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MINUTES OF THE HOUSE APPROPRIATIONS SUBCOMMITTEE ON
INSTITUTIONS
February 17, 1983

Side 72 The meeting was called to order at 8:15 a.m. in Room 108 of the Capitol Building.

Members present were Sen. Mark Etchart, Sen. Bill Thomas, Rep. Bob Thoft, Sen. Donald Ochsner, Rep. Steve Waldron, and Rep. Glenn Roush.

Also present were Norm Rostocki of the Legislative Fiscal Analyst's Office (LFA), Bill Gosnell of the Governor's Office of Budget and Program Planning (OBPP), Carroll South, director of the Department of Institutions, and Jerry Hoover, administrator of the Mental Health and Residential Services Division (MHRSD).

MENTAL HEALTH AND RESIDENTIAL SERVICES DIVISION

(005) The committee discussed the three funding options presented by the LFA in the meeting of February 9, 1983 (see Attachment 1). Option 2, which is the option requested by the Department of Institutions, would violate state law because over 50% of the Community Mental Health Center's total budget would come from General Fund.

There had been a question whether the Maintenance of Effort had been raised due to the commingling of funds. The Chairman presented to the committee a letter from the Legislative Auditor's Office that stated that the commingling of funds did not affect the Maintenance of Effort (see Attachment 2), and essentially, the State could establish what they felt was a true base level of General Fund effort.

REP. THOFT moved to accept Option 1 of Attachment 2 but that 10% of the block grant money should be set aside for administration.

The motion was passed UNANIMOUSLY.

REP. THOFT moved to accept the OBPP recommendation for 5 FTE for the MHRSD administration budget.

The motion was passed UNANIMOUSLY.

Personal Services (175)

REP. ROUSH moved to accept the LFA recommendation for Personal Services.

The motion was passed UNANIMOUSLY.

Contracted Services (190)

SEN. ETCHART moved to accept the OBPP recommendation for Contracted Services.

The motion was passed UNANIMOUSLY.

Supplies and Materials (201)

REP. ROUSH moved to accept the OBPP recommendation for Supplies and Materials.

The motion was passed UNANIMOUSLY.

Communications (220)

SEN. OCHSNER moved to accept the LFA recommendation for Communications.

The motion was passed UNANIMOUSLY.

Travel (228)

REP. THOFT moved to accept the LFA recommendation for Travel.

The motion was passed UNANIMOUSLY.

Rent (236)

REP. ROUSH moved to authorize the expenditure of \$12,237 in FY'84 and \$12,777 in FY'85 for Rent.

The motion was passed UNANIMOUSLY.

Repairs and Maintenance (267)

SEN. OCHSNER moved to accept the OBPP recommendation for Repairs and Maintenance.

The motion was passed UNANIMOUSLY.

Other Expenses (286)

REP. THOFT moved to accept the LFA recommendation for Other Expenses.

The motion was passed UNANIMOUSLY.

Vacancy Savings (296)

SEN. ETCHART moved to set a 10% vacancy savings factor.

The motion was passed UNANIMOUSLY.

VALLEY INDUSTRIAL PARK PROPOSAL

(369) Chairman Waldron opened the floor to representatives of Valley Industrial Park (VIP) in Glasgow to present a proposal for a preincarceration center. The Chairman then turned the meeting over to Vice-Chairman Etchart.

(377) Sen. Etchart handed out a bill that was drafted to authorize the Department of Institutions to use the VIP as a preincarceration center (See attachment 3). The idea to use the VIP as a preincarceration center came about after the Prison riot of March 1982. The Department of Institutions originally considered VIP for a minimum and medium security facility. Ideally this preincarceration center would be used at the start of the inmate's sentence and would house first time, nonviolent offenders to keep them separate from the violent, career offenders. This program would be structured and would attempt to keep these inmates from becoming career offenders.

(419) Payton Terry, chairman of the board of the VIP, handed out a proposal submitted by VIP which outlines the facility and the proposed programs (see Attachment 4). He noted that the title probably should be changed from preincarceration to detention and rehabilitation center or something to that affect.

The VIP board is made up of volunteers from the Glasgow community. This program would be a nonprison setting with emphasis on discipline, developing desirable work habits and skills, acceptable attitudes, vo-tech training, and the like. Mr. Terry then read the proposal to the committee.

Rep. Thoft inquired as to the kinds of inmates that would be housed at the VIP center. Mr. South did not feel this program should be limited to first time offenders. Mr. Terry accepted that they probably are using the wrong terminology. They would mean first time commitments.

Mr. Terry submitted a letter from Judge Langen regarding the VIP proposal (see Attachment 5).

(121) Mike Goff submitted an Inmate Vocational Training proposal submitted by Seminar Training, Inc. (see Attachment 6)

which outlined the kinds of work proposals that would be provided by the program at VIP.

Rep. Thoft asked what kind of prescreening could be done to place people in this facility rather than in the Prison. The Prison is currently doing this presentence investigation through parole and probation officers and judges.

(183) Rep. Aubyn Curtis voiced her support for this proposal. She felt the alcohol problem in the state is not being properly addressed. She felt the VIP proposal has real promise and, unless this legislature addresses this problem, we will continue to have a high rate of recidivism. She felt there is not enough incentive for inmates in the Prison and that the atmosphere is counterproductive. She stated that society owes these people and should give them the help that they need. She noted that this program would provide an atmosphere conducive to learning how to exist in society and would provide incentive to go through therapy to kick their chemical dependency problems.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted:



Steve Waldron, Chairman
Approved.

SW/lt

VISITORS' REGISTER

HOUSE _____ COMMITTEE _____

BILL

Date February 17, 1983

SPONSOR _____

[illegible]

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR LONGER FORM.

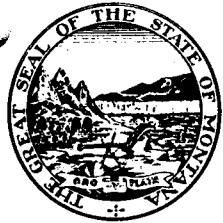
PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

Mental Health & Residential Services: Budgetary Options

OPTION: 1) MINIMIZE GENERAL FUND		2) Dept Request		3) MEDICAL REIMBURSEMENT, at 60% of 100%		
FUND COMPONENTS	FY84	FY85	FY84	FY85	FY84	FY85
GENERAL FUND	3933007	4067830	4275832	4414311	3933007	4168987
OTHER FUNDS:						
General funds for medical & Federal Medicaid	585654	576686	585654	576686	351593	346063
Block grant available in FY	9118275	1211544	9118275	1211544	568965	606926
FY82 block grant carryover used	11179743	1181547	953782	1009890	1179783	1181547
	289486	338135	172793	173891	267486	237476
TOTAL FUNDS AVAILABLE to mental health centers	6936165	7186040	6936336	7186312	6300593	6550748
Total contracted expenses	6746392	692545	6746392	6185450	6110820	6350158
Total children's services expenses	189773	200590	189773	200590	189773	200590
Total Expenses	6936165	7186040	6936336	7186312	6300593	6550748
FY82 block grant fund balance	338433	0	424784	318741	360433	123157
% increase in service costs at the center since FY81 (Prior year)	8.05	3.54	8.05	3.54	8.05	3.54
% of General Fund to total CMHC center expenditures (net of Medicare services)	45.90	45.5	44.53	50.08	43.12	47.48
	475.11	47.70	51.48	50.52	45.13	46.34

