

REPORT TO THE LEGISLATURE
Pursuant to P.A. 207 of 2018
Article V, Section 304
Staff Savings Initiative Program

Section 304. The department shall maintain a staff savings initiative program in conjunction with the EPIC program for employees to submit suggestions for efficiencies for the department. The department shall consider each suggestion in a timely manner. By March 1, the department shall report to the senate and house appropriations subcommittees on corrections, the senate and house fiscal agencies, the legislative corrections ombudsman, and the state budget office on process improvements that were implemented based on suggestions that were recommended for implementation from the staff savings initiative and EPIC programs.

NAME OF TEAM	DATE ESTABLISHED	PURPOSE	RESULTS
Employee Wellness Team	May 2018	<p>The focus of this team was suicide prevention, alcoholism, depression, and PTSD/stress. The objectives of this team were:</p> <ol style="list-style-type: none"> 1. Determine what sources and programs we can offer to our employees to deal with stress in their lives, for all employees. 2. To educate and raise awareness, recognize signs, reduce stigma. 3. Look at what other states are doing, and the Michigan State Police. 4. Look for grant funding for the MDOC. 	<ul style="list-style-type: none"> • The Director approved the creation of an Employee Wellness Unit in the MDOC. The Unit will be comprised of a Peer Support Program (an opportunity to speak informally and confidentially to another employee) and a Chaplain Program (where spiritual guidance will be available), and it also encompasses the Traumatic Incident Stress Management Program – all of which will provide 24-hour support to staff, their families and retirees. • Once staffed, this Unit will create strategies to eliminate the stigma associated with MDOC employees asking for help and will work to promote trust and confidentiality within the program and throughout the MDOC. • This Unit will also oversee the provision of support to employees, referrals and follow-up to the Employee Service Program or alternative professional resources when necessary. • In order to help the Employee Wellness Unit develop resources, policy and programming that supports its employees, the MDOC partnered with Desert Waters Correctional Outreach to conduct an Employee Wellness Survey. That data is now being analyzed by Desert Waters staff and the Department eagerly await the results. The feedback received will help the department identify the

			best resources to assist its employees.
Recycling/Green Team	April 2018	<ol style="list-style-type: none"> 1. To develop a Department wide comprehensive recycling plan. 2. Increase the Department's current recycling activities across Department worksites, BOA, CFA, FOA, and find where improvements can be made. 3. Assess what is being done across the Department. 4. Comply with the Governor's directive on recycling. 	<p>Note: Team is still in progress.</p> <ul style="list-style-type: none"> • To advance statewide recycling activities with a consistent and unified approach, policy will be updated and directives will be issued regarding recycling. • An MDOC recycling and waste reduction guide will be created. • Current recycling activities across Department worksites will be increased as we continue to evaluate where improvements can be made. • Waste streams will be reduced by recycling a variety of materials. Twenty-six materials/substances were identified for potential recycling. Of those, the Department will focus on the top five to include paper, plastic, metal, cardboard and batteries. • Transportation Fleet is currently picking up pallets, cardboard and some plastics to be recycled (items covered by existing contracts for recycling). The Department will ensure proper recycling of these materials continues and will also ensure that contracts/options are being used to the fullest extent possible. • Materials from all MDOC construction projects will be tracked annually and recycled accordingly. • A process for battery recycling is being developed. The radio shop in Jackson collects batteries for recycling and has offered to serve as a hub for department battery recycling pick up. • The Department will establish and utilize recycling coordinators at worksites or regionally to more easily direct statewide recycling efforts. • The Department is researching cost savings that could be attained from mattress recovering.
Automated Records Storage Team	November 2017	<ol style="list-style-type: none"> 1. Examine the Department's record storage system. 2. Develop a system to ensure that records are purged within appropriate time frames. 	<p>Note: Team is still in progress.</p> <p>Note: There are over one million prisoner</p>

		<ol style="list-style-type: none">3. Determine if there is a more appropriate and efficient records storage system available.4. Develop opportunities for the Department to go "paperless." We already have a pilot with some of the courts, how do we expand that?5. To develop a procedure or process related to the retention of historically significant documents.	<p>files in storage in the MDOC.</p> <ul style="list-style-type: none">• The Department is restructuring the staffing levels of the Record Storage Section. Limited term employees will be hired to help eliminate the backlog of files needing to be reviewed/categorized/destroyed. They will also remove the Presentence Investigation Reports from all files and retain accordingly.• The Records and Retention Schedule will be updated to reduce current retention requirements for certain records.• The Department is reviewing options for a new Records Retention site. Plans are to convert the (empty) Bakery in Jackson into an open shelf records storage. The building encompasses 25,900 linear feet and would allow for a six-year retention of files. MDOC is currently working with a Project Designer from DTMB.• FOA files that were past their retention date were destroyed.• Determination was made to retain medical files for ten years.• Determination was made to retain Record Office files, Counselor files, Lansing Record Office files and Education files for six years.• Will be developing a policy directive for Records Retention.• Will be developing a process to preserve documents that are of historical significance.
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