



COLORADO DEPARTMENT OF CORRECTIONS
Warden's Meeting
HQ [In-person/Virtual]
April 17, 2025



MEETING MINUTES

Virtual Meeting April 16, 2025 for Presentations

GUESTS: Nathan Bullock, Associate Director CTA and David Lindsay, Assistant Director CTA
– “Mentor Program” Update

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**Warden's Meeting April 17, 2025: This meeting was short due to the Retirement Ceremony for Steven Owens, with no round table discussions.**

### **Mark Fairbairn and Dave Lisac – Deputy Directors**

- Opened with overtime mitigation and the necessity of planning for fiscal year 25/26.
- Reiterated that funded positions need to be filled by June 2025.
- Reminded wardens to try and schedule banked staff holiday hours before July 2025.
- Current staffing trends with overtime.
- The impact of FAMLI on overtime.
- The message that they are constantly working on the budget and once a concrete plan is set into place, that plan will be relayed to all staff.
- Any changes to food service classifications or qualifications have to come directly from the Department of Personnel and Administration.
- Reminder for mandatory training, Advanced COPD

### **Warden Hansen – CTCF/SCC**

- Commented on the Mentor Program presentation from the day previous; would like to request that it is implemented after the end of June so as not to divide focus from other end of year tasks.

### **David Lindsey – CTA**

- Responded to the concerns voiced by Warden Hansen that the Central Training Academy is open to making modifications to the Mentor Program timeline in light of the end of the fiscal year and emphasized his willingness to work collaboratively with the facilities.

  
Melissa Smith, Director of Prisons

07/23/2025  
XX/XX/2025



**COLORADO DEPARTMENT OF CORRECTIONS**  
**Warden's Meeting**  
HQ [In-person/Virtual]  
July 24, 2025



## **MEETING MINUTES**

### **GUESTS:**

Jessica Sapp & Gina Long – PMP Process

Morgan Jackson – Visiting Tracker Information

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### **Mark Fairbairn – Director**

- Please have your staff use Sprocket for all facility maintenance. This needs to be done this way to ensure FMS covers the costs.
- Mention in all roll calls to your staff to use the CO I transfer process instead of the open competitive application.
- 1450-05 – We spoke with HR in regards to the language that was changed and the recommendation was to turn it back over to you. HR will be working on a template letter for you to respond in regards to allegations that do not meet criteria. WE will get a meeting together with Heather Tepley to discuss 1450-05.
- With the WINS and OT Mitigation plans we may want to pull together working groups & stewards to have discussion on this issue and let us hear their ideas.
- The library for years has been allowing R rated movies and policy states PG-13 we need to be consistent. Moving forward recommendation will be to allow R rated movies.

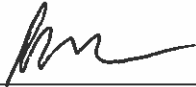
### **Siobhan Burtlow – Deputy Director**

- Please stay on top of the Special Teams applications. Make sure that your supervisors are getting it done.
- HR AA meetings please have a supervisor and manager attend those meetings.
- Review of activity logs. Please make sure that shift to shift that if someone has not come out of their cell etc. After 72 hours a staff should be documenting issues. We have added a meal piece to the logs. Please review the hunger strike protocols at your facility. We have to ensure that staff understand welfare checks. We need staff to let their supervisors know and medical if there is an issue to ensure reporting is being done.
- CAM meeting on July 30<sup>th</sup> we have to limit the number of people attending it. Each facility needs to send one staff, an AW or Major. If you send a manager you need to let us know.
- If you have a Retention coach or not at your facility please update the spreadsheet and let me know.

- We will be having a Visiting meeting this coming Wednesday and the following week. I would like you and your management team to join the meeting as well to ensure this is all implemented. Our approach is going to have to change. Make sure whatever tracker you have at your facility that you and your management have access to it for visitors. Have a designated supervisor able to report to the visiting area during their shift to be available if anything comes up for the visiting room Sgt. Please check your facility statements on the CDOC website and make sure that it is correct. When looking at the policy and you come across physical plant issues to meet this let me know. I will move this policy into a drive and give you all access. Please make comments with your initials do not delete anything.