Office of the Legislative Auditor

STATE CAPITOL
HELENA, MONTANA 59620
406/449-3122



ROBERT R. RINGWOOD
LEGISLATIVE AUDITOR

February 16, 1983

DEPUTY LEGISLATIVE AUDITORS:

JAMES H. GILLET
FINANCIAL/COMPLIANCE
AND CONTRACTED AUDITS

SCOTT A. SEACAT
PERFORMANCE/SUNSET AUDITS

STAFF LEGAL COUNSEL
JOHN W. NORTHEY

Representative Steve Waldron
House of Representatives
State Capitol
Helena, Montana 59620

Dear Representative Waldron:

We have reviewed the Department of Institutions' funding of its Community Mental Health Program and the regulations for the Alcohol, Drug Abuse, and Mental Health Services Block Grant. In our opinion, the Department of Institutions has not violated the supplanting provisions of the Alcohol and Drug Abuse and Mental Health Services Block Grant. Because the \$214,000 provided by Institutions as Medicaid match is channeled indirectly to the Mental Health Centers and results in increased funding rather than decreased funding for the program, it does not appear that this procedure constituted a diversion or supplanting of state funds by federal funds.

We discussed the level of effort and supplanting regulations with the U.S. Department of Health and Human Services Assistant Regional Audit Manager in Denver and the Director of the Division of Treatment, U.S. Public Health Service in Rockville, Maryland. Both of these officials confirm our opinion that the state has the discretion to set its level of funding for any and all state programs. Funding changes, however, will be judged as to reasonableness under the supplanting regulations.

The federal law covering supplanting [P.L. 97-35 section 1915(c)(11)] specifies: "that the federal funds made available under section 1913 for any period will be so used as to supplement and increase the level of state, local, and other non-federal funds that would in the absence of such federal funds be made available for the programs and activities for which the funds are provided under that section and will in no event supplant such state, local and other non-federal funds."

Therefore, the state can set the level of state, local, and other non-federal funding for the Mental Health Program that it is willing to fund in the absence of federal funding and may adjust this level of effort upward or downward without causing a supplanting problem, as long as those adjustments are reasonable.

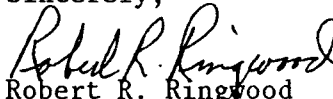
For example, if a state is cutting back in many programs, proportionate cutbacks in the state funding of a program would be reasonable. In addition, a funding reduction does not have to be compared to only the preceding year. Proposed funding can reasonably be based on an average of past funding, especially if the state has over funded programs during the past few years of federal cutbacks.

The state must, however, be able to show within reasonable limits that we have not reduced state funding for specific programs and replaced it with federal funds unless we can show that we are reducing funding for a wide range of programs.

The supplanting issue would also come into effect if the state set a level of state funding that would be reduced by unanticipated increases in federal block grant moneys, because the state would be replacing its stated level of funding with the unanticipated federal dollars.

If I can provide further information or assistance on this issue, please contact me.

Sincerely,


Robert R. Ringwood
Legislative Auditor

RRR/jdk

24 (3) "Valley industrial park" means the Valley
25 industrial park in Valley County, Montana, as it is commonly

1 known.

2 Section 2. Authorization to operate a preincarceration
3 center. The department may operate or contract for the
4 operation of a preincarceration center at the Valley
5 industrial park.

6 Section 3. Scope and purpose. (1) The purpose of the
7 preincarceration center is to provide housing, training, and
8 counseling to first-time offenders in an alternate
9 environment to that available at Montana state prison.

10 (2) Programs available to the clients of the center
11 may include but are not limited to:

12 (a) vocational-technical training providing marketable
13 job skills;

14 (b) work programs emphasizing skills in demand in the
15 Montana economy;

16 (c) drug and alcohol counseling utilizing the services
17 of the chemical dependency center at Glasgow, Montana;

18 (d) other programs as may be recommended, feasible,
19 and available.

20 Section 4. Relationship to Montana state prison --
21 rulemaking authority. The center is part of the Montana
22 corrections system administered by the department, and
23 therefore is closely associated with Montana state prison
24 and other corrections facilities. The department shall
25 promulgate rules to govern the conduct of the clients housed

1 at the center. If a client violates the rules of the center,
2 he must be transferred to the Montana state prison or
3 another suitable facility designated by the department.

4 Section 5. Codification instruction. Sections 1
5 through 4 are intended to be codified as an integral part of
6 Title 53, chapter 1, and the provisions of Title 53, chapter
7 1, apply to sections 1 through 4.

-End-

PROPOSAL FOR A PRE-INCARCERATION CENTER
AT VALLEY INDUSTRIAL PARK, MONTANA

SUBMITTED BY:

VALLEY INDUSTRIAL PARK, INC.
P.O. BOX 4675
VALLEY INDUSTRIAL PARK, MT. 59231

December 1982

VIP PRE-INCARCERATION CENTER

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1.0 Concept

The concept of the Pre-Incarceration Center is to develop a center for convicted first time felony offenders who are classified as non-violent. Inmates who qualify could choose to go to the center where they would be offered vocational training and learn the skills needed to hold a job in the "real world". The center would not be in a prison setting where they would be subjected to the hardened criminals and be misled and become hardened criminals themselves.

2.0 Facilities

2.1 The building that will be used to house the inmates for this project at Valley Industrial Park is building 521 (appendix 1). This building would accommodate 40 inmates in two man rooms, with 18 on the first floor and 22 on the second floor. There is also accommodations for one in-house supervisor on the first floor. This building also has a lounge area on each floor, laundry facilities in the basement, and storage rooms on each floor for extra linens and cleaning supplies. Lavatory facilities are either private or interconnecting for each bedroom. The heating system in the building is supplied by natural gas and is approximately two years old. Furniture and linens are currently in place.

~~2.1.A Since this will be a scaled down prison setting, inmates will not be allowed to wear civilian clothing. Items such as coveralls, shoes, socks, underwear, winter wear, etc. will be furnished by the State, the same as it is in Deer Lodge.~~

2.1.B The upkeep of the facility will be the responsibility of the inmates. A distribution system will be established for the linens and the inmates will be responsible for the distribution and maintenance of the linen system. The facility upkeep, the linen distribution system, and any other duties that result from an inmates stay in this facility, will be handled at the end of the day after classroom instruction, training sessions, and any other assigned projects are completed. In essence, the upkeep and maintenance activities will be handled in the evenings and on weekends, the same as is done in society in general.

2.2 The building that will be used for the food service and for training and classroom instruction is building 713, the bowling alley. This building is equipped with complete cooking facilities, ten bowling lanes recently resurfaced, and a two year old natural gas heating system.

2.2.A The food service for the inmates would initially be contracted out to a local Glasgow, Montana concern with the possibility of inmate handled operations in the future.

