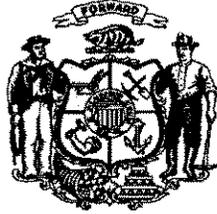


THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

316-S Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

315-N Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard

Date: January 31, 2001

Re: Department of Corrections Report

Attached please find a copy of a report from the Department of Corrections concerning mental health services provided to prisoners in 2000. Pursuant to s. 301.03(6m), Stats., the Department is required to submit this report to the Joint Committee on Finance on or before January 30 of each year.

This information is for your review only. No action is required by the Committee.

BB/JG/js

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



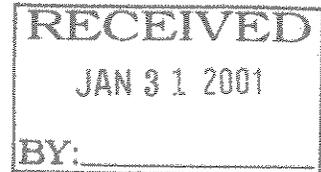
**State of Wisconsin
Department of Corrections**

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

January 29, 2001

Senator Brian Burke and
Representative John Gard, Co-Chairs
Joint Committee on Finance
Donald J. Schneider, Senate Chief Clerk
John A. Scocos, Assembly Chief Clerk



Re: 2000 Report Pursuant to
s.301.03(6m) WI STATS

Dear Sirs:

The following information is provided for your consideration and review pursuant to 301.03(6m) WI STATS. The figures below cover the period from January 1, 2000 to December 31, 2000.

1. There were 50 inmates transferred involuntarily from a prison to a mental health institute under 51.20(13)(A) 4. The average length of stay was 217 days. All but three inmates were committed for outpatient treatment. One inmate was committed to inpatient treatment upon reaching his mandatory release date.

There were no voluntary transfers from a prison to a mental health institute.

2. 4,924 inmates underwent voluntary treatment with psychotropic drugs and 55 inmates were treated with psychotropics on an involuntary basis.

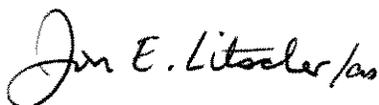
The types of medications used include antipsychotic drugs, antidepressant drugs, mood stabilizers, anti-parkinsonian medications, and medications for side effects.

3. Mental health services, both psychiatric and psychological, are available at all the major institutions. Services include individual and group therapy, chemotherapy, psychiatric, psychological, and neuropsychological evaluations, crisis interventions, sex offender groups, domestic abuse groups, anger management groups, and cognitive interventions programs.

Inmates who need more intensive mental health services are transferred to the Special Management Unit at Columbia Correctional Institution, the Wisconsin Resource Center, or one of the Mental Health Institutes.

If you have any questions or need additional information, please let me know

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher /as".

Jon E. Litscher
Secretary

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

January 30, 2001

Senator Brian B. Burke, Co-Chair
Joint Committee on Finance
Room 316 South State Capitol
Madison, Wisconsin 53702

Representative John Gard, Co-Chair
Joint Committee on Finance
Room 315 North State Capitol
Madison, Wisconsin 53702

Dear Senator Burke and Representative Gard:

Due to reports of recent layoffs at Helgesen Industries, Inc., Hartford, Wisconsin, I ask that you hold the Department's request for approval under Section 303.01 (1) (c), submitted in November 1999.

When and if Helgesen Industries returns to full employment and is unable to hire needed workers, we will notify the committee to withdraw the hold.

We would be happy to respond to any questions you may have on this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Jon E. Litscher'.

Jon E. Litscher
Secretary

cc: Robert Lang, LFB
George Lightbourn, DOA
Steve Kronzer, DOC/DAI
Cindy O'Donnell, DOC
Jessica O'Donnell, DOC
Dick Verhagen, DOC/DAI
Cindy Archer, DOC/DMS
PIB Members

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



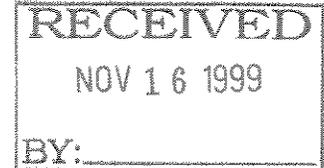
State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

November 12, 1999

Senator Brian B. Burke, Co-Chair
Representative John Gard, Co-Chair
Joint Committee on Finance
Rooms 316 South and 315 North
State Capitol
Madison, Wisconsin



Dear Senator Burke and Representative Gard,

Section 303.01(1)(c) states that, "prior to establishing any prison industry, the department shall provide written notification of its proposed action to the cochairpersons of the joint committee on finance. The cochairpersons shall hold a public hearing before the committee concerning the proposal." And in Section 303.01(2)(em)..."The department may enter into a contract under this paragraph only with the approval of the joint committee on finance."

I would like you to consider this letter as written notification to you and your committee of our intent to establish a joint private sector venture authorized in Act 27 Laws of 1995, the biennial budget act. I would greatly appreciate your willingness to expedite the announcement of a public hearing on this matter.

Private Sector Venture with Helgesen Industries, Incorporated

Helgesen Industries, Inc., is located in Hartford and primarily is a turnkey manufacturer, meaning Helgesen directly sources all or a substantial portion of the components necessary for its product assemblies. Original Equipment Manufacturers (OEM) use Helgesen's assemblies in a wide range of applications including telecommunications, construction machinery, industrial automation and control equipment, military and medical industries. This venture involves inmates drilling, simple machining, sheet forming out of light steel and aluminum, tig and mig welding, and metal finishing. Ten inmates would start; however, based on the number of jobs that could be run at the prison site, it is anticipated that within twelve months the number of inmates could double.

The attachment provides the detailed outline of the proposed agreement. Lease, overhead, supervision, security, administrative, utility and materials costs will be paid by Helgesen. No additional staff or equipment will be necessary. Inmates will be paid prevailing wages as

determined by DWD or if they can not or will not, by the Department. The Department will be reimbursed for those costs. Production rates will be established for each order. If the Department does not agree with the rates or the rates do not generate at least a breakeven proposition, the Department can decline the order.

It is anticipated that this operation could begin as early as January 2000.

The Prison Industries Board approved the Helgesen proposal at its May 6, 1999 meeting. I am encouraged by the quality of the proposal we bring forward to you for public hearing.

Again, I would appreciate your willingness to facilitate the process on these hearings. My staff and I will be available to respond to questions at the public hearing.

Sincerely,



Jon E. Litscher
Secretary

Cc: Governor Tommy G. Thompson
Secretary George Lightbourn
Members, Joint Committee on Finance

Attachment – Contract Proposal

PRIVATE SECTOR VENTURE

Prison Industries Enhancement Program

Wisconsin Department of Corrections
Bureau of Correctional Enterprises

and

Helgesen Industries, Inc.
Hartford, Wisconsin

October, 1999

PRIVATE SECTOR VENTURE

A. Private Sector Company (Contractor)

Helgesen Industries, Inc.
7261 Highway 60 West
Hartford, WI 53027

Phone: (414) 709-4444
FAX: (414) 709-4409

Principal Contact: Ronald Marshall, President

Helgesen Industries, Inc., provides value-added, turnkey contract manufacturing services for the emerging and original equipment manufacturers marketplace. Services include advanced manufacturing engineering, responsive materials management and technologically-advanced, flexible, service-oriented manufacturing of complex weldment assemblies into partial or finished product. OEMs use Helgesen's assemblies in a wide range of applications including telecommunications, construction machinery, industrial automation and control equipment, military, and medical industries.

