

REPORT TO THE LEGISLATURE
Pursuant to P.A. 64 of 2019
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
Recycling/Green Team	April 2018	<p>The objectives of this team were:</p> <ul style="list-style-type: none"> • To develop a Department wide comprehensive recycling plan. • To increase the Department's current recycling activities across Department worksites, BOA, CFA, FOA and find where improvements can be made. • Assess what is being done across the Department. • Comply with the Governor's directive on recycling. 	<p>This team concluded in October 2019.</p> <ul style="list-style-type: none"> • Created a recycling manual that serves as a comprehensive guide for recycling at work sites statewide. Manual provides instructions for developing a recycling program and methods for recycling paper, cardboard, plastic, metals and batteries. • Recycling metrics are reported quarterly. • Identified locations to repair/refurbish chairs, taser holsters, PPD cases, dog leashes, weight equipment, medical exam tables, mattresses, pillows, etc. • Identified processes for reuse of heavy equipment such as gators, tractors, dishwashers, etc. • Identified process for re-purposing security equipment (soft restraints, hard restraints, ECDs/Tasers, etc.) • Identified process for recycling of electronics (cell phones, tablets/iPads, MiFi devices, computers and accessories, etc. <p>NOTE:</p> <ul style="list-style-type: none"> • Gov. Whitmer announced plans to make St. Louis Correctional Facility the state's first green prison. The department released a request for proposals for solar panels and energy performance improvements at the facility. • Implemented sustainability upgrades at correctional facilities across the state resulting in \$15 million in annual cost savings due to lower energy and water use.

Warehouse Standardization	April 2018	<p>Primary objective of this team was to identify opportunities to standardize warehouse operations. To identify efficiencies and best practices for services provided infrastructure, equipment, supervision, staffing and schedules.</p> <ul style="list-style-type: none"> • Services provided - identify and evaluate deliverables that are provided by each warehouse operation for their customer base. • Warehouse Locations and Infrastructure - review infrastructure currently in use and proximity to prisons. Evaluate the use of centralized warehousing for prison complexes like Ionia and Jackson. • Staffing - establish a benchmark for staffing levels and reporting structure. Research efficiencies and standardization opportunities for staffing. • Warehouse Schedules - Review current operating schedules as well as staff and supervisor schedules. • Equipment - vehicles, fork lifts, and other tools and equipment will be reviewed to help optimize efficiency. 	<p>This team concluded in May 2019.</p> <ul style="list-style-type: none"> • The team reviewed past practices regarding what items were stocked and problems related to overstocking. With Sigma, inventory minimums and maximums are automatically developed based on inventory activity to prevent overstocking. During the implementation of Sigma, a standardized inventory list was developed for all MDOC warehouses. • The team reviewed staff duties to assist with establishing performance factors. • The team reviewed all current services provided by Storekeepers and their supervisors. Recommendation made with regard to prisoner property on two sites (Saginaw and Newberry Correctional) that are under the supervision of Storekeepers to place these two prisoner property operations under custody staff. This will align with how the Department conducts business at all facilities. • Reviewed current warehouse locations. Eleven facilities have their own on-site warehouse. These warehouses only service the needs of their facilities. The team recommends the location and infrastructure at these facilities remain as is. • Reviewed the staffing plan, recommending that the regional business managers will use the spreadsheet as a tool to determine the current and future staffing levels for the MDOC and based on facility operational changes. • Recommends facilities review current operating and delivery schedules as well as staff and supervisor schedules to standardize them where practical with few exceptions. Recommends that alternate work schedules be reviewed and approved annually. • Thorough review of equipment (vehicles, forklifts, other tools and equipment) to identify efficiencies. Determined the current level of equipment is appropriate. Recommend using the same process to review requests to purchase new equipment as is done through the Physical Plant, which requires the Kinross Business Manager, Jackson Business Manager and the Physical Plant Division Administrator to review and
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