2.3 As the project grows and the inmate population increases, more buildings can be activated for living quarters, recreational facilities, and training facilities.

3.0 Personnel Staffing

3.1 The administrative portion of the Pre-Incarceration Center would be handled by the management staff at Valley Industrial Park, Inc. This consists of the General Manager, Executive Secretary, and the Facilities and Utilities Manager.

3.2 The security portion would be handled by the existing Security Personnel on staff at Valley Industrial Park, Inc. They consist of two individuals deputized by the Sheriff of Valley County. They would oversee the entire security of the center and coordinate closely with the in-house supervisor/instructor.

3.3 The in-house supervisor would be the only position that would be filled for this project. This individual will be required to have a degree in education and have strong supervisory capabilities. He will be required to live in the building with the inmates and handle the classroom instruction and training sessions for the inmates. He will also coordinate closely with Security in the areas of head count, sick call, daily roll calls, and nightly bed checks. Any discrepancies in these counts will be turned into Security immediately for action. All inmate duties will be assigned by the supervisor.

4.0 Training

Initially, GED classroom training would be the total extent. The in-house supervisor would be in charge of the training in this area. Those inmates that do not need this training will be assigned duties by the supervisor in such areas as basic vehicle maintenance, roads and grounds, janitorial, etc. As the program proceeds and increases, training would be extended to welding, carpentry, plumbing, food service, bowling alley maintenance, and extensive vehicle maintenance. A lot of this instruction could be contracted from the local area on a part time basis.

5.0 Job Placement

5.1 Job Interview Training

As the inmates training progresses and he nears the end of this sentence, then outside employment opportunities will be investigated. While these opportunities are being investigated, the inmate will be taught the

proper attitudes and procedures for a successful job interview. Although part of the job placement program is to find employers with a certain job skill requirement, the major factor is for the inmate to conduct a positive interview.

5.2 Employer Contact

The management staff at Valley Industrial Park, Inc. will work closely with the Montana State Employment Service in Glasgow, Montana to find employers who require the skills that have been taught at the Pre-Incarceration Center. These employers will then be contacted and presented with the possibility of employing one of the well qualified inmates from this program. *Manager of Job Service is member of VIP board.*

6.0 Transportation

Although the inmate housing facility and the food service and training area are within walking distance of each other, there will be some transportation needs. These needs will be coordinated between the in-house supervisor and the Valley Industrial Park Staff. VIP has a large fleet of vehicles available to provide for these needs. The State, however, will be responsible for the transportation of inmates to and from VIP.

7.0 Health Services

7.1 Chemical Dependency

In the event ~~that~~ an inmate has a chemical dependency problem and is sentenced to the Pre-Incarceration Center, provisions can be made to enroll him in the Frances Mahon Chemical Dependency Center located at Valley Industrial Park.

7.2 Medical, Dental, and Mental Health Care

7.2.A Each day at a pre-set time, probably after the breakfast meal, there will be a sick call. This will be handled by the in-house supervisor. Where clinical attention is required, transportation will be provided to and from the facilities in Glasgow. In the event an illness occurs during the program day, this will also be handled accordingly.

7.2.B Dental care will be handled in the same manner as described in Section 7.2.A above.

7.2.C As is the case with chemical dependency there will be times when psychological problems may arise. Provisions will be made with the Eastern Montana Community Mental Health Center when these problems arise.

7.2. D Due to the variables and unknowns involved in the health service area, any costs here will be incurred by the State, either on a direct billing or reimbursable basis.

8.0 Legal Aspects

Since the operations of the Pre-Incarceration Center would be by standards set up by the State, VIP¹ would not have legal jurisdiction over the inmates. The inmates, (non-dangerous, first time felony offenders) would be screened by the State (or courts) before they would be sentenced here. Periodic status reports would be coordinated between VIP Security and the in-house supervisor. In the event an inmate does not follow the rules set down, these reports would be submitted to the Department of Institutions for review. They would have the final determination as to whether an inmate will go back to Deer Lodge. In essence, VIP would have the sole responsibility over the facilities and the Department of Institutions would have legal jurisdiction over the inmates.

9.0 Cost Analysis

9.1 Cost per day per inmate is estimated at \$40.00 per day. This is based on a minimum population of 25 inmates. As the population increases the cost per inmate per day would decrease proportionately.

9.2 The costs that are incurred in the operation of the program are as follows:

8.2.A Utilities

8.2. B Security

8.2.C Training

8.2.D Food Service

8.2.E Administrative

8.2.F Insurance

9.3 The Pre-Incarceration Center would be run on the basis of Valley Industrial Park recovering all costs incurred. As the program increases more training and food service would be required. At the end of each contract year, the cost per inmate can be accurately assessed to determine if an increase or decrease is necessary. Due to unknown factors involved in inmate chemical dependency (whether he requires the chemical dependency program), the State of Montana would incur that cost, probably on a reimbursable basis. Valley Industrial Park also retains the right to re-negotiate the costs involved in the program in the event the State requires additional services or if it is apparent that Valley Industrial Park is losing money on the Program. The State Prison will also incur the costs of transporting inmates to Valley Industrial Park and if the need arises back to Deer Lodge.

10.0 Summary

Inmates assigned to the Pre-Incarceration Center would be screened by the State before they are sentenced here. Although the program is not that of the actual prison setting, there will be certain elements of discipline and control and rules that inmates must obey. Any deviation from this will be reported and the Department of Institutions will be notified.

The liability to Valley Industrial Park would be limited to the amount and type of insurance that VIP must carry. The State will allocate the funds needed to start up the program and to manage it, so that the operation can be self-sufficient. This will be to insure that VIP and Valley County will not need to expend any of their cash reserves.

¶ Inmate labor can be utilized in various areas here at VIP along with their own institutional maintenance and upkeep. This will be in conjunction with their vocational training. Guidance will be available to inmates in the form of counselors, classroom training, etc., but it will be the task of the inmate to take charge of the affairs of their lives and make them productive citizens in the "real world".

As this would be a new venture for VIP, we are ignorant of the State standards for installations of this kind. The state would have to work closely with VIP to set up such standards. VIP would be willing to work out any type of arrangement with the State, such as: VIP provide all the facilities and services and run the operation with the State having jurisdiction over the inmates; VIP supply buildings and the State run the operation; a mutually agreeable operation between the State and VIP.

FACILITY SPECIFICATIONS

BUILDING: 521

AREA FT²: 9,158 (floor area 2 levels)

DESCRIPTION: Motel-overnight quarters

CEILING HT: Rooms 9', Hallways 8'

ACQ COST: \$168,000

COMPARTMENTED: Into one-room apartments, each with connecting or individual bathroom. 2nd level contains 11 bedrooms, 7 bathrooms, 1 small fireplace room and 1 large & 1 small storage area. 1st level contains 1 single room with ½ bathroom, 1 larger fireplace room with ½ bathroom, 2 single rooms, 4 double-sized rooms, 6 bathrooms and 1 small storage area.