**Warden Hansen – CTCF/SCC**

- Implementation of RENEW (AR 250-82) pod at CTCF. We are partnering with Parole (Joe Melberg & Stacy Hess) to finalize the selection process and plan to identify 10 candidates to start this up. I've attached the initial list of eligible inmates. This list has not been scrubbed at all beyond the basic criteria, so this is more of just a heads up of the other possible individuals that we may look at bringing to CTCF in the not too distant future. If you have any questions let me know.



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Mark Fairbairn, Director of Prisons

7/25/25

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7/25/2025



**COLORADO DEPARTMENT OF CORRECTIONS**  
**Warden's Meeting**  
HQ [In-person/Virtual]  
June 26, 2025



## MEETING MINUTES

### **GUESTS:**

Special Olympics Colorado Presentation: Mary Tindall, Jan Gordon, Kate Margolis

- Brief history of the Special Olympics Colorado was given. Positive impacts of the program. Katie Margolis is the point of contact for the Law Enforcement Torch Run and she covered previous events and collaborations. They asked for an agency coordinator from each facility that they can reach out to in order to plan upcoming events.

Jessica Staats – Cultural Assessment Update

Rhonda Boger-Linder – FMS Update

Darin Sillaman – Correctional Industries Update

- Requested offender groups at each facility for feedback on canteen products (selection, prices, quality, etc.), answer questionnaires and to be diverse in order to represent the facility as a whole.

Erika Weliever – ADA Update-posters distributed to wardens.

James Luttrall, Clinical Services – Updates on urinalysis processes for different programs and in general.

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Mark Fairbairn – Director

- Please bring to us any Human Resources (HR) issues that facilities may be facing so that we can handle them in our weekly HR meetings.
- Training budgets will stay within each facility.
- Any CORA requests or requests with the Executive Director's name need to be sent to the Prison Operations office as soon as possible.
- There has been the report of PERA overpayment for state employees in the Correctional Officer series. Affected staff will be receiving notifications.
- For the "On the Road" Executive Meetings, please notify your employee councils so they have the opportunity to raise funds with food sales. Gina Weingardt is the best point of contact for any questions. We would also welcome a presentation about your facility.
- For broken Securus Tablets, please have the offenders submit kites for them to be fixed.
- Updated facility reporting will take place starting in August. Updated personnel tracking will start June 1, 2025.

Siobhan Burtlow – Deputy Director

- There have been inconsistencies with reporting category types, specifically reports that need to be updated after the conclusion of the incident. Also addressed the need for clinical staff to provide reports on specific situations. Asked the wardens to make sure all the FY 24/25 reports are audited for the correct category.

- Will be training AAs on new personnel letter changes.
- Requesting that facility Policy and Compliance coordinators attend the upcoming ACA conference. We will send out more information as we get it.

Dave Lisac – Deputy Director

- Marshall Project literature to take back to facilities.
- Extra shower curtain clips available.
- Discussed Native American letter sent from the governor's office and the specific information that we need in regards to Native American religious practices at each facility.
- Townhalls will be set up in July to go over the new visitation bill and answer any questions people may have, 2 in person and 1 virtual. Adrienne Sanchez will be putting together an FAQ covering the implementation.
- Try and make sure that facility Lieutenants are being offered the DOC PREA First Responder training.
- New driving policy from State Fleet.
- Discussed the staffing phases for facilities. We will use July as a gauge for effectiveness. Verified that staff can volunteer for a limited amount of time to work an alternate shift other than their assignment in order to provide staffing in areas that have the most need. Reiterated that any reduction in overtime is an accomplishment, even if it falls short of the proposed 40% reduction.
- WIGs have been sent out; please schedule meetings. Official Function Requests will not be authorized for these.
- Lactation Room information needs to be sent in; please include Elyse Grimes.
- Please reboot all computers at least once a week and pass this along to Roll Calls.
- Prison Operations mattress orders should be complete and all distributed. Please let us know if you are having any issues.
- Facility budgets will be coming out soon.
- Retention coaches are going to be moved under CTA supervision.
- Temporary staff for facilities will be moved under the Office of Emergency Operations (OEM). This will enable us to use them in the best possible manner for the areas that need them the most.