Helgesen Industries was organized in 1977. They currently employ 300 workers. A year ago that number was 230 and two years ago, 200. The current plant located on Highway 60 in Hartford, Wisconsin has 225,000 square feet of manufacturing space. Additional space is provided for the administrative, planning, sales and employee service functions.

The company has the following specific facilities:

Fabrication Equipment

- Mazak FMS laser system consisting of:
 - 10 storage bins for 60 X 120
 - Four 2000 w lasers 60 X 120 2mm-12mm
 - Computer controlled, automated load/unload delivery system
- Amada Apelio 1500 w Laser Punch 58 Station Auto/Index Automated load/unload 60 X 120
- Mazak Dual Pallet 1500 w Laser 60 X 120
- (4) Amada (50/60/72) 58 Station Turret Punch Press 50 Ton with Auto Index
- (2) Strippit Fab Center 16 Station Turret Punch Press 50 Ton with Plasma Cutout (60" X 60") w/Repositioning 5/8" Max Steel
- Whitney 50 Ton Press
- 120 Ton OBI Press
- Minister 130 Ton SS Double Crank Press

Forming Equipment

- (1) Di-Acro 6" 35 Ton Hydraulic Brake Press
- (5) Cincinnati 12' 225 Ton Mech Brake Press w/NC Back Gauge
- (4) Cincinnati 12' 90 to 350 Ton Hydraulic Brake Press w/NC Back Gauge
- (1) Komatsu 12' 250 Ton Brake Press w/NC Back Gauge
- (3) Wysong 12' 250 Ton Hydraulic Brake Press w/NC Back Gauge
- (1) Amada 12' 240 Ton Hydraulic Brake Press w/NC Back Gauge
- (1) Premier 24" 25 Ton Hydraulic Brake
- (1) Apron Brake
- (2) 24" 2 Ton Pneumatic Brake
- (3) Rolls
- (2) Tube Beading and Forming

Welding Facilities

- (4) IGM Robotic Welders
- (1) ESAB Robotic Welders w/(2) Two Axis Weld Positioners
- (7) Miller MRK5 Five Axis Robotic Welder
- (1) GMF Six Axis Arc Welding Robot with Indexable Turntable
- (3) Projection Welders 50 to 100 KVA
- (110) Mig Welders 200, 300, 500 AMP
- (10) Tig Welders 250 AMP
- (2) Stud Welders
- (10) Inverter Welders 300, 350 AMP (used primarily for aluminum)
- (1) Capacitor Discharge Stud Welder
- (135) Weld stations

Machining Facilities

- (2) Mazak V655/80 VMC w/Dual Pallet Loader Work Envelope: 78" X 25.5" X 25.5"
- (2) Mazak V515 VMC, w/dual pallet loader
- Work Envelope: 51" X 21.5" X 22"
- (1) G & L 15VC Work Envelope 36" X 36" X 144"
- (1) 5' Radial – 18 H.P. Drill Press
- (1) 3' Radial – 5 H.P. Drill Press
- (5) Single Spindle Drill Press Automatic Tappers
- (1) Bridge Port VM

Finishing Facilities

- (10) Pressure Test Stations
- Blasting, Deburring & Tumbling
- Cleaning – Cleans to 30mg/sq.ft.
- Paint System – Conveyorized with Multi-Stage Iron phosphate washer
- Part capacity 150,000 pounds, 900 foot long conveyor system
- Part capacity 7' x 8' x 14'
- Wet or Powder Paint booths

Quality Control Facilities

- Elm 48" X 48" X 120" Table with Elm Software
- Linear Accuracy + .0025 Repeatability + .0004
- Inspection System in Accordance MIL Std. 45208
- Quality Management Conformance to ISO9002
- Elm 60" X 60" X 100" Table with Automation Software PC-DMIS

Other Facilities

- CAD Pro/E (Parametric Technology) version 18 (Operating on HP/UX UNIX, HP Class 100 (7) Workstations)
- Precision Interactive Nesting – True Shape Dynamic Nesting Software
- Symix MRP Management System
- Assembly-Semi and Finished Product
- (21) 1 to 5 Ton Overhead Traveling Cranes
- Tooling Design and Maintenance

An independent evaluation of the financial status of Helgesen by an experienced accountant concluded that the company was in good financial condition with positive growth potential.

B. Nature of the Joint Venture

The Department of Corrections will provide manufacturing services in the Metal Fabricating Industries primarily in the Metal Furniture Industry at the Waupun Correctional Institution. Initially ten (10) inmates would provide custom weldments, metal fabrication and other production methods to manufacture component parts used in motive power machines as well as other machinery or equipment used for, or in support of manufacturing processes. Inmate employment could increase to fifteen (15) to twenty (20) after a year of operations.

Examples of the types of work to be done by the Prison Industries would be drilling and welding headlight brackets for forklifts. Another could be drilling, fabricating and welding support slope extension tubes used in docking systems. A final example would involve custom weldments for the manufacturing of spring bars used in dock locking systems. Suffice to say Helgesen Industries is not a single product company such as Jorgensen with conveyors and Fabry with gloves and mittens. Helgesen and thus this joint venture will be on a job shop basis.

Each order will differ as to product made, raw materials needed and at times, skills necessary. The Contractor will provide the raw materials and the transportation of those raw materials to the Industries Distribution Center (IDC) in Waupun and the transportation of the finished product from IDC to its intended destination. The Department will provide the inmate labor, direct supervision of the inmates, security supervision, incidental supplies and materials (welding wire, gas and rods), space, overhead and transportation of raw materials from IDC to the factory and finished products from the factory to IDC.

Potential job titles to be used to produce the various orders are:

- Spray Painter
- Shear Operator
- Saw Operator
- Machine Operator
- Tool and Die Maker
- Production Machine Operator
- Arc Welder
- Drill Press Operator
- Utility Person

One or more of these job titles would be used on each order and in different combinations, dependent on the product being produced.

The products will be produced on existing Industries' equipment. If specialized equipment is needed in the future that equipment would be provided by Helgesen Industries. The addition of this work into the exiting Metal Furniture factory at a starting work force of ten (10) inmates would require no additional Industries' or Security staff. The raw materials used and products produced would present no security or environmental problems.

C. Contract Provisions

A copy of the draft contract is attached as Attachment A. The provisions of the contract are similar to the existing contract with Jorgensen and include:

- A definition of responsibilities for various costs as outlined in "B" above.
- A definition of responsibilities for damage or loss and liability.
- Assurances that security rules and regulations apply to the Contractor and staff.
- Employment of a minimum of ten (10) inmate employees to be paid no less than prevailing wage for the work performed as determined by the Department of Workforce Development.
- A payment formula that is further defined in section "E."
- Provision that the contract will run three years with two five-year renewals. It also stipulates that the contract can be terminated by either party with 90 days notice. However, the Department can cancel on written notice due to nonappropriation of funds, Contractor's failure to materially comply with the agreement or changes in state or federal law.
- Provision which prohibits displacement of private sector workers. Displacement is defined to prohibit lay-off or transfer of employees with a substantial reduction in pay. The Contractor is required to post notices in their operations.