EXTERIOR WALLS: Concrete block, 2-story with partial basement containing mechanical room and storage area.

ROOF: Built-up asphalt over rigid insulation and 3/4" diagonal wood sheathing.

EXTERIOR DOORS: 2 exterior door openings each end 3'W x 7'H; one personnel door west side. Separate basement mechanical room entrances from both inside and outside.

HEAT: Served by Central Heating Plant system, radiant heat, to be converted to independent heat.

WATER/SEWER: Bathrooms mentioned above contain showers, no tubs. (3" water, 4" sewer)

ELECTRICITY: 208/120 volt 3Ø 4 Wire service from 3-10 KVA 1Ø polemounted transformers.

AIR CONDITIONING: None

FIRE PROTECTION: O/H heat detectors and manual stations operate local alarm bells.

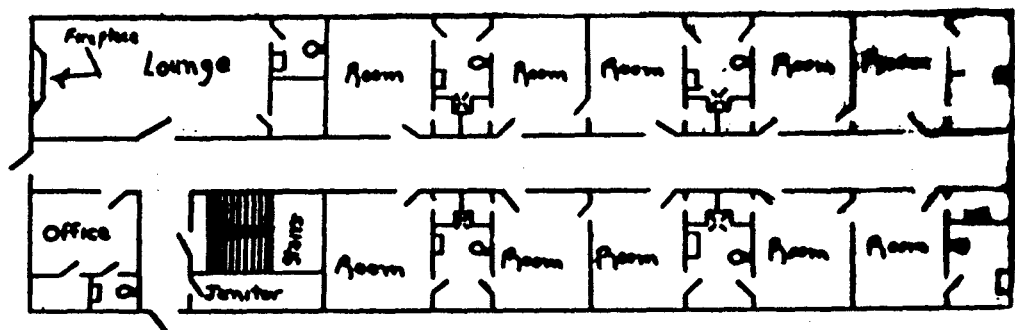
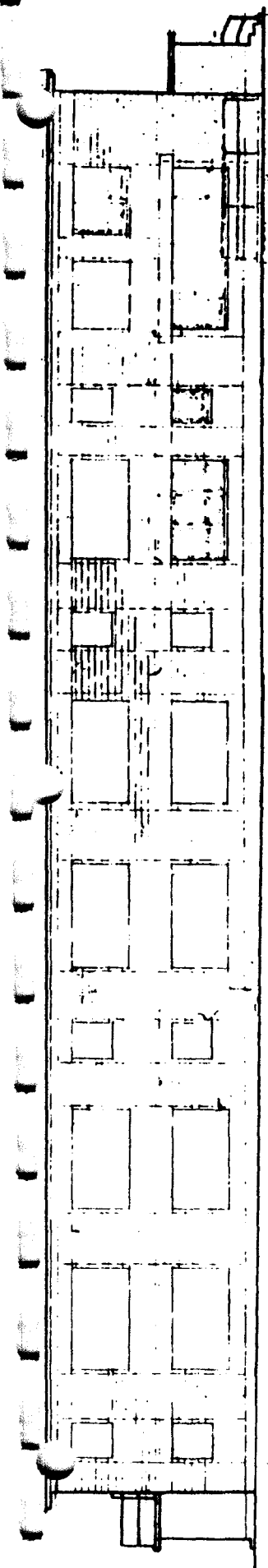
SPECIAL FEATURES: Fireplace at north end of both levels, carpeted floor, drapes existing over most windows lower floor.

REPAIR/UPGRADING: Wall repair various locations; peeled paint, especially in bathrooms.

POTENTIAL USE: Overnight or motel-type quarters (note: no kitchen facilities within building).

SEE REVERSE SIDE FOR PICTORIAL LAYOUT





FLOOR PLAN - Building 521



DEC 23 1982

Attachment 5

MEMORANDUM

FROM: LHL

DATE: December 23, 1982

RE: Proposal for a pre-incarceration center at Valley Industrial Park, Montana

On December 22, 1982, you delivered to me a rough draft copy of your proposal for a pre-incarceration center at Valley Industrial Park, Montana and requested that I review this and make some comments concerning it. I have reviewed the proposal and now make the following comments:

(1) The inmates selected for this center should be selected by the Department of Institutions in accordance with criteria established by the Department. Sentencing judges could recommend offenders for this facility, but the final determination and responsibility for the selection would be with the Department.

(2) I recommend that you make a trip to the Swan River facility and interview the Director. From everything I have learned while serving on the Sentence Review Board, it appears that the Swan River Youth Camp has been a tremendous success and I think you could get some good ideas on setting up a similar facility at the Valley Industrial Park. I have never personally visited the Swan River Youth Camp.

(3) I believe that there may be some weaknesses in your idea of making the VIP facility into a vo-tech school for inmates. I believe you will have some very difficult practical problems in making a success of such a venture. I would suggest that you interview Dr. Capdeville who is the Director of the State Vo-Tech School at Helena. He was raised at Opheim, Montana, and is the son of Mr. and Mrs. Martin Capdeville of Opheim. Dr. Capdeville is considered one of the outstanding authorities on all matters relating to vo-tech training. You will find him very cooperative.

(4) As of this time, I think that you might list the establishment of a vo-tech type school for inmates as a long-range objective for the future. I do have some ideas for the use of the Valley Industrial Park which could be implemented immediately, and I will set forth one of them.

The Department of Institution should work out a cooperative plan with the Fish and Game for cleaning up and improving Montana State Parks and recreation facilities. The work would be along the lines of the work performed during the 1930's under the Federal Civilian Conservation Corp Program.

Inmates in small groups of not more than ten each would be sent out to perform work during the spring, summer and fall. This work would consist of cleaning up the parks and improving the recreational facilities. Mobile house trailers and tents would be used to house them while on these projects.

MEMORANDUM

VIP

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It sticks in my mind that South Dakota experimented with this type of project in connection with juvenile offenders. I would suggest that you contact the Department of Institutions for the State of South Dakota and you could probably get more information concerning this.

However, I shall continue with my suggestion. I would look upon the Valley Industrial Park as the headquarters for this project. Before being assigned to a mobile unit in the field, the inmate would be given an indoctrination course of six (6) weeks or more in duration. During this time, he would be instructed on the rules and regulations he would have to abide by and how to perform the tasks expected of him in the field.

You have to keep in mind that most of these offenders have never been required to get up at a certain time in the morning, or to wash themselves or look after their clothing or to eat breakfast. Very few of them have ever held a job which lasted more than two or three days. Many of them have no idea what it is like or how to conduct themselves like ordinary people in the community. Before they could be sent into the field, they would have to be given extensive training in this regard.

This training period would also operate as a screening time because you will find a number of these people who can not adapt and they will have to be returned to Deer Lodge.

During this training time, it would be a good time to make psychological and social evaluations similar to those which used to be made during the "45-day evaluations" conducted at the State Prison. These evaluations would be very helpful in the screening process and could be performed by Eastern Montana Mental Health and by Social Services in Glasgow. The Department of Institutions would have to bear this cost, and this would probably be done under contract with Eastern Montana Mental Health and Social Services.

