



## **DOC IMT Governing Board Meeting Minutes**

November 20, 2019

**Attendance: Warden Dan Winkleski (DAI), CSM Jay Laufenberg (DCC), IS Supervisor Thomas Balistreri (DMS), PERS Brian O’Heron**

### **1. IMT Renewal Reviews**

- Member applications reapplying for another three year term were reviewed – all were approved unanimously – total of 18.
  - Brian will report the approvals to IMT Leadership.
  - Leadership will follow up and inform team members reapplying that they have been approved.
- One member is still under consideration for renewal – waiting on the appointing authority’s approval. Warden Winkleski is following up and will inform the Governing Board of the decision.
- Discussed individuals not wanting to renew and what the process is. Team members will fill out DOC form 2797A, check the “termination” box and submit to DOC SEC IMT Recruitment email.

### **2. IMT Brief Out**

- Discussion on IMT participation with the recent Joint ERU (JERU) exercise:
  - IMT involvement was overall viewed as a success – IMT provided support across multiple areas throughout the planning and execution of the exercise. Feedback from participants regarding IMT’s involvement was positive and many on the planning team expressed gratitude for their assistance.
  - Discussed challenges during the exercise – Communication from leadership to the team caused some confusion during the exercise. Some team members had expectations of their role, however during the exercise and scenario they were directed to assist in other areas. Issues that arose from this were handled internally with the team and did not affect the exercise.
  - An After Action Review meeting for JERU is scheduled for December 4<sup>th</sup> at DCI. Brian (PERS) and others from IMT leadership will be present at the meeting.

### **3. IMT New Member Application Review**

- A total of seven applications for new members were reviewed – all were approved unanimously as new members by the Governing Board:
  - Brian will inform IMT leadership of the approvals.



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- IMT Leadership (Dave) will contact the new members and welcome them to the team. He will also provide them with supplemental information regarding the process moving forward (i.e. expectations of new members, training resources, and upcoming IMT meeting dates).
- With new member approved, the current team roster number is 33 (possibly 34 – awaiting approval/denial decision of one team member’s appointing authority).

### **4. Future Applications (recruitment)**

- Governing Board approved soliciting recruitment for new applications due to the team still being short of a full 40 person roster:
  - Brian will inform IMT Leadership that this has been approved.
  - Recruitment notice will be posted by Leadership to MyDOC asking for candidates to apply.
  - Process will be consistent with previous recruitments – candidates will submit their applications with appointing authority’s approval signature to DOC SEC IMT Recruitment mailbox. IMT Leadership will review and discuss all applications and choose the appropriate candidates for recommendation to the Governing Board. The Governing Board will then review the recommendations, followed by a vote on approval or denial of new team members.
- Brian expressed interest in applying to be on the IMT. The Board discussed this and concluded it would be best for Brian remain in his current role assisting the Governing Board. It was decided moving forward it is a role that should be defined and possibly added to the E.D. Tommy said he would work on this and Brian offered his assistance to help with this process.

### **5. Future Meetings**

- No date set for the next Governing Board Meeting – Brian will follow up with Board members and try to schedule a meeting sometime early 2020.
- IMT Leadership is scheduled to have a phone conference on December 13<sup>th</sup>.