D. Need for the Contract

The company is interested in entering into a joint venture with the Department due to a severe shortage of workers. Helgesen Industries is a growing and dynamic business as demonstrated by its 50% growth in employees in the past two years in an area of Wisconsin with an extremely low unemployment rate.

Helgesen Industries has attempted to solve their demand for workers by advertising in regional and local newspapers, and radio on a weekly basis. They have also made use of both private enterprises and public supported recruitment sources as well as other recruitment methods as outlined below:

• **Recruitment Sources**

The agencies listed below are used by Helgesen as a source to find qualified employees on a temp to hire basis. Their goal is to retain these employees as full time employees. These agencies are temporary placement services or they can also be used for immediate placements for a set fee. Pre-employment screening (ie: reference checks, testing, etc.) is provided by these agencies. Helgesen has recruited from these sources with some success, but at times, they do not have the number of qualified individuals for the number of job orders they may have.

Boyd-Hunter Inc.
36 N. Johnson Street
Hartford, WI 53027

Staffing Support Specialists
108 East Sumner Street
Hartford, WI 53027

U. S. Tech Force
485 S. Military Road
Fond du Lac, WI 54935

Eagle Technology Group
11575 Theo Trecker Way
West Allis, WI 53214

American Technical Service
16535 W. Bluemound Rd.
Brookfield, WI 53005

Seek, Inc.
4185 S. Main Street
West Bend, WI 53095

Milwaukee Careers Co-Op
2040 W. Wisconsin Ave.
Suite 10 Bockl Building
Milwaukee, WI 53233

Milwaukee Careers is a non-profit organization. This agency provides transportation for the first three months of employment (cost shared by employee and employer). The applicants that have responded to Helgesen's job order in the past, have had little or no training or very poor work history. Usually these employees last for a short time due to transportation problems (after the initial three months).

- **Transportation**

Helgesen Industries is a member of the Washington County Transportation Management Association. This group is made up of employers, area businesses, county agencies, development corps., Wis. DOT, all working together, to develop a transportation route to commute workers from the Milwaukee area. This group has received a grant from the state to implement the commuter service plan. Service began on 4/1/99.

- **Other Sources of Recruitment**

Job Center of Washington County
333 E. Washington Street, Ste. 2200
West Bend, WI 53095

Job Service Wisconsin
1043 Main Street
West Bend, WI 53095

Helgesen Industries lists all job openings with the Job Service/Job Net. These openings are posted for 30 days. Little response from these agencies has been received due to the low unemployment rate throughout the state and this area in particular.

The Workforce Dev. Center
892 Main Street Suite A
Pewaukee, WI 53027

Hartford Union High School
805 Cedar Street
Hartford, WI 53027

Moraine Park Technical College
235 North National Avenue
Fond du Lac, WI 54936

Waukesha Cty Technical College
892 Main Street Suite C
Pewaukee, WI 53072

Milwaukee Job Center Network (*Serving the communities of Bay View, Franklin, Greendale, Greenfield, Hales Corners, Milwaukee, Oak Creek, Shorewood, South Milwaukee, St. Francis, Wauwatosa, West Allis and West Milwaukee*).

Helgesen Industries has been increasingly more involved with local schools in Co-op programs with students. Each school year Helgesen employs students that are enrolled in welding or machining classes. These students are able to work during school hours. They also receive credit for working. Most of these students are under the age of 18, which means they can only perform certain job functions. The long range goal is to retain these employees after they graduate.

Job orders are also listed with area Technical schools.

In addition to working with the schools, Helgesen has also hired an on site trainer. The objective in hiring a trainer was to take less skilled employees and provide the training needed to bring them to required levels. This was something the company needed to do, since the recruitment area was not producing skilled applicants.

Helgesen Industries also participates in area job fairs. Washington County has a job fair in spring and fall. Hartford has had two job fairs in the past year.

- **Advertising Job Openings**

Advertising in the area newspapers is also used to list job openings. Helgesen advertises in the five county area surrounding Hartford.

Newspapers that Helgesen Industries advertises in are:

The Hartford and West Bend Boosters, Washington County Post
The Hartford Times Press
The West Bend Daily Times
The Mayville News, Horicon Reporter, Lomira News, Ad Power
The Daily Citizen, Beaver Dam
The Watertown Daily Times
The Waukesha Freeman, Oconomowoc Focus, Brookfield
Fond du Lac Action Advertiser
The Lake Country Reporter, Hartland, Sussex, Germantown
The Ozaukee Post-Covering Ozaukee County
Employment Times
Special additions in career supplements

In addition to newspaper advertising, ads have been placed on radio stations and also posted on the Internet.

- **Increased Benefits**

Helgesen Industries, Inc. has made changes in the Health Insurance benefits to enhance their benefit package. Less out of pocket expenses for employees is the result. Dental Insurance was also added as of January 1, 1998.

Helgesen added a Sport and Fitness Center for its employees in early 1998. These facilities are for employees and their families to use at no cost to them. Annual wellness screening is also provided for employees. (Cholesterol checks, blood pressure, audiograms, pulmonary function tests, health risk appraisals).

Helgesen also has added a "Referral Bonus" program for any employee who refer applicants to Helgesen Industries. If applicant is hired and is actively employed for six months, the employee receives \$250.

- **Employee Turnover**

Since January 1, 1998 to September 29, 1998, Helgesen hired 126 new employees. Terminations to date were 84 since January 1, 1998. (Out of this number 54 are new hires) Turnover rate is high for new hires. (64%)

The Company has indicated that inmates who perform successfully would be employable at Helgesen Industries.

D. Financial Provision of the Venture

The Department will bill Helgesen for inmate hours based on the standard production times established by the Company and agreed to by the Department according to the following formula:

- Wages as determined by the Department of Workforce Development or the Department of Corrections when not available from the Department of Workforce Development, for the appropriate job title and,
- An hourly non-direct labor and costs of \$3.36 per hour.

If Helgesen chooses to utilize the Department's transportation services to transport raw materials to the Industries Distribution Center or finished products from the Distribution Center to its intended destination, the Company will be billed at the rate of \$1.61 per traveled mile per vehicle.

Attachment B provides the most current prevailing wages for the job titles likely to be used for this project as set by the Department of Workforce Development.

From inmate wages the Department deducts taxes, crime victims fees, court ordered child support and program maintenance. Based on the current PIE programs inmates retain about 32% of their gross wages.

The hourly non-direct labor and costs factor of \$3.36 per inmate work includes reimbursements for:

- Prorated Industries' staff wages.
- Prorated security staff wages.
- Rent at \$.10 per square foot per month.
- Administrative costs.
- Prorated utility costs.
- Incidental supplies, services and materials.

Assuming ten (10) inmates employed at an \$8.50 per hour prevailing wage, revenues realized on an annual basis would be \$226,200. Program Maintenance collections from that amount of revenues would be approximately \$77,350.

E. Issues of Displacement

The company in its proposal states that this venture will not result in the displacement of any of its workers, jeopardize any existing contracts or employ inmates in jobs where there is a surplus of available workers. In the letter from the Department of Workforce Development (Attachment "B") they state that in their opinion this project will "not displace other workers in the general labor market." They also indicate, that to their

knowledge, this project will not impair existing contracts and that it is unlikely there is a surplus of workers in the occupations to be used in the Waupun area. As part of the review process of these projects the Department contacts appropriate labor unions, Chambers of Commerce and similar businesses in the area explaining the project and soliciting comments. Any comments received will be included with the overall documentation for Federal review.

