian.
- Our vocational classes include: welding, masonry, custodial skills, mechanical design, cabinetmaking. The Auto Detail program has been discontinued and we are looking to find a new program.
- A High School diploma is our primary goal. We partner with MPTC with our academic curriculum. We have created a structured reading and mathematics program with the help from MPTC and have received supporting classroom materials and has been successful.
- We recently began discussion regarding DWD funding and partnering with the Department of Corrections and MPTC regarding a mobile lab for vocational education. The early discussions have involved a welding mobile lab between KMCI and TCI.
- Milwaukee DWD has a pipeline program that prepares inmates for entering the workforce similar to the Windows to Work program, however this will cover the southern area. They have come to the last couple of job fairs and looking at having a similar program where we will do a pre-pipeline. They will come into the institution for three weeks and work with the inmates prior to release.
- We are at 82% capacity for classrooms. Special Ed will likely never hit 100%. The vocational classes have new instructors and we are running at 50% for their first classes.

#### 5. Building Projects Update – Mike Showers

- We have 88 acres inside the fence. 300-400 acres on the outside.
- We have 9 maintenance staff (5 current vacancies), 7 security staff, 1 supervisor, 1 superintendent.
- Small Projects Requests = \$5,000 to \$185,000; All Agency Requests = \$185,000 to \$725,000; Major Project Requests = Over \$725,000
- Current projects include: Unit 11 boiler replacement, Unit 2 water heater replacement, grease trap replacement, hot water storage tank replacement, window/door replacement project, new ice machine in Food Service, Food Service truck, Food Service hot water issues, Waste Water Treatment Plant ring clarifier, Muffin Monster replacement, Self priming centrifugal pump flapper replacement, fire hydrant, hot/cold water mixing valve.

#### 6. Roundtable Discussion

- *What is the average length of stay here at KMCI?*

- About 18-24 months.

Meeting adjourned and tour at 1:47 p.m.