While in the field, some of the misfits would have to be returned to Deer Lodge and some would have to be returned to Valley Industrial Park for further training.

Last summer I drove through portions of the State Park near Glendive, Montana. This is represented in the literature as being one of the largest State Parks in the nation. This park could absorb the efforts of several crews of inmates over a course of several seasons.

You must keep in mind that most of the inmates will be addicted to alcohol, drugs or both and will be school dropouts with a very low self-esteem who have never been employed at any job for more than two or three days. We refer to these as "losers". Their motivation differs from those of the population as a whole whom we can refer to as "achievers".

MEMORANDUM

VIP

Page 3

In order to change a loser into an achiever requires special skills.

The main thing to remember is this: you can not refer to your background or the background of the people you associate with as a basis for motivating a "loser".

A "loser" comes from a world and culture which is totally alien to yours. Events which might motivate you to change your behavior will have no effect whatever on a "loser" and might even induce him to change his behavior in a direction totally different from the one you intend.

This concludes my comments.

PROPOSAL

INMATE VOCATIONAL TRAINING
FOR
OFFICE MACHINERY REPAIR AND REFURBISHING

, STATE OF MONTANA
DEPARTMENT OF CORRECTIONS

Submitted by:
SEMINAR TRAINING, Inc.

PREFACE

The purpose of this proposal is to develop and implement a continuous, ongoing training program operated by and for the inmates of Montana State Department of Corrections. The inmates suggested for participation in this program will be those categorized by Mont. DOC as, minimum security inmates, with a remaining sentence of at least 36 months. Selected trainees will undergo 40 weeks of extensive study of office product machinery engineering development design and field maintenance repair service training. These trainees will be required to work daily with small tools and instruments of special design.

This proposal has three (3) technical and statistical sections which demonstrate profitable production for both the inmates and the State of Montana. These sections are as follows:

- (1.) Users' Benefit - - The equipment which will be utilized for the development of this program, is equipment which would otherwise be discarded by City, County, State and Federally-Supported Agencies, either because of maintenance costs or nonavailability of parts required for repair. By forwarding this equipment to this In-House Training program, trainees will be taught proper repair as prescribed by the engineering specifications of OEM (Original Equipment Manufacturer). This equipment will also, in part, be dis-assembled and categorically indentified, by OEM part numbers, as a part surplus supply, as needed. All repairable and usable machines will be completely overhauled and/or repaired. Those machines requiring major repairs will be dis-assembled and refurbished. Equipment identified as salvage will be completely dis-assembled and entered into in-house part inventory. The wear-factor of those parts being used again, on a productive machine, will display minimal operative mishaps while giving a marginal adjustment tolerance. Upon completion of repair or refurbishing of a machine, any City, County, State or Federally-supported agency may purchase these from within this State-regulated and developed "Inmate Office Machine Purchasing Store". The most profitable aspect of this program is to supply necessary machinery to the Department of Education and their various schools. Budget cost for machine replacement required by Elementary, Junior and Senior High Schools far exceed the annual cost of this program. Old and worn machines from said schools can again be refurbished and put to new use in the same or new locations at approximately 1% of the cost for replacement. By implementing, "Users' Benefit" will prevail.

- (2.) Vocational and Professional Education and Training - Inmates who have completed 36 month of "In-house Schooling and practical Training", will be JOB-READY upon their release back to the community and the work force. A Trained parolee, will have minimal problems finding employment wherever he may wish to live and work. Trained inmates, upon release, will be encouraged to engage in self-motivated, self-employment. The Property Officer and Public Coordinator, a staff member of Seminar Training, Inc., will meet with Public Organizations, Companies and Office Product Manufacturers for assistance in placement of trained inmates. The boom of mechanical office machinery was in the 1950's, a boom which has persisted to this time. Approximately 15,000,000 pieces of mechanical machinery were sold, bought or traded in this time period. In the 1980's we have the era of "High-Tech", a new profession predicated by thorough understanding of mechanical operations. Technicians completing this "In-house Training" will have a first-hand introduction to this High-Tech era and will be given special assistance and guidance in achieving their desired goals in the computer world.
- (3.) Restitution - - Concurrent with the belief that wrongs must be punished, inmates can and will, in part, make restitution to the general public and the State of Montana by restoring these Office Machines to usefulness. Upon completion of this program, parolees will have a marketable professional skill with which to earn restitution for individual victims as well.

Implementation and training phases of this program will consist of the following:

- (1) BMP--Basic Mechanical Principles. This phase will consist of five weeks of training with an in-depth study of Simple Machines and their physical energy support for mechanical functions. Basic study will begin with complete understanding of simple machines such as a screw, through its complexity and adverse mechanical leverage effect in an operative functional machine. With a firm foundation in BMP, trainees will be able to excel in the technical aspects of operative machinery development.

Repair and Application. After studying and understanding BMP, the repair and application will again consist of a detailed, complete and accurate study of the sequential complexity of simple machines engaged systematically for a

functional, operative machine.

- (3) Refurbishing and Replacement. With thorough knowledge of a functional machine, as is required for repair, program participants will have the knowledge necessary for complete disassembly and removal of problem mechanisms, assemblies and control units which are causing malfunctions in a piece of office machinery. Through this phase, the end product will be a mirror view replica of its original OEM version with a today's facelift.
- (4) Parts and Supplies. "OUR INDUSTRY IS AS STRONG AS OUR TECHNICAL SUPPORT". Our technical support applies not only to Office Machines, but also to Color Televisions, Farm Equipment and even Pacemakers implanted in cardiac patients; these all require immediate servicability by replacement parts. Without necessary parts, repairs are not possible. The Part and Supply Department within this program could well be the envy of even the manufacturers. As machines are received at our training location, they will be identified for salvage and/or repair. The Administrative Service Coordinators will determine whether this machine will be repaired or, if salvaged, then completely dis-assembled and all parts identified by OEM part replacement catalogued numbers. They will then be placed in individual bins, cabinets or storage facilities with detailed documentation of a present part inventory. This inventory will be updated daily and accurately reflect those parts available to and for the repair and refurbishing departments.
- (5) Administrative Service Coordinator. This phase of the training program will consist of five (5) weeks of professional supervised training. Each trainee will be instructed in administrative paperwork procedures and documentation control of all equipment. These trainees will estimate the repair possibilities and/or refurbishing probabilities and/or absolute disassembly for salvage with each piece of equipment as it arrives. The Administrative Service Coordinators will be responsible for a weekly documentation of inventory of all equipment, including individual technician tools and capital property equipment. additional training in this phase will consist of shipping and receiving procedures. Trainees will receive properly authorized and state-approved shipment orders, for transferring our completely-repaired or refurbished machinery to a receiving location as directed by Montana Department of

Correction. Complete and detailed documentation and record keeping will be an accurate necessity.