F. Events and Time Schedule

- May 6, 1999 – Prison Industries Board Review
- November, 1999 – Notice to Joint Finance Committee for Public Hearing and Executive Action
- November, 1999 – Final Contract Approval by Secretary Litscher and Helgesen Industries
- December, 1999 – Notices to the Federal Bureau of Justice Assistance
- January, 2000 – Begin Operations

CONTRACT BETWEEN THE DEPARTMENT OF CORRECTIONS
AND HELGESEN INDUSTRIES, INCORPORATED, FOR THE
EMPLOYMENT OF PRISON INMATES

This contract is entered into between the Department of Corrections, State of Wisconsin, hereinafter referred to as the "Department," and Helgesen Industries, Incorporated, hereinafter referred to as the "Contractor," for the purpose of employing inmates at the Waupun Correctional Institution (Waupun) or at other prison sites agreed to by the parties, pursuant to Sec. 303.01(2)(em), Wis. Stats., to produce Contractor's products.

I. GENERAL

- A. Operations: The Department shall perform part of the Contractor's industry operation, related to various manufacturing processes as specified by the Contractor.
- B. Location: The Department shall provide locations within the perimeter of Waupun or at other prison sites agreed to by the parties which are suitable to the industry operation. The Department shall hire, evaluate, pay and supervise the inmates who will conduct the industry operation. The Contractor shall provide transportation of raw materials to the Industries Distribution Center in Waupun and shall provide transportation of the finished product from the same facility. The Department will provide transportation at its cost of raw materials to the manufacturing plant(s) from the Distribution Center and finished product from the plant(s) to the Center.

II. CONDITIONS OF OCCUPANCY

- A. General: Nothing herein shall be construed as creating either a rental agreement or a lease and the Contractor shall not have the right to sublet, sublease, assign, transfer or enter into any other agreement regarding the industry operation to be performed at the prison(s).
- B. Utilities: The Department shall provide water, gas, trash removal and electricity which are necessary for the production of Contractor's products.
- C. Materials and Storage: The Contractor shall provide the raw materials necessary to produce the products contemplated by this agreement. The Department shall provide at its cost welding wire, gas, rods, and other items necessary to produce the Contractor's products. The Warden of the prison shall determine the types and amounts of raw materials and finished products that the Contractor will be permitted to store within the secure perimeter. The Director, Bureau of Correctional Enterprises will identify storage locations outside the secure perimeter.
- D. Machinery: Machinery and equipment necessary to manufacture products shall be provided by the Department. As agreed by the parties, the Contractor may provide specialized equipment necessary to manufacture specified products.

- E. Damage or Loss: The risk of damage to or loss of all raw materials (including damage to the raw materials in the manufacturing process that renders such raw materials unusable), personal property, inventory, machinery, equipment, improvements or fixtures or other property of any kind or description whatsoever used in the industry operation, or installed or brought into the industry area by the Contractor or the Contractor's employees or agents, shall be solely the Department's, except that Contractor shall bear the cost of damage or loss of Contractor's property which is damaged or lost by Contractor's employees.
- F. Security: The Department shall provide an orientation session, including written documentation, to the Contractor and the Contractor's employees regarding the security procedures at Waupun and other prison sites. Upon completion of the security orientation session, Contractor shall acknowledge receipt of documentation of such procedures and agree in writing to comply with all such procedures.

Failure to comply with the security procedures at Waupun or other prison sites is grounds for termination of this agreement.

The Contractor understands that its deliveries and employees are subject to search before entering or leaving prison facilities. The Department shall maintain security during the course of the Contractor's workday in the industry area as determined by the Warden at the prison site.

The Contractor and its employees shall comply with all policies and procedures including tool control at Waupun and other prison sites and all applicable federal, state and local laws, ordinances and regulations.

- G. Deliveries and Pick-Ups: All deliveries of goods and materials and pick-up of finished goods and products by the Contractor shall be conducted in accordance with procedures approved by the Department.

III. CONDITIONS OF EMPLOYMENT OF INMATES

- A. General: The Department shall hire, evaluate, pay and supervise inmates who have the skills which Contractor has identified for its industry operation. The Department will manufacture the products to Contractor's specifications; in a good and workmanship like manner. Contractor's supervisory staff shall assist the Department to train inmate employees and shall provide technical assistance as needed. Contractor shall identify production standards for the inmate employees.
- B. Inmate Work Force: The industry operation contemplated by this agreement shall require the employment by the Department of a minimum of 10 inmate employees.
- C. Wage Schedule: Inmate employee compensation shall be no less than that paid for work of a similar nature in the locality in which the work is to be performed as determined by the Department of Workforce Development or the Department of Corrections when not available from the Department of Workforce Development.

- D. Work Schedule: The industry operation shall be conducted during regular hours as determined by the Department.
- E. Interstate Commerce: The Contractor shall abide by all local, state and federal laws and regulations governing the sale of goods in interstate commerce that are produced by inmate employees.

IV. PAYMENT

The Department shall bill Contractor monthly according to the following rate for inmate work hours based on the standard production times established by the Contractor and agreed to by the Department:

- A. Wage as determined by the Department of Workforce Development or the Department of Corrections when not available from the Department of Workforce Development, for the appropriate job title and,
- B. Hourly non-direct labor and costs of \$3.36 per hour.

The Contractor may also contract with the Department for transportation costs of raw material to the Industries Distribution Center and of finished products from the Distribution Center to its intended destination at the rate of \$1.61 per traveled mile per vehicle.

Contractor shall mail payment to the Department within 30 days of receipt of the bill.

The rates referred to above shall be adjusted to reflect changes in the wage rates as determined by the Department of Workforce or the Department of Corrections when not available from the Department of Workforce Development. The non-direct labor and costs and transportation cost will be reviewed and recertified by the Department each year on the anniversary date of this agreement.

V. WORK STOPPAGE; FORCE MAJEURE:

Neither the State of Wisconsin nor the Department nor their employees or agents shall be liable for any damages to Contractor or any third party growing out of or related to any work stoppage regardless of the reason therefor.

In the event of a work stoppage the Department will promptly notify the Contractor of the stoppage and the projected duration of the stoppage.

Neither party shall be liable for any delay in the performance of any obligation under this agreement for any cause beyond its reasonable control, including, without limitation, acts of God, labor disputes, fire, natural phenomena or governmental restrictions.

VI. TERMINATION

This agreement shall terminate three years after the last date of signature of the parties hereto. Notwithstanding the foregoing, either party may terminate this agreement for any reason after giving the other party ninety days written notice. The notice period shall begin to run upon receipt of the notice.

It is the intention of the parties to negotiate two consecutive five-year extensions to this contract for an additional total of 10 years.

