

REPORT TO THE LEGISLATURE
Pursuant to P.A. 245 of 2008
Section 304
Employee Cost Saving Suggestion - 2nd Quarter

Section 304 - The director of the department shall develop a staff savings initiative program to invite employees to submit suggestions for savings costs for the department. The department shall report quarterly to the senate and house appropriations subcommittees on corrections, the senate and house fiscal agencies, and the state budget director on the suggestions submitted under this section, the implementation plan for those suggestions with which the department agrees, and an explanation of any disagreements with suggestions.

In order to comply with the requirement of Section 304, the Department of Corrections published an article in the November 21, 2008 FYI Employee Newsletter informing staff to submit their suggestions for cost saving suggestions. The below is suggestions received to date:

SUGGESTION	IMPLEMENTATION PLAN	REASON FOR NOT IMPLEMENTED
Return probation services to local counties		MCL 791.223a transferred County Probation staff to members of the state classified civil service. Any revisions must be implemented through the legislative process.
Consolidate RPA/DD, make Business Managers assistants		Consolidating of regions and other efficiencies are constantly under scrutiny. The regional offices are an integral part of DOC minimizing the supervision of a large department by geographic areas.
Place exterior lights on light sensors rather than timers	Although this recommendation has proven to save on energy costs, the initial start up costs prohibits us from completing all facilities. As funds become available, we will continue to change our fixtures and use motion detection.	
Close on site HR Offices		On site HR Offices are needed to service employee and payroll needs for time reporting purposes.
Waive home call requirements that score 'minimum' supervision level in OMNI and COMPAS	Supervision standards are currently under review.	
Move quickly to privatize Food Service and other areas		Privatization options are continually reviewed for cost savings and impact on facility safety.
Reduce the amount of lights in offices at SPR		Each facility has energy committees - local staff are encouraged to attend these meetings and bring up suggestions. The facility energy committee can evaluate the suggestion and implement if deemed appropriate.
Reinstate banked leave time		Banked Leave Time is determined by the Office of State Employer.
Review length of parolee dead time for non-serious crimes		Would require legislative action.
Scale back on the use of mandatory drug testing in FOA		Statutory testing was added a few years ago for certain offenders. FOA routinely reviews discretionary testing protocols. 75% of offenders have substance abuse problems.
Enter LEIN for court fees rather than extend parole supervision	Policy does allow for discharge with monies owed under certain circumstances. The current practice is under review to turn collections over to Department of Treasury.	
Cut back on state vehicles for other state agencies such as Human Services		All state departments are under the same Executive Directives to reduce costs.
Stop mailing job vacancy notices to those on CS registers		Civil Service Commission posts job vacancies on their department's web page.
Close on holidays such as Christmas Eve and Veteran's Day		The State Employer and Governor's Office determine when offices are to be closed for holidays.
Create lower paid technical positions under direction of an agent		We currently have FSA positions and others performing agent work would require change to the bargaining agreement.
Agents type their own reports rather than full clerical positions		An agents times is better spent monitoring offenders then by typing reports.
Negotiate office space for Ann Arbor Parole/REP	FOA has been working on this for quite some time and currently in bid process with DMB Real Estate Division.	
Reduce unnecessary home calls		Home calls are necessary and halting them would be a concern for public safety.
Stop requiring agents to personally deliver communication that can be mailed or faxed		What is required is in procedure is that the agent ensures the order is signed and reporting instructions are given. Agent doesn't have to do it him/herself.
Stop dual supervision of offenders		We don't maintain dual supervision. We supervise as ordered by the court and one agent would handle if there were multiple cases.
Reduce air conditioning use at Wayne/Lincoln Park Office		This site is a county building; therefore, would follow the standards set by their authority.
One Captain per level I facility		All supervisory positions are evaluated on a case-by-case basis, only those positions which can be justified based on the need to meet the Department's core responsibilities are justified and filled.
Start collection proceedings on offenders debts after discharge	Supervision fees in FOA are reported to Treasury for collection.	
Audit necessity of forms	Forms Management is collaborating with CFA and OSA in conducting a review of forms.	
Limit/consolidate office supply orders	Executive Directive 2007-17 restricts the purchase of non-essential supplies, materials, equipment, printing and other products, through September 30, 2007, Executive Directive 2007-21 extends the restrictions indefinitely.	

