



COLORADO DEPARTMENT OF CORRECTIONS
Warden's Meeting
Headquarters/In-person
HQ/Training Rm#1
November 16, 2023



MEETING MINUTES

GUESTS:

Michele Cottingham, Kenny Green & Heather Tepley – HR

- HR Relations Unit – discussed new/changes to processes.
- HR Labor Relations – Discussed COWINS.

Ashley Clark – Budget

- Department Budget Update.

Tony Decesaro – Legal

- Litigation Update.

Rhonda Boger Linder – FMS

- FMS projects & tour updates.

Jack Zeller – Talent Acquisition Group (TAG)

- Presentation on TAG and upcoming events.

Matt Hansen – Deputy Executive Director

- Reminder that Executive Staff support and consider staff when making decisions. Wardens please contact Exec Team directly with issues/concerns they are always available.
- Provided update on dry cell settlement and the new process in place.
- Provided update on Raven Decree – will proceed further when funding is approved by legislation. DOC working groups are in progress.

Melissa Smith, Director of Prisons & Deputy Scott Dauffenbach

- Discuss policy updates and provided clarification.
- Warden exchange: Warden R. Long, Warden Flores, Warden Burtlow, AW Estrada, Warden Fhuere. Leadership Training available for those who have gone through the exchange previously.
- Discussed permanent Jewelry – what is acceptable.
- Discussed books in RH – number allowed.
- Executive Team on the road schedule – determined who would host for March & April 2024.

- Discussed the current review of cases through Legal (Adrienne) that are tied to CBI criminal case in El Paso County. Currently unsure of impact, if any, to the department.
- Requested that each facility evaluate budget. There is an emergency session being held at Governor's request.
- Discussed that some desk top computers will not be compatible with windows 11 in March 2024. Request that you turn in your desk top to OIT if you have both desk top & laptop options. By December 1st report how many devices will be redistributed/reused and send transition plan to DOP. Provide the number of purchased docking stations – do not purchase new computers.
- Provided information on new Divisions/Units in DOC will need to be given a budget - alignment may have possible 5% impact.
- Discussed process on centralized purchases. All mattresses ordered to replace only those in poor condition. Send memo to Prison Ops with actual need. **NO** spend down this Fiscal Year.
- Reminder that correspondence of any type with AG must go through Adrienne Sanchez in Legal.
- Fit testing will be conducted by clinical if contact with COVID positive a N95 will be necessary and isolate in place.
- Addressed current issues with department's slow network. It was found that staff are streaming music and utilizing tv platforms. OIT will supply a report to DOP on those that have violated.
- Clinical will deliver suboxone training and filming will be done at CMC. More info in January will be provided for all.
- On November 30th Shift Commander Session presentations will given to Executive Staff. Working Groups Leaders will meet prior to review info & presentations with DOP/DDs.
- College PEL partners will conduct in person instruction. These individuals will receive appropriate training, please allow this instruction in your facility.
- DU update- Don't make any changes or remove any items used such as computers.
- Transitioning to volunteer bi annual review & new application process.
- Discussed Inmate Property: Marshall Griffin from Legal will handle all Step III Grievances that are found in favor of inmate. Cost will be split 3ways between sending facility/receiving facility/ CTU.
- Reading committee requested feedback: should there be denial of the actual photos and/or the thumbnail (sample of image)? Melissa will go back and provide feedback from Wardens.
- FAU decision item: United Department – develop collaborative process with FAU on incidents/Emergency Management process. Rough draft of processes, drills, training and development of EM team currently underway.
- Request that each facility manages to capacity, a 3%/4% vacancy is department goal.
- Prison Ops will provide a project planning worksheet (strategic plan type) need to justify the reason for purchasing equipment and report data such as longevity. These long-term plans for decision items will be provided to Governor's Office.

Jim Olson – OEM

- Provide notice that PPE will be moved to storage. All expired items have been disposed of and by the end of month the Conex will be gone.
- Discussed future COVID protocol: what it will look, plans that will be in place and what items are needed. Direct contact with those positive individuals will require masks.