We, the technical and administrative staff of Seminar Training, Inc., would like to take this opportunity to express our sincere appreciation for your time and consideration in allowing us to present this new program allowing new birth for the State of Montana, for the equipment itself and for the professional and technical training of the Montana Department of Corrections inmates. We feel assured that as these inmates become parolees and are reviewed by the Parole Board, the success of this program will be repeatedly evident.

Again, on behalf of our staff, Thank You for helping us to help them.

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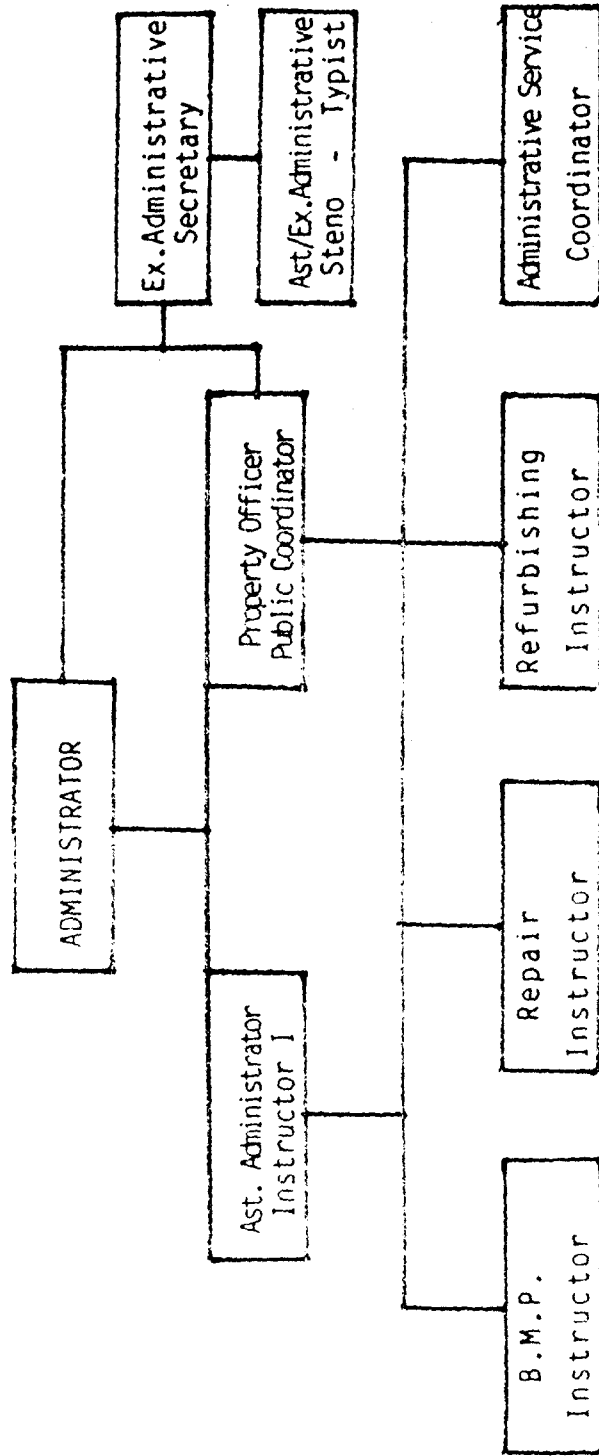
INTRODUCTION

The following chapters will give a detailed synopsis of our training intentions from the beginning of this training program through its conclusion and the social reinstatement of these trainees.

The detailed explanations in these chapters define the specific intended purposes and goals of Seminar Training, Inc. The completion of this program weighs heavy on its ability to achieve each of these preset and evaluted methods of program implementation. The responsibility of Seminar Training, Inc., will be to fulfill all of our directed and intended goals as identified in each of the following chapters. A weekly systematic evaluation of the program and its implementation will be submitted to a specifically-designated receiving office, as directed by the State of Montana Department of Corrections. Seminar Training, Inc., shall also be responsible for the technical training text manuals in textbook form to be housed and maintained at the training facility. These training manuals will be of technical and exact specifications as to implementation procedure and training for repair of office equipment. These manuals shall be written and compiled in an accurate and technical manner, but at a level understandable by a trainee. Throughout this three-year, extensive training program, Seminar Training, Inc., will be charged with and responsible for updating and supplementing these training manuals. All training manuals, workbooks and bulletin sheets will become permanent property of the State of Montana DOC Office Machine and Repair Program. Seminar Training, Inc., does recommend an additional two years of supervisory evaluation of this program operated totally under the direction of Montana DOC and operated by the inmates. Seminar Training, Inc., recommends a monthly visit for the review of this continuous program with extensive reporting on its operation, forwarded to Montana DOC. If technical staff is required for continuous support during these two years, Seminar Training, Inc., will submit a specific outline stating such necessities and recommendations.

MANNING TABLE

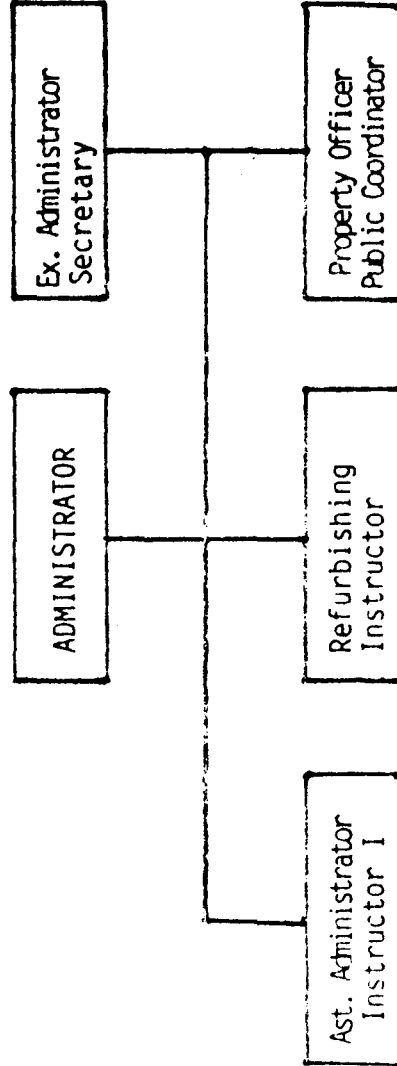
First Year - - Implementation and Production



CHAPTER ONE:

MANNING TABLE

Second and third year production staff.



DUTY ROSTER

ADMINISTRATOR: Administrative responsibilities are broken into two parts:

- (1) A complete statistical accounting of all support funds.
- (2) Complete and accurate documentation of this program implementation. The Administrator of this program must work directly with Montana DOC, while providing Seminar Training, Inc., with maximal cost effectiveness.

ASSISTANT ADMINISTRATOR/
SENIOR INSTRUCTOR I:

This position also has two technical and professional responsibilities.

- (1) This position shall be responsible for the entire program in the temporary absence of the program administrator.
- (2) This position will be responsible as an active participant in the replacement or assistance to the instructor staff. The Assistant Administrator shall also compile all necessary training manuals for inmate training.