Warden Caley – LCF, SCF

- SCF-Full facility position rebid for staff and implementation of results from staffing analysis. Projected to drop overtime by 50% and they are down to 25 vacancies in the Correctional series. Multiple construction projects going on.
- LCF- Working on projects to fix the hail damage from two years ago and currently waiting on the fence project to move forward.

Warden Stucker - FCF

- Having issues with grease traps in the kitchen which is affecting other areas along the same drainage route. Already communicating with FMS for a permanent solution which will save money when complete; replacement equipment has already been purchased.

Warden Persons - CMC

- Radio bunker issues are being worked on.

Warden Fhuere - SCCF/TCF

- TCF-Materials on grounds for fencing contract.
- SCCF- Very successful program with Restore and 19 volunteers. Lots of participation from offenders. We would like to look at more programs to implement to assist those releasing. Replaced a portion of a crumbling sidewalk. Working towards more ADA designated cells and showers.

Warden Hansen – CTCF/SCC

- CTCF and SCC- Received final PREA national reports for SCC and CTCF.

Warden Werlich - LVCF/YOS

- LVCF- Multiple FMS projects: fence project, fiber optic lines, repairing facility chillers.
- YOS- Held a Family Day with 300 family members attending. Already making plans for next year, potentially plan it for two days. This event was a great success and received well by the offenders.

Warden Flores - CCF/Denver Complex

- Denver- Boiler went down. Upcoming town hall is being planned. Still have an inoperable elevator. Re-assignment of the WebX staff was discussed.
- CCF- Received questions about the opening of an additional tower.

Warden Sandoval - CSP

- Currently have a holding area in a spare unit.

Warden Bergman - AVCF

- Discussed the staffing analysis done at the facility.
- The birds and bees projects have been very successful. Birdhouses are done and ready to go to facilities. The bees have been so prolific that the hives have been expanded.
- A survey has gone out to staff for volunteers to temporarily change shifts in order to reduce overtime.

Warden Coleman - BVCF/RCC/DCC

- Culture team came through BVCC.



Mark Fairbairn, Director of Prisons

07/23/2025

Date



COLORADO DEPARTMENT OF CORRECTIONS
Warden's Meeting
HQ [In-person/Virtual]
March 20, 2025



MEETING MINUTES

GUESTS:

Mitch Karstens – Budget Update

Jessica Staats – HR Update

Rhonda BogerLinder – Budget Update

Danny Lake – OIG update

Eddie Caley – Tablet Update

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### **Melissa Smith – Director**

- Transgender consent decree needs to be fully implemented in the facilities.
- RP Updates.
- New subscriptions for Microsoft Office. OIT/BIG is reviewing the process for identifying appropriate licenses.
- OIT is working on IP addresses and firewalls that are causing issues with some Chromebooks.
- Allowance for mice and keyboards and will be removed in April and will have to follow the ADA regulations.
- Closure of level I facilities. The recommendation is that we are keeping all 3 level ones open, but will expand a community reintegration programs for those facilities.
- There will be a transition of Organizational charts and integrating all departments together.
- An upcoming WIG will be workforce development and employment for offenders.

### **Mark Fairbairn – Deputy Director**

- Make sure you're running the Flexible Work arrangements through the correct chain of command.
- Make sure your IA's are no more restrictive than the AR.
- We need a plan from every facility on how you're going to have your holiday time down by the end of the month.
- We're going to implement restitution for damage to the window coverings and clips.

