



**COLORADO DEPARTMENT OF CORRECTIONS**  
**Warden's Meeting**  
Headquarters/In-person  
HQ/Training Rm#2  
April 18, 2024



## **MEETING MINUTES**

### **GUESTS:**

**Mitch Karstens**

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### **Melissa Smith – Director of Prisons**

- Thank you to everyone that helped with decision items for this year.
- Clinical is developing a plan to add HP V positions at FCF, Denver Woman's & CTCF.
- Alondra will be putting together a department wide newsletter. Please send the information to Rafa.
- There will be a final Shift commander meeting on 4.29.24.
- May 30<sup>th</sup> is the department wide Strategic Planning meeting.
- OIT I s compiling a list of computers form the audit.

### **Mark Fairbarian – Deputy Director**

- Promotional lists are slow due to the memos, but once you have selected someone make the offer and get the list moving forward to help it move quicker.

### **Steve Owens – Deputy Director**

- There has been some confusion of the WebEx systems. Some facilities are using WebEx for attorney calls. Please make sure your newer staff are aware of how offenders and attorneys communicate.
- If you have vacation time please put in for it.
- Step II grievances process is changing with HR.
- Please relook at your budget lines to make sure they are correct.
- Next week, Mark and I will be meeting with the Close Custody Wardens.
- Staffing Analysis memo will be sent. We were only able to pick 5 staff.

### **Warden Jaques – LCF**

- LCF found two cell phones in the facility, staff has been separated.
- Fundraising will be going on the next two days for Seminary.
- LCF received two new Dryers in laundry.
- Shout out to Payroll staff and the UKG program.

**Warden Burtlow - FCF**

- Requesting an update on the DUI PI Program.
- The Leather Shop is moving to FCF and is currently getting set up and will open possibly in July.
- Our Health Inspection today went well.
- FMLA & all other leave is really hurting operations.
- All transports have been down for the last two weeks.
- Update of form for 100-07

**Warden Lengerich - BVCC**

- We are waiting on the Ranch Contract
- Verbiage will be going out to staff for pricing on housing at BVCC.
- 70 beds for new shower project
- BV developed a supervisor academy to help them in their new role.

**AW Hicks - CMC**

- CMC had our Health Inspection. The inspector said all look good and asked a few questions about the flooring in the kitchen. The facility told him that we will be taking care of it and getting it polished.

**Warden Fhuere - SCCF/TCF/DCC/RCC**

- Offenders are being sent from TCF to DCC with two TV's. DCC is are taking care of this issue.
- Everything is going well at all facilities.

**Dave Lisac - OS**

- We have had a working group meeting that was very productive dealing with offenders, progressions, and restore.
- The vacancy rate tomorrow may be under 3% but the goal will be getting the beds filled as soon as possible.
- The unassigned rate VRPP we may assign them into these programs and Peer Mentors.

**Warden Hansen – CTCF/SCC**

- Lots of physical plant projects going on.
- Going live May 4<sup>th</sup> with the tablets.
- Cell house 3 door project is in process.
- The roof project is in process and were working with FMS with concerns.
- CTCF will assume Canon City switchboard using our admins.
- Preparing for the Memorial Service on May 10<sup>th</sup> for CPO staff.

**Warden Werlich - YOS/LVCF**

- We have had some staff trainings going on.
- Things are going well at both facilities.

**AW Coleman - AV**

- We have lots of construction projects happening soon.
- We have a lot of offenders smoking Suboxone and they are using aluminum foil. We are tracking it. The number of reports being written for dangerous contraband is very high.

**Warden Sandoval – CSP**

- Review the uses of oils for religious preference.

**Warden Long - SCF**

- We have been going through our quarterly reports to make sure they are correct and were working with Ed Caley.

**Warden Long - Denver**

- 83 offenders do not have a yes or no on the transgender questionnaire. But most have answered them.
- Vacancies are doing way better.
- Our water heater went out in our Dialysis Center. Working collaborative with many departments to find a solution.

**AW Thompson - CCF**


- Securus is working to prepare for Tablets but the project might be pushed out 3 weeks.

**Leigh Burrows – Education**

- GED testing has been shut down for now.
- 7 Habits earned time has been fixed.

**David Lindsey – CTA**

- Annual UOF meeting are ongoing but virtually.
- Our annual training plan should be coming out in July
- Basic training overlapping classes are still going on for now.
- BT variances need to come to me but Melissa will have the final say so on these.
- 1500-01 is being reviewed. Let me know if you have any suggestions.
- Were piloting a supervisory program from the Moss Partner.

  
Melissa Smith, Director of Prisons

4.25.24

Date