3. PROPERTY OFFICER / PUBLIC COORDINATOR: This position requires a professional and accurate commitment to rehabilitation. This position is also accountable for all properties of Seminar Training, Inc., and Montana DOC. Detailed reports of those properties shall be prepared as directed by the State of Montana. The Public Coordinator position will be responsible for public awareness, and involvement of interested groups, from implementation to trainee's social placement. This position requires working directly with the State Department of Correction, counseling and prison procedure for placement.

4. INSTRUCTORS: Each instructor will be responsible for professional, vocational-skill training as required in all five (5) phases of study.

DUTY ROSTER

An office machine repair qualified and professional instructor will be placed in each of the five categories. These instructors will also develop programmed text-manuals as required for implementation and training, with final submission to the Administrator, for approval. Upon final approval, these manuals will be compiled in textbook form and retained by Montana State DOC for continuation of this program.

5. ADMINISTRATIVE EXECUTIVE

TECHNICAL SECRETARY: The duties of the position will consist of executive office procedures and practices as required for the development of this program, including technical text manual production.

6. EXECUTIVE SECRETARY TYPIST: This position will be responsible for statistical typing and documentation typing of the training manuals and all support material, while working as an assistant to the Executive Technical Secretary.

CHAPTER TWO

Schedule and Method of Training

When evaluating success, hindsight can tell us the Where's and When's for necessary input to meet the requirement for success. In evaluating hindsight, we find two factors, "STIMULATION" and "SELF-MOTIVATION". These two factors of education are very important to Seminar Training, Inc. By scheduling trainees in a repetitious, but new and unique learning environment, we can achieve twice that of the conventional methods of education. Seminar Training, Inc., has scheduled and arranged classes for both beginning academic technical study and continuous academic study with physical application, both of which are used in measuring success.

The process begins with "BMP" (Basic Mechanical Principles). In this section, the trainee is taught Levers' Law and reinvention of the wheel. The student then undertakes additional academic training for the practical and physical applications of the same. Reinvention of the wheel can apply to every mechanical device known; trainees can be taught the application, operation and repair procedures, as described in "OEM" (Original Equipment Manufacturers), manuals with these basic understandings. Customer Service Engineers are required to perform maintenance duties necessary for the optimum function of all mechanically engineered office products. Each student is required to have both academic and practical performance abilities to complete all required engineering applications, as specified for operative functional machinery. To assure successful achievement, in this training program, Seminar Training, Inc., has arranged a 'Schedule and Method of Training' to instruct students in a repetitive format, as follows:

The first group, (designated as "I" on Chart A) will begin their first five-week phase study of BMP. Upon completion of their first five-week phase, Group I will advance to Phase II, Administrative Service Coordinators. At this time Group II will begin their BMP training. At the completion of our second five-weeks of training, Group I will advance to Parts and Supply Training, While Group II advances to Administrative Service Coordinators, and Group III will then be enrolled and start their preliminary BMP. Upon completion of the third five-weeks of training, the first phase will then start the second half of their Part and Supply training, while Group II enters the same phase for their first five-weeks of training. Group III then advances to Administrative Service Coordinators and Group IV begins their BMP training. At the completion of the fifth five-week training period, Group I, has just completed ten Weeks of Parts and Supply training, then, will advance to Phase IV, Repair Theory and Application. Group II will remain in Phase II for the second half of its ten week training as Group III enters their first half of Parts and Supply training,

and Group IV advances to Administrative Service Coordinators. The fifth, and final group, Group V will then be starting their BMP phase of training. This will continue until all five phases have been completed and the trainees have been taught the necessary procedure and academic foundation for their professional careers. As indicated on Chart "A", the ninth five-week phase marks the completion of all training phases for the first formatted cycle. Students will then start their five week rotations. Refurbishing and BMP Overhauling will require continuous study for ten weeks, at which time two phase groups will be in this department at the same time. All other departments will have five students per phase. Again, they will continue to rotate every five-weeks. Schedule Chart "A" on the following page gives a detailed week-byweek explanation and graph of this procedure.

CHAPTER TWO

SCHEDULE CHART A

Schedule and Method of Training

Training Weeks # 7 & 8 ("A -B") Substitute Personnel (1 or 2 trainees) will be taken from each phase.

Training Week # 9 ("C") indicates the start of a Self-Operating cycle With inmates assuming Department Manager Weekly.

Incremental Phase Groups are identified by "Group I-II-III-IV-V"

Study	Phase Length	WEEK ROTATION														
		5	5	5	5	5	5	5	5/C	5	5	5	5	5	5	5
BMF	(5)	I	II	III	IV	V	(BMP Training will continue with Refurbishing)									
Administrative Ser/Coordinator	(5)	I	II	III	IV	V	(A)	(B)	I	II	III	IV	V	I	II	
Parts & Supplies	(10)	I	II	III	IV	V	III	IV	V	I	II	III	IV	V	I	II
Repair Application	(10)	I	II	III	IV	V	III	IV	V	I	II	III	IV	V	I	II
Refurbishing BMP Overhaul	(10)	I	II	III	IV	V	III	IV	V	I	II	III	IV	V	I	II

CHAPTER THREE

Program Continuation

Upon completion of our ninth five-week phase of training, Seminar Training, Inc., has, through its Schedule and Method of training, started a self-perpetuating trainee-stimulated and self-motivated program that will continue indefinitely. As these students repeat various phases of training, they will be given the opportunity to enhance and further develop their academic and engineering knowledge and their physical application skills based on the knowledge they have obtained. With text manuals written by Seminar Training, Inc., solely for the purpose of the Department of Corrections, a Self-Training Program will have been completed. At the end of the 36-month period, or as individual trainees are released from this program, new, incoming trainees can and will be taught by the remaining trainees within the program. All text manuals and procedures will be written and clearly identified as to job expectations, responsibilities and requirements through each specific phases of training.

A two-year additional training program at the option of the State of Montana can be implemented to further service the Department of Corrections in this program. Seminar Training, Inc., can provide monthly visits for supervisory and advisory assistance.

CHAPTER FOUR

Social Reinstatement

As trainees complete their sentenced obligation and are released back to the community, Seminar Training, Inc., through the efforts of the Public Coordinator, will work extensively with these parolees seeking employment within the community in which they will be making their new start. Seminar Training, Inc., will periodically have workshops for Public Employers and Agencies to evaluate our professionally-trained, skilled job-ready technicians. Professional recommendations by Seminar Training, Inc., will be available at all times for trainees in obtaining employment. Assistance will be given to those interested in continuing their education and training in the field of "HIGH-TECH" or computer science.

IMPLEMENTATION

Location and Funding

LOCATION:

"Minimum Security Facility"

This Office Machine Repair and Refurbishing Program can be installed as a completely operative program at any Montana Department of Corrections' operating facilities. The primary prerequisite for this program involves two major aspects: (1) Minimum Security categorized trainees, (2) Trainees with the ability and capability of working with small activated devices, tools and instruments.

To minimize operating costs, a satellite program may enhance the overall productivity and profitability this program can return to the State of Montana. Seminar Training, Inc., is also available, at the discretion of the DOC, to implement this program in a given satellite area.