- Update on Mail scanners: to privates and training is being completed. Trackers are showing use and findings are positive. Please use better verbiage to note the issues and concerns so discussion with Securus can be clear.

Warden Jaquez- LCF

- Provided Holiday Event information.
- Provided staffing update.
- Reported that video visiting has not been going good so far. Open discussion on issues.

Warden Burtlow - FCF

- Discuss COWINS.
- Provided staffing update.
- Noted that educational classes are back in session.
- Requested from DOP – Assistance in getting GRAACE committee some feedback on including staff in a better tone/fashion. Melissa will get a meeting.

David Lindsay - CTA

- Retention Coach announcement closed for LCF, BV & SCF. Announcements for CSP & Denver will be posted soon.
- Dr Paccione (DHE) Executive Director, at DOC HQ on December 5th for a conversation about leadership as well as for her to be able to share her experiences and insight.
- Advised of changes to AR300-48 to clarify systems, specifically firearms – minimum of one system qualification annually.
- Will be reviewing Franklin Covey all access passes and determining who actually needs them.

Warden Persons - CMC

- Warden Persons will share drafts for the following 3 ARs with the modifications requested around the gaming systems. Please send any feedback you have and once they meet your requirements.
 - 650-01 Incentive Living Program
 - 650-10 Honor House Program
 - 850-06 Offender Property
- Thanked the group for assisting with shake down.
- Major Randy Cordova is retiring November 30th.

Leigh Burrows – Prison Programs

- Requested that all approvals for Volunteers go to Kerri Delarosa in Faith & Citizens.
- Advised that all standalone computers are being removed by OIT due to offender use.
- RFP bid process for virtual reality has closed.

Warden Fhuere - RCC/DCC

- Provided Holiday Event information.
- Reported on facility's continued community involvement.
- Provided staffing update.
- Provided physical plant update.

Dave Lisac – Offender Services

- Discussed classification definitions.
- Provided update on jail backlog.
- Shared information on County returns that have been COVID positive.
- Advised the group that CTAP auditors will be going out to facilities with training and surveys.
- CTU has provided the private facilities coverage for hospital watches.
- Provided update on transports.
- Requested that detailed discussion be conducted before making moves.

CSP – AW Estrada

- Provided Holiday Event information.
- Discussed staff and the large number of new staff at this location.
- Facility is currently running modified operations.

SCCF/TCF – AW Sligar

- Provided Holiday Event information.
- North kitchen (CMHIP) is currently closed and is scheduled to resume operations next week. Overall Food Service operations is going well.
- Provided physical plant update.
- Tour with FMS was successful with good feedback.
- Conducted AG visit along with Trinidad State College. Looking into a program collaboration that would offer \$12.00 an hour work experience for those who have been successful through the course and are eligible for a gate pass.

Warden Faribairn - AVCF

- Provided Holiday Event information.
- Provided information on possible inmate run Tattoo Shop. Facility is looking into both clinical and Health Department policy. Other states have been successful.

Warden Werlich - YOS/LVCF

- KKTV filmed at LVCF.

- Cross fit event was held at YOS.

Warden Hansen - CTCF/SCC

- CM staff to provide an intro to the Beacon to other inmates
- Reported that facility is in need more addiction counseling.
- Provided staffing update.
- Restrain training is being conducted.
- Provided Holiday Event information.

Warden Flores - CCF

- Provide Physical Plant update.
- Facility had a staff assault.
- Town hall held went well.
- GRAACE committee meeting other committees being conducted with positive results.
- UOF annual training held at facility.
- Dynamic training specific to CCF will be conducted.

Warden J. Long - SCF

- Reported that facility returned to 8 hours shifts.
- Reported that as of January 2024 SCF is in line with other facilities as to CM & Teachers shifts.
- Warden will share facility Comp time information as FYI or to develop tracking.

Warden R. Long - Denver

- Provided Physical Plant Update.
- Discussed safety and security issues. DRDC has been having contraband issues with unknown white substances found.
- Facility hosted Volunteer Banquet.
- Facility held a family event at both DRDC & DW.

Melissa Smith

Melissa Smith, Director