SUGGESTION	IMPLEMENTATION PLAN	REASON FOR NOT IMPLEMENTED
Create prisoner jobs to generate revenue		Prisoner labor is used as permitted by the Correctional Industries Act, to produce goods, and provide services used by government agencies and non-profit organizations.
Recognize individual money saving efforts		When an employee suggestion is adopted, and subsequent savings realized, an effort is made to recognize the initiator of the recommendation.
Change OCMS from a daily schedule to a monthly schedule		Providing a schedule once per month in lieu of the daily current schedule provided prisoners, offers the opportunity for an increase in errors, on both the part of the prisoner and of staff.
Change the policy to require prisoners to only wear state shirts		The requirement that prisoners wear a uniform is in place to provide greater public safety. The prison uniform is unique, and a person wearing such clothing in a non-prison environment is immediately recognizable as suspicious and out of place.
Adjust employee schedules during holiday pay periods to prevent OT		All CFA Facilities monitor staffing and overtime use at all times including during holiday periods.
Eliminate payment of OT to Captains for working holidays		Use of overtime has been, and will continue to be monitored.
Stop providing prisoners paper account statements		The Department is consolidating many prisoner accounting functions, including offering the opportunity for prisoners to receive information about their accounts via an alternate route. There remains a need to continue to provide some information to prisoners in a paper format.
When continuing serving probation transfer after parole discharge	The discharge process/procedure is currently being reviewed and may include changes as suggested.	
Garnish wages rather than continue to collect restitution		Statute does allow garnishment of wages for employed offenders not in compliance with payments. However, it is not within DOC's responsibility to initiate formal proceedings.
Assess supervisor RDO's on third shift (five during week, pay OT on weekends) at OCF		Supervisory positions in CFA have recently been evaluated and significantly reduced. We will continue to evaluate the remaining positions as they become vacant, however no significant additional reduction is indicated.
Assess Personnel, RUM, CPC, ARUS, School Principle staffing at OCF		Supervisory positions in CFA have recently been evaluated and significantly reduced. We will continue to evaluate the remaining positions as they become vacant, however no significant additional reduction is indicated.
Combine SPR HRD function with SLF and STF, do more on line training	Regionalizing of specialized functions continues to be evaluated. The Department is looking at alternatives such as Civil Service and outside vendors to increase the availability of on-line training for employees.	
Have prisoners generate revenue by cutting wood for sale at state parks		Department of Natural Resources manages the state parks. Any wood cut and sold would be for the benefit of DNR and would be their decision to pursue.
Consolidate HRD's throughout the state	Regionalizing of specialized functions continues to be evaluated and to take place where feasible.	
Eliminate all leave from overtime determination		This is a union negotiated issue which is handled through OSE.
Don't allow Ultra Time to download into DCDS. Requires extra work to process employee time.		Assessment made by personnel and determined this was an isolated situation.
Announce pension will be based on salary instead of highest earnings to get people to retire		Any changes to pension plan requires legislative approval.
Only get pay raises through contract increases		Not all state employees are governed by union contract. The Civil Service Commission and OSE determines non-contract pay raises.
Wind turbines and solar panels to provide energy to prisoners	The Department is in the process of holding public meetings with local governments and public utilities.	
Prevent the transfer of plates to more expensive vehicles (Sec of State)		This is outside the Department's authority and has been referred to the Secretary of State.
Eliminate 3% raise to be effective 10/1/09		This is outside the Department's authority and is being pursued through the Civil Service Commission - Coordinated Compensation Panel.