**Dave Lisac – Deputy Director**

- We're working on a new vacancy report.
- 5.1 notices need to be turned if you have staffing changes.
- FTE meeting next week.
- Thank you for updating your facility information on the microwaves.
- There is going to be an electronic capacity change report.
- Body worn camera grant is moving forward and we will be purchasing cameras.
- Jail back log is high right now.
- Visiting Right Bill.

**Warden Caley – LCF**

- The garment factory had a huge drug bust with cell phones.
- Two overdoses in the facility
- LCF will have an offender play in April

**Warden Persons - FCF**

- Canteen moves
- The facility is working on corrective actions for the PREA audit

**Warden Persons - CMC**

- Finalizing the plan of actions for the Escape
- Working on filling positions after the Beacon
- We're keeping an eye on the offender pay right now with the new additions of some offender positions

**Warden Fhuere - SCCF/TCF**

- SCCF celebrating 30 years in July
- SCCF Physical Plant Manager is retiring and we have a new CC manager at SCCF

**Warden Hansen – CTCF/SCC**

- Physical Plant issues are still ongoing
- We will be transitioning to UKG soon
- National PREA audit is coming up
- Working on the Beacon staff moves and filling positions

**AW Michelle Rios - SCF**

- Vacancy report last week was down
- We took away all play stations in the incentive unit

**AW Gates-Fouse - Denver**

- DRDC is upgrading their computers for the door controls.
- We did hire a new CC major for DRDC.
- DW is having water leak issues
- HVAC going in to programs area

**Warden Flores - CCF**

- Uptick on staff exposures due to drugs.

**David Lindsey – CTA**

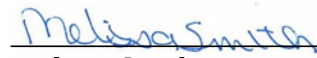
- Moving training updates to Quarterly
- The Basic Training schedule for next year will be coming out next month.

**James Olson – Education**

- Securus uploaded new educational programs onto the tablets.
- We did start our POC audits in the facilities.

**Major Richard Aragon -OEM**

- We are working on soft restraint training. I may be reaching out to you for who you would like to be an instructor. Training will be in the first part of April.

  
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Melissa Smith, Director of Prisons

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3/20/2025



**COLORADO DEPARTMENT OF CORRECTIONS**  
**Warden's Meeting**  
HQ In-person  
May 15, 2025



## MEETING MINUTES

**GUESTS: Presentations on May 12, 2025, virtually from 0900-1130**

**Heather Tepley: HR Update**

**0900-0930**

- The R6-10 letters may take longer to get back once submitted for review; they will now be reviewed by Employee Relations and OIG.
- There is an updated State Vehicle policy and State Fleet is responsible for updating each area on their individual drivers.
- New leave guidance from the AG training.
- Final note: Thank you to all AAs for their patience and understanding with HR when things change rapidly.

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**Adrienne Sanchez-In person, May 15, 2025**

**0930**

- Covering Visitation bill HB25-1013:
- At this time, it has not been signed yet.
- Besides HB25-1013, there are potentially up to 44 other bills that DOC may need to make policy adjustments for.

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**In Person Warden's Meeting: Thursday, May 15, 2025:**

**Melissa Smith – Deputy Executive Director**

Opened with the budget, many changes will take place for the upcoming FY 25/26 and continuing through FY 28/29. Right now there will be a standard 2.5% reduction across the board for all budgets. EVs and Hybrid vehicles are also being considered for mandatory replacements which will significantly reduce costs.

**Jeremy Brandt-Offender Services**

Started with SB25-209 and changes for Community Corrections Placement.

Covered HB25-1116 and updates that we will make to our internal case management process.

**Mark Fairbairn – Deputy Director**

We are going to keep doing Warden presentations on a different day than the Warden's meeting and taking the Warden meetings back on the road. This will cut down on the cost of providing a meal and if facility Employee Council's want to plan ahead to raise some funds, this will give them the opportunity.