VII. NOTICE

All notices required to be given by the terms of this agreement, shall be sent to the Department as follows:

Secretary, Department of Corrections
P.O. Box 7925
Madison, WI 53707-7925

To the Contractor as follows:

Helgesen Industries, Inc.
Mr. Ronald Marshall, President
7261 Highway 60 West
Hartford, WI 53027

VIII. LIABILITY

Each party agrees to hold the other harmless, including its officers, agents and employees, from any and all liability, including claims, demands, losses, costs, damages, attorney fees and expenses of every kind and description, or damages to persons or property arising out of, or in connection with, or occurring during the term of this agreement where such liability is founded upon or grows out of the acts or omissions of any of its officers, employees or agents and where financial responsibility or the acts or omissions of state officers, employees or agents is produced by sections 893.82 and 895.46, Stats.

IX. NONDISCRIMINATION

In connection with the performance of work under this agreement, Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Sec. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Contractor further agrees to take affirmative action to ensure equal employment opportunities.

X. CANCELLATION

The State of Wisconsin reserves the right to cancel, on any written notice, any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the Contractor to materially comply with the terms, conditions and specifications of this agreement.

This agreement is contingent upon authorization of Wisconsin and United States law and any material amendment or repeal of the same shall serve to revise or terminate this agreement, except as further agreed to by the parties hereto.

XI. ALL WRITINGS CONTAINED HEREIN

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind the parties hereto.

XII. ASSIGNMENT

Contractor shall not assign or transfer this agreement without the prior written consent of the Department.

XIII. PATENT OR COPYRIGHT INFRINGEMENT

Contractor guarantees that the manufacture, sale or use of the articles to be manufactured pursuant to this agreement will not infringe any United States patent or copyright. Contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin or the Department or its employees or agents (provided that Contractor is promptly notified of such suit and all papers therein are delivered to it) for any alleged infringement of any patent or copyright by reason of the manufacture, sale or use of such articles and Contractor agrees that it will pay all costs, attorney fees, damages and profits recoverable in any such suit.

XIV. GOVERNING LAW

This agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin and the rules, policies and procedures of the Department of Corrections.

XV. RESOLUTION OF DISPUTES

Contractor may file an appeal of a decision of the Department with the Administrator of the Division of Adult Institutions, P.O. Box 7925, Madison, WI 53707-7925. The Administrator's decision shall be the final decision of the Department.

XVI. DISPLACEMENT

The contractor agrees that during the period of this contract the employment of inmates under this contract will not displace an employee.

"Displace an employee" means to lay off an employee in this state as a direct result of work being performed in a state prison or juvenile correctional institution under a prison contract or to permanently transfer an employee in this state to another job that reduces the employee's base pay, excluding overtime, differentials and bonuses, by more than 25% as a direct result of work being performed in a state prison or juvenile correctional institution under prison contract.

"Prison contract" means a contract entered into by the department under section 303.01 (2) (em) of the Wisconsin Statutes.

Contractor may not displace an employee or cause another private business to displace an employee.

The contractor may not employ inmates or institution residents under a prison contract if any of the following applies:

The inmates or institution residents are to be employed in a skill, craft or trade in which there is a surplus of available labor in the locality of the private employer.

The employment of the inmates or institution residents will impair the performance of other contracts to which the private employer is a party.

The inmates or institution residents will replace employees who are on strike against the private employer or locked out of work.

Contractor shall post in all of its workplaces a notice provided by the department containing a description of the nature of the prison contract and an explanation of what it means for an employee of a private employer to be displaced under this subsection and identifying a person at the department whom an employee of contractor may contact if the employee believes that he or she may have been displaced by this contract.

XVII. LAWFUL POWERS OF PARTIES

The parties agree that no clause, term or condition of this agreement shall be construed to supersede the lawful powers or duties of either party.

IN WITNESS WHEREOF, the parties have executed this agreement.

Helgesen Industries, Inc.

Department of Corrections

By: _____

By: _____

Date: _____

Date: _____

By: _____

Date: _____

ATTACHMENT B

Tommy G. Thompson
Governor

Linda Stewart, Ph.D.
Secretary

Eric Baker
Acting Administrator



State of Wisconsin

Department of Workforce Development

WORKFORCE EXCELLENCE
Bureau of Workforce Information
201 East Washington Avenue
P.O. Box 7944
Madison, WI 53707-7944
Telephone: (608) 267-8613
Fax: (608) 266-5887
<http://www.dwd.state.wi.us/>

March 13, 1999

Kristi Buscemi
Private Sector Coordinator
Bureau of Correctional Enterprises

Your February 22, 1999 memorandum requested wage information for the following occupations in the vicinity of Waupun, Wisconsin. The wages reported below are estimated from the surveys published in 1997 assuming a 3% annual increase in wages.

| <u>Job Title</u> | <u>Mean Wage</u> | <u>Starting Wage</u> | <u>Training Wage</u> | <u>Training Period</u> |
|--------------------|------------------|----------------------|----------------------|------------------------|
| Spray Painter | \$10.31 | \$ 7.80 | \$ 6.95 | 60 days |
| Shear Operator | \$10.88 | \$ 8.43 | \$ 7.69 | 60 days |
| Saw Operator | \$10.13 | \$ 8.75 | \$ 7.80 | 60 days |
| Machine Operator | \$10.35 | \$ 7.27 | \$ 6.84 | 30 days |
| Tool and Die Maker | \$15.55 | \$ 9.28 | \$ 8.75 | 1 1/2 years |

You also asked for confirmation on the wages estimated in my September 17, 1998 memo. As those wages were also derived from the 1997 Wage Survey, they also should be adjusted by a two year compounded three percent increase. That would make the wages on those occupations:

| <u>Job Title</u> | <u>Mean Wage</u> | <u>Starting Wage</u> | <u>Training Wage</u> | <u>Training Period</u> |
|----------------------|------------------|----------------------|----------------------|------------------------|
| Utility Person | \$ 9.33 | \$ 8.28 | \$ 7.37 | 90 days |
| Prod. Mach. Oper. | \$10.35 | \$ 7.66 | \$ 7.59 | 60 days |
| Arc Welder | \$12.31 | \$ 9.63 | \$ 9.02 | 120 days |
| Drill Press Operator | \$ 9.91 | \$ 7.43 | \$ 6.74 | 60 days |

You have also requested the inclusion of a statement on non-displacement for these positions. As the prisoners being hired into these positions, generally have negligible acquired skills in the positions and are being hired at entry level training levels, it is my opinion that their

employment in these positions will not displace other workers in the general labor market. We are not, however, privy to knowledge concerning specific companies in this market.

The labor market in which these prison workers are being hired, which is the Fond du Lac/Dodge County market has very low unemployment rates, somewhere between 2.1 percent and 3.7 percent, indicating that it is very unlikely that there is a surplus of workers in the occupational fields listed.

We have no knowledge of any impairment to existing contracts for services resulting from the employment and training of these prison workers.

Sincerely,



Terry F. Ludeman

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

November 12, 1999

Senator Brian B. Burke, Co-Chair
Representative John Gard, Co-Chair
Joint Committee on Finance
Rooms 316 South and 315 North
State Capitol
Madison, Wisconsin

Dear Senator Burke and Representative Gard,

Section 303.01(1)(c) states that, "prior to establishing any prison industry, the department shall provide written notification of its proposed action to the cochairpersons of the joint committee on finance. The cochairpersons shall hold a public hearing before the committee concerning the proposal." And in Section 303.01(2)(em)... "The department may enter into a contract under this paragraph only with the approval of the joint committee on finance."