FUNDING:

"Local and Supportive Agencies"

The program that Seminar Training, Inc., has undertaken for the profit and cost effective productivity of the State of Montana and for the people of Montana is a major and expensive project. Seminar Training, Inc., has encompassed the largest and most extensive operating costs to be implemented the first year. The second and third year operating costs have been reduced to half of the first year's operating costs, While maintaining and giving 100% additional productivity to this program and the State of Montana. The cost of the first year for program training will average approximately \$1,000.00 per month per trainee. The second and third year, these operating costs will drop to \$500.00 per month per trainee. Upon completion of the first year, Montana will appreciate a gainful profitability by revenue saved in the restoration and continuous use of office machines repaired through this program. Funding from other supply agencies can minimize the enormous operating costs as would be burdened by one funding source. Supportive funds from; National Parolee Agencies; The Federal Parole Education Act; Department of Education, and special Grants, combined would fund completely. Combine funding for implementation and continuation of this program can achieve productive rehabilitation.

BUDGETORIAL COST

Distribution of these funds are detailed on the following Budgetory Cost Schedules "A" - "B" - "C". These costs are itemized by position, and department; first, second, and third year implementation. The indicated costs and reduction for the second and third year's budget are well supported by the professional adaptation displayed in the first years' efforts.

SCHEDULE

* * BUDGETORY COST * *

1st Year Funding

\$288,550.00

I	<u>ADMINISTRATION:</u>	= \$39,950.00
	A. Office Utilities	\$1,200.00
	B. Administrative Production / Supplies	8,000.00
	C. Benefits - Insurance - Taxes	10,000.00
	D. Public Coordinator / Counseling	5,000.00
	E. Text Manual Supplies & Material	15,750.00
II	<u>PERSONNEL:</u>	= \$201,600.00
	A. Administrator	36,000.00
	B. Property Office / Public Coordinator	28,000.00
	C. Assistant Administrator / Instructor I	24,000.00
	D. BMP Instructor	24,000.00
	E. Repair Instructor	24,000.00
	F. Refurbishing Instructor	24,000.00
	G. Administrative Service / Coordinator	24,000.00
	H. Administrative Executive / Technical Secretary	12,000.00
	I. Assistant Secretary / Steno-typist	9,600.00
III	<u>PROPERTY:</u>	= \$43,000.00
	A. Administration Production Office	8,000.00
	B. Transportation-Vehicle-Travel	15,000.00
	C. Administrative Text / Production Equipment	10,000.00
	D. Administrative - Educational / Production Furniture	10,000.00

SCHEDULE

* * BUDGETORY COST * *

2nd Year Funding \$150,000.00

I ADMINISTRATION: = \$15,000.00

A. Office Utilities	\$3,000.00
B. Supplies	2,000.00
C. Benefits - Insurance - Taxes	6,500.00
D. Public Coordination	3,500.00

II PERSONNEL: = \$124,000.00

A. Administrator	36,000.00
B. Property Office / Public Coordinator	28,000.00
C. Instructor	24,000.00
D. Instructor ;	24,000.00
E. Secretary	12,000.00

III PROPERTY: = \$11,000.00

A. Administration Production Office	8,000.00
B. Transportation-Vehicle-Travel	3,000.00

SCHEDULE

* * BUDGETORY COST * *

3rd Year Funding \$150,000.00

I ADMINISTRATION: = \$15,000.00

A. Office Utilities	\$3,000.00
B. Supplies	2,000.00
C. Benefits - Insurance - Taxes	6,500.00
D. Public Coordination	3,500.00

II PERSONNEL: = \$124,000.00

A. Administrator	36,000.00
B. Property Office / Public Coordinator	28,000.00
C. Instructor	24,000.00
D. Instructor	24,000.00
E. Secretary	12,000.00

III PROPERTY: = \$11,000.00

A. Administration Production Office	8,000.00
B. Transportation-Vehicle-Travel	3,000.00

S U M M A R Y

Seminar Training, Inc., uses hindsight in the evaluation of its implementation procedures. "SELF-STIMULATION and SELF-MOTIVATION" are our objectives. It is by the attainments of these goals, that our programs are judged successful. It is because of these goals that we can, and will, stimulate trainees to achieve the highest possible standards, both academically and in practical application for their success. The proof of this is measured from the ninth five-week phase of training, as indicated by "C" on Schedule "A", Schedule and Method of Training. The students at this point will have developed both mental stimulation and practical self-motivation in their ability and desire to achieve a professional vocation.

Customer Service Engineers, which these trainees will become, are an asset both to themselves and to the working task force of today's economy. As the technology of the 80's advances, the demand for more skilled, high-tech assistance in machine repair will become greater. Seminar Training, Inc., will work extensively with those wishing to be part of the "High-Tech Era", in continuing their vocation. With the "Stimulation and Self-Motivation", already developed in these trainees, Seminar Training, Inc., will provide assistance for future development in their chosen field of high-tech. Again, "OUR INDUSTRY IS AS STRONG AS OUR TECHNICAL SUPPORT".

AGENCY Institutions
 PROGRAM Mental Health
 Subprogram _____

Exec. Budget Page 405
 Fiscal Analyst's Page 450 - 460

	EXPEND.	1984 BUDGET			1985 BUDGET		
	1982 Adjusted	Exec. Budget	Fiscal Analyst	Exec.-LFA Variance	Exec. Budget	Fiscal Analyst	Exec.-LFA Variance
FTE	10.5	5.0	5.0	—	5.0	5.0	—
Personal Serv.	281,980	168,152	168,917	765	167,775	168,953	1178
Operating Serv.							
21 Contr. Serv.		37,429	16,442	20,981	38,450	17,409	21,041
22 Supplies		2,34	11,32	496	2268	1241	527
23 Communication		6981	5852	1124	8130	6832	1293
24 Travel		19409	19407	2	7092	17089	3
25 Rent		15103	11019	4088	16472	11680	4792
26 Utilities		12,437	—	—	12,437	—	—
27 Repairs		1664	165	499	704	174	530
28 Other		992	955	38	1053	996	57
Subtotal	225,772	82210	55,498	27,228	84169	55,926	28,243
Non-Operating							
1. grants - GF		4225832	4103946	166,886	4514301	4369781	144520
2. grants - block or		1173537	1210156	36619	1,083,781	1256424	172643
3.							
4. Subtotal - grants	3871524	5449769	5,319,102	130,267	5,598,082	5,626,205	28123
5.							
6. Fund	458						
Total Expenditures	4379639	5,700,237	5,543,507	156,730	5,850,026	5,851,084	1058
Funding							
General Fund	3965041	4,523,662	4330313	193,349	4762245	4594660	171585
Other Funds							
1. categorical grant	414547	50,000	50,000	—	—	—	—
2. ADAD block		1,126,575	1,163,194	36619	1,083,781	1256424	172643
3.							
5. total	4379639	5,700,237	5,543,507	156,730	5,850,026	5,851,084	1058

Leg:cm:a