AG's office will be more involved in personnel issues especially when staff are being placed on Administrative Leave. If there is ever a question of what to do concerning a specific staff situation, err on the side of caution and reach out to the AG's office.

Overtime Mitigation plan will be finalized soon. There will be follow up with all the wardens when appropriate. A combination of vacancy savings and overtime mitigation will help with the upcoming budget FY 25/26. A current goal is an *average* of 40% reduction in overtime across all facilities. It will take some balancing, some facilities will find it easier than others. We will plan out the staffing phases for facilities to utilize. Different methods that the Federal Bureau of Prisons is implementing to help with similar issues were brought up. Times right now are unprecedented with lots of contributing factors in addition to the number of vacant positions.

New Administrative Leave (AL) trackers have been created for facilities so that deadlines can be planned for. It will also allow the Deputy Directors to track ongoing ALs at their assigned facilities. When they are ready for implementation, an instructional email will go out.

WebX positions will need to be absorbed into current vacancies; start planning that now.

There is a new template for submitting the facility weekly reports. We will send out a message when it is finalized

**Timothy McCarthy- Denver Complex-** Brought up the ACA tours coming up at the Denver facilities.

**David Lindsay-CTA-**Annual training survey has gone out. It's a very useful tool, so please encourage staff to complete it. It helps with the next year's training plan. Requested Appointing Authorities and Associate Wardens to sign up to speak at future CTA Graduations.

**Patrick Fhuere-TCF-** Trinidad has been funded for a new fence system.

**Tom Werlich-YOS and LVCF-** We have not yet completed our own fence project for LVCF and without it, there is the potential for more overtime hours. At YOS, we held our own interviews, invited candidates to come and tour the facility, gave presentations and allowed more time for candidates to consider the CO I positions. This was done in the hopes of retaining more staff if they are more familiar with the position. A retention coach came on board last week with some new ideas as well. A family day event will be held on May 31st where offender family members can come in.

**Ryan Flores-CCF-** Mentioned their CGL audit, PREA upcoming audit. Have had some significant staff assaults recently. Working with Jennifer Hansen on the staff analysis for DOC.

**Jennifer Hansen: SCC-** Skyline water shut off on the 22nd with an IAP in place for any contingencies. Beacon expansion, looking at policy for necessary revisions and potential name change from The Beacon.

**Bryan Coleman-BVCC/RCC/DCC-** The Rifle well has fallen in on itself and they have been approved for a second well. BVCC has been putting out recruitment presentations to high schools, work force centers and in another 10 towns.

**David Bergman-AVCF-** Provided an update on the beehive and birdhouse project. They had their CGL audit walkthrough.

**Gilbert Caley-LCF-** Hail damage from 2 years ago is being addressed and set up for repair. Contractors have been coming through, getting the process started.

**Gilbert Caley-SCF-** Security and compliance audit next week. Tentative body scanner repair cost of \$16,000. A re-bid for the Correctional Officer services is in progress, they have approval for staffing analysis changes and are projecting to be able to give back 30-40 extra positions. Some classifications will change hours to help mitigate overtime. HR conducted their cultural assessment. Positives and negatives were discussed concerning the implementation of the assessment and recommendations for improving the process.

**David Wolfsgruber-Parole-** Social Security Administration coming to audit the Denver Complex to ensure compliance so that SSN cards can be issued again. Body worn cameras are set to be purchased in the next fiscal year with a tentative timeline of December 2025.

**Mark Fairbairn-Deputy Director of Prisons-** Please make sure that you are taking a good look at official function requests. Because of the current and upcoming budget restraints, make the determination of what can be cut out as not necessary. Upcoming HR meeting, so please bring me any concerns you may have that we as the deputies can bring up and discuss. We will be sticking with the new process of presentations to the warden group being done earlier in the week and having the shortened, in-person meeting at the end of the week.



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Melissa Smith, Director of Prisons

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07/03/2025