I would like you to consider this letter as written notification to you and your committee of our intent to establish a joint private sector venture authorized in Act 27 Laws of 1995, the biennial budget act. I would greatly appreciate your willingness to expedite the announcement of a public hearing on this matter.

Private Sector Venture with Helgesen Industries, Incorporated

Helgesen Industries, Inc., is located in Hartford and primarily is a turnkey manufacturer, meaning Helgesen directly sources all or a substantial portion of the components necessary for its product assemblies. Original Equipment Manufacturers (OEM) use Helgesen's assemblies in a wide range of applications including telecommunications, construction machinery, industrial automation and control equipment, military and medical industries. This venture involves inmates drilling, simple machining, sheet forming out of light steel and aluminum, tig and mig welding, and metal finishing. Ten inmates would start; however, based on the number of jobs that could be run at the prison site, it is anticipated that within twelve months the number of inmates could double.

The attachment provides the detailed outline of the proposed agreement. Lease, overhead, supervision, security, administrative, utility and materials costs will be paid by Helgesen. No additional staff or equipment will be necessary. Inmates will be paid prevailing wages as

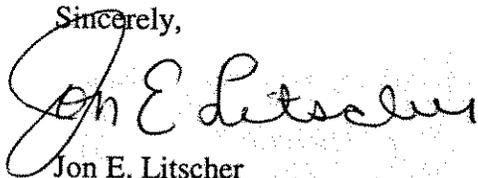
determined by DWD or if they can not or will not, by the Department. The Department will be reimbursed for those costs. Production rates will be established for each order. If the Department does not agree with the rates or the rates do not generate at least a breakeven proposition, the Department can decline the order.

It is anticipated that this operation could begin as early as January 2000.

The Prison Industries Board approved the Helgesen proposal at its May 6, 1999 meeting. I am encouraged by the quality of the proposal we bring forward to you for public hearing.

Again, I would appreciate your willingness to facilitate the process on these hearings. My staff and I will be available to respond to questions at the public hearing.

Sincerely,



Jon E. Litscher
Secretary

Cc: Governor Tommy G. Thompson
Secretary George Lightbourn
Members, Joint Committee on Finance

Attachment – Contract Proposal

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



**State of Wisconsin
Department of Corrections**

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

January 8, 2001

✓ The Honorable Brian Burke, Co-Chair
The Honorable John Gard, Co-Chair
Joint Committee on Finance

Dear Senator Burke and Representative Gard:

I am writing to notify you that the Department of Corrections will cease to house inmates at the Tallahatchie County Correctional Facility in Tutwiler, Mississippi. There are currently 338 inmates housed under contract at that facility. In the near future these inmates will be transferred to the Prairie Correctional Facility, in Appleton, Minnesota. The Prairie Correctional Facility currently houses inmates from both Wisconsin and Hawaii. The Corrections Corporation of America (CCA) will transfer the inmates from Hawaii to another CCA facility, allowing us room for our inmates from Mississippi.

This move will not result in any change in the number of inmates authorized by the legislature for contracted bedspace. However, this will reduce the number of CCA facilities we use from five to four. This action is consistent with my objective to consolidate our contracted inmate housing whenever possible, as I noted when we removed our inmates from Texas. Additionally, this move will place our inmates nearer to the State of Wisconsin.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".

Jon E. Litscher
Secretary

cc: Senator Robert Jauch
Representative Scott Walker
C. O'Donnell, DOC
J. O'Donnell, DOC
R. Margolies, DOC
D. Verhagen, DAI
C. Archer, DMS
J. Wydeven, DAI

Tommy G. Thompson
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

January 26, 2001

The Honorable Brian Burke, Co-Chair
The Honorable John Gard, Co-Chair
Joint Committee on Finance

Dear Senator Burke and Representative Gard:

I am writing to give you an update of my January 8th letter to you, regarding our intent to remove all Wisconsin inmates from the Tallahatchie County Correctional Facility (TCCF), in Tutwiler, Mississippi. In that letter I informed you that the Department of Corrections will cease to house inmates at TCCF, and that the inmates there would be transferred to the Prairie Correctional Facility (PCF) in Appleton, Minnesota.

Please be advised that this consolidation plan is still accurate but the transfers have not yet occurred. As I also indicated in my letter, our move is predicated on the transfer of Hawaiian inmates from PCF. This movement will happen during the month of February and we will begin to transfer our inmates to PCF.

I wanted to take this opportunity to keep you informed about this move. As always, please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".

Jon E. Litscher
Secretary

Cc: Senator Robert Jauch
Representative Scott Walker
C. O'Donnell, DOC
J. O'Donnell, DOC
R. Margolies, DOC
C. Archer, DMS
D. Verhagen, DAI
J. Wydeven, DAI
File

Scott McCallum
Governor

Jon E. Litscher
Secretary



Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-247
Fax (608) 267-366

State of Wisconsin Department of Corrections

February 27, 2001

The Honorable Brian Burke, Co-Chair
The Honorable John Gard, Co-Chair
Joint Committee on Finance

Dear Senator Burke and Representative Gard:

In my previous letters to you dated January 8th and January 26th, I indicated my intention to consolidate our out-of-state inmate placements by removing our inmates from the Tallahatchie County Correctional Facility (TCCF) in Tutwiler, Mississippi, and transferring them to the Prairie Correctional Facility (PCF), in Appleton, Minnesota. When I wrote those letters, the move had not yet taken place. I am pleased to inform you that on February 20, 2001, this move was accomplished.

We no longer have inmates placed at TCCF. On February 20th, the inmates we had placed at TCCF were transferred to PCF, and in doing so, we have consolidated our CCA contract sites from five to four. Again, this has not resulted in any change in the number of inmates authorized by the legislature for contracted bed space, but it is certainly consistent with my objective to consolidate contracted inmate housing whenever possible.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,


Jon E. Litscher
Secretary

cc: Senator Robert Jauch
Representative Scott Walker
C. O'Donnell, DOC
J. O'Donnell, DOC
R. Margolies, DOC
C. Archer, DMS
L. Widzinski-Pollock, DMS-BBFM
D. Verhagen, DAI
J. Wydeven, DAI
File

H:\leg.jfc-ltr3

Scott McCallum
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

March 15, 2001

The Honorable Brian Burke, Co-Chair
Joint Committee on Finance
Room 316 South, State Capitol
Madison, Wisconsin 53707

The Honorable John Gard, Co-Chair
Joint Committee on Finance
Room 315 North, State Capitol
Madison, WI 53708

Dear Senator Burke and Representative Gard:

At its December 2000 §13.10 meeting, the Joint Committee on Finance required the Parole Commission and the Department of Corrections to jointly report to the Committee by March 15, 2001 on: (a) the current status of the Parole Commission's budget; (b) actions that have jointly been taken to effectively and efficiently administer the Parole Commission within the budgetary and personnel resources provided to the Commission in 2000-01; and (c) additional measures that will be jointly taken in the future to assist the Commission with budgetary planning and monitoring.

As a result of the December §13.10 action, it now appears that the Parole Commission's FY01 budget will end in balance. In order to accomplish this, the Parole Commission has undertaken a number of steps to reduce expenditures. The contract for the additional parole commissioner was terminated; all LTE clerical staff were discontinued on December 29, 2000; and other supplies and services expenditures have been reduced to bring projected expenditures in line with available funds.

In order to assist the Parole Commission with its budgetary planning, the Department will continue to provide monthly expenditure information to the Parole Commission to allow it to monitor its expenditures on a monthly basis. In addition, the Department will conduct quarterly budget reviews with Parole Commission staff to ensure that projected expenditures are in line with budgeted amounts. Finally Department budget and fiscal staff are available to assist the Parole Commission in managing its budget.

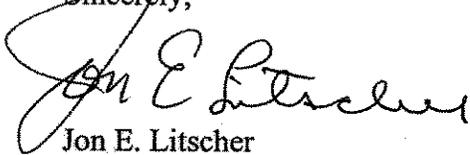
Given the increased workload associated with additional inmates and the locations housing these inmates, the supplemental funding provided by the Committee in December should be sufficient for the Commission to operate effectively in FY01. The additional resources provided in the

The Honorable Brian Burke
The Honorable John Gard
March 15, 2001
Page 2

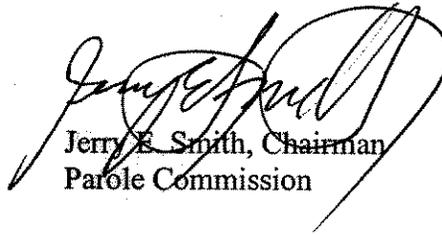
Governor's 2001-03 Executive Budget should ensure sufficient resources are available to the Commission to carry out its duties on a longer-term basis.

We are committed to working cooperatively to ensure that the resources available to the Commission are sufficient to carry out its assigned duties.

Sincerely,



Jon E. Litscher
Secretary



Jerry E. Smith, Chairman
Parole Commission

cc: Robert Lang, Legislative Fiscal Bureau
Richard Chandler, State Budget Office
Mike Rogowski, Governor's Office

Scott McCallum
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-2471
Fax (608) 267-3661

March 28, 2001

Senator Brian Burke
Co Chair Joint Committee on Finance
State Capitol, Room 316 South
Madison, WI

Representative John Gard
Co-Chair Joint Committee on Finance
State Capitol, Room 315 North
Madison, WI

RE: Questions regarding YLTC

Dear Senator Burke and Representative Gard:

During the hearing before the Joint Committee on Finance conducted on March 19, 2001, two questions were raised regarding the Youth Leadership Training Center (YLTC). This letter addresses both questions.

First, the question was asked as to why the number of youth placed at YLTC has declined during the past year. During this state fiscal year 2001, actual juvenile populations have been running lower than was projected in the biennial budget. The SFY 2001 budgeted population is 1,022 while actual populations across the juvenile correctional institutions have been averaging around 945.

The second question posed at the hearing related to the selection process DJC uses to determine which youth are transferred from Ethan Allen School (EAS) and Lincoln Hills School (LHS) to YLTC, or directly committed to YLTC by a court. In order to provide an explanation of the YLTC referral procedures, two documents are included with this letter. The first is a two page summary of the YLTC referral procedures. The summary is based upon the second document, Chapter 8 of the DJC Case Management Manual. The relevant pages include pages 3-5 and pages 11-15. The Manual governs all case management functions for youth under DJC supervision. DJC staff are required to follow the policies and procedures described in the Manual.

I hope that your review of the attached documents answers the questions regarding the DJC selection criteria and procedures for accepting youth into YLTC from EAS/LHS and directly from a court. If you have further questions, please call me.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".

Jon E. Litscher
Secretary

SUMMARY OF SELECTION PROCESS YOUTH LEADERSHIP TRAINING CENTER

Selection Process for Youth Transferring to YLTC from Ethan Allen School (EAS) and Lincoln Hills School (LHS)

Youth must meet the following criteria:

- ✓ Mentally stable and physically capable of fully participating in the YLTC program
- ✓ Between 14 and 17 years of age
- ✓ Have at least 9 months remaining on his court commitment order
- ✓ Not in need of intensive alcohol/drug abuse, sex offender or mental health treatment
- ✓ Agree to placement at YLTC

Procedures

1. EAS/LHS staff make initial assessment regarding a youth's appropriateness for YLTC.
2. Social worker forwards name to YLTC.
3. YLTC staff meets with candidate for an intensive personal interview to assess the youth's level of commitment to successfully complete the program.
4. YLTC staff completes the top portion of the attached YLTC Screening/Referral form (DOC-2087) and E-mails to youth's institution social worker. DOC-2087 is included in Chapter 8 from the Case Management Manual)
5. Joint Planning and Review Committee (JPRC) meets to discuss youth's appropriateness for YLTC. Membership consists of a county representative, youth's DJC agent, youth's institution social worker and Office of Juvenile Offender Review (OJOR) reviewer. Parents and youth may attend JPRC conferences to offer their input.
6. Upon approval by JPRC, institution social worker completes the remainder of the DOC-2087 and forwards to YLTC.
7. A multi-disciplinary team at YLTC determines whether the youth will be accepted into the program based on the following criteria:
 - ✓ Age
 - ✓ Committing Offense(s)
 - ✓ Escape risk factors
 - ✓ Security stays
 - ✓ Academic levels in reading and math

8. Upon approval by YLTC, OJOR issues a Department Order (DOC-1722a) transferring the youth from EAS/LHS to YLTC.

Selection Process for Youth with Direct Commitment by a Court

The prospective youth must meet the following criteria:

- ✓ Court adjudicated delinquent.
- ✓ Appropriate candidate for placement in a secured juvenile correctional institution.
- ✓ Volunteer for YLTC and understand that failure to complete the program may result in placement in a JCI.
- ✓ Not require specialized treatment in AODA or sex offender, or have severe mental health needs, severe educational deficits, or physical disabilities.
- ✓ Pass a physical exam prior to commitment to the YLTC program.

Procedures

1. YLTC and OJOR staff personally interview or talk on the telephone with a youth whom may benefit from the YLTC program.
2. If there is agreement that the youth may be appropriate, the county conducts a physical exam to determine if the youth meets necessary medical standards to safely participate in the YLTC program.
3. Committing county, YLTC staff, and OJOR must reach an agreement that the youth is appropriate for YLTC before the county recommends to the court a direct commitment to the YLTC program.
4. Court must commit youth to DOC for at least 10 months with the understanding of the following:
 - Youth will complete a 35-day Assessment and Evaluation (A&E) process at a JCI.
 - Following A&E at the JCI, the youth will transfer to YLTC when the next class begins.

8 Direct Commitments and Specialty Programs

This chapter describes the policies and procedures for direct commitments and specialty programs that youth can participate in while under DJC supervision.

Direct Commitments

In early 1999, the counties and courts requested the ability to have a more direct role in the placement of adjudicated youth; therefore, DJC created policies and procedures to allow counties and courts to directly commit youth to Corrective Sanctions Program (CSP) or Youth Leadership Training Center (YLTC).

Direct commitments require prior consultation between the county, OJOR, and DJC program staff before the county can recommend to the court a direct placement for the youth. If the court orders a direct commitment to either program, the youth must complete the 35-day A&E process at a JCI to provide an initial assessment and to prepare the youth for transfer to the program.

Corrective Sanctions Program (CSP)

A. Criteria

1. The prospective youth must meet the following criteria for commitment to DOC outlined in s. 938.34 (4m), Stats.:
 - a. The youth has been found to be delinquent for the commission of an act, which if committed by an adult, would be punishable by a sentence of 6 months or more.
 - b. The youth has been found to be a danger to the public and to be in need of restrictive custodial treatment.
2. The youth must:
 - a. Be someone the county would consider committing to DOC.
 - b. Have a parental or substitute family home (e.g., relative's home, foster home) able and willing to work with CSP staff.
3. The youth must not require:
 - a. Specialized treatment in AODA, sex offender, or have severe mental health needs.
 - b. A period of time exceeding approximately one month in a JCI.
4. The court must commit the youth to DOC for at least 10 months with the understanding of the following:
 - a. After the youth has been directly committed by the court, the youth will complete a 35-day A&E process at a JCI.
 - b. Following completion of A&E, the youth will be transferred to CSP.
 - c. The youth will remain in CSP for a minimum of six months.
 - d. When the youth successfully completes CSP, he or she may be released to state or county provided aftercare.
 - e. If the youth does not complete CSP, the youth will be transferred back to a JCI. CSP staff shall immediately notify the committing county and court that the youth did not complete CSP. Then, the court has 2 options:
 - Have the youth finish the commitment period at a JCI, or

- Return the youth to court for a change in placement
5. Once all the above criteria have been considered, there must be a consultation and agreement between the committing county, CSP staff, and OJOR prior to the county recommending to the court a direct commitment to CSP.
 6. If the court orders the direct commitment to CSP, the recommended wording for the Dispositional Order is the following:

_____ is committed to the State Department of Corrections for a
 (Name of Youth)
 period of _____ for placement in the Corrective Sanctions Program. Upon
 (at least 10 months)
 completion of the Program, _____ may be placed on state or county
 (Name of Youth)
 provided aftercare. If _____ fails the Corrective Sanctions Program,
 (Name of Youth)
 he or she will be placed in a secure juvenile institution, unless this court determines otherwise.

B. Procedures

1. If a county is considering a direct commitment to CSP, they shall consult with both CSP and OJOR contact persons to discuss the appropriateness of the youth for the program.

| | Primary Contact | Secondary Contact |
|------|--|--|
| OJOR | EAS—(262) 646-3341 LHS—(715) 536-8386 SOGS—(262) 878-6500 | OJOR Director—(608) 266-5502 |
| CSP | Southeastern Region (414) 229-0685 Northwestern Region (608) 288-3353 or (715) 241-8892 | Regional Chief—(414) 229-0709 Regional Chief—(608) 288-3352 |

2. Prior to making an initial assessment, the following may or may not occur:
 - a. CSP and OJOR contact persons may ask to personally interview or talk on the phone with the youth.
 - b. CSP staff shall personally visit the youth's prospective parental/guardian home.
3. If there is agreement between the county, CSP staff, and OJOR that the youth is appropriate for CSP, the county shall prepare a Dispositional Report recommending that the court commit the youth to DOC with a direct commitment to CSP.
4. If the court orders a direct commitment to CSP, the county shall:
 - a. Arrange for the youth's placement at a JCI until completion of the A&E process.
 - b. Prepare a packet of information which will accompany the youth on the day of arrival at the JCI. The packet shall include, but is not limited to:
 - Dispositional Order
 - School information
 - Psychological information
 - Dispositional Report
 - Prior placement information
 - Medical information

5. Once the youth has arrived at the JCI, he or she shall complete the 35-day A&E process—see the “Orientation, and Assessment and Evaluation” chapter. The youth will participate in the same A&E activities as other youth admitted to the JCI, including an initial JPRC—see the “JPRC Conferences” chapter.
6. If at anytime during the A&E process OJOR determines that the youth should not be placed in CSP, OJOR shall immediately notify the committing county and the court. The county and court shall consider alternative placements for the youth.
7. If the youth successfully completes the A&E process, he or she shall be transferred to CSP per the Dispositional Order.
8. If the youth does not complete CSP, the youth will be transferred back to a JCI. CSP staff shall immediately notify the committing county and court that the youth did not complete CSP. Then, the court has 2 options:
 - a. Have the youth finish the commitment period at a JCI, or
 - b. Return the youth to court for a change in placement

Youth Leadership Training Center (YLTC)

A. Criteria

1. The prospective youth must meet the following criteria for commitment to DOC outlined in s. 938.34 (4m), Stats.:
 - a. The youth has been found to be delinquent for the commission of an act, which is committed by an adult, would be punishable by a sentence of 6 months or more.
 - b. The youth has been found to be a danger to the public and to be in need of restrictive custodial treatment.
2. The youth must:
 - a. Be someone the county would consider committing to DOC.
 - b. Pass a physical exam prior to commitment to the YLTC program.
 - c. Volunteer for YLTC and understand that he cannot volunteer to leave the program.
3. The youth must not require specialized treatment in AODA or sex offender, or have severe mental health needs, severe educational deficits, or physical disabilities.
4. The court must commit the youth to DOC for at least 10 months with the understanding of the following:
 - a. After the youth has been directly committed by the court, the youth will complete a 35-day A&E process at a JCI.
 - b. Following completion of A&E, the youth will be transferred when the next class begins at YLTC.
 - c. YLTC takes a certain number of youth into each new class, including direct commitments and youth from the JCIs. Direct commitments will be given first priority.
 - d. The youth will participate in the 18-week program.
 - e. Following completion of the YLTC program, the youth will be placed in CSP or on state provided aftercare for 5 months.

- f. If the youth does not complete the YLTC program, he will be transferred back to a JCI. YLTC staff shall immediately notify the committing county and court that the youth did not complete the YLTC program. Then, the court has 2 options:
 - Have the youth finish the commitment period at a JCI.
 - Return the youth to court for a change in placement.
- 5. Once all the above criteria have been considered, there must be a consultation and agreement between the committing county, YLTC staff, and OJOR prior to the county recommending to the court a direct commitment to the YLTC program.
- 6. If the court orders the direct commitment to the YLTC program, the recommended wording for the Dispositional Order is the following:

_____ is committed to the State Department of Corrections for a
 (Name of Youth)
 period of _____ for placement in the Youth Leadership Training Center
 (at least 10 months)
 Program. Upon completion of the Program, _____ may be placed on
 (Name of Youth)
 state or county provided aftercare. If _____ fails the Youth Leadership
 (Name of Youth)
 Training Center Program, he will be placed in a secure juvenile institution, unless this court
 determines otherwise.

B. Procedures

- 1. If a county is considering a direct commitment to YLTC, they shall consult with both the YLTC and OJOR contact persons to discuss the appropriateness of the youth for the program.

| | Primary Contact | Secondary Contact |
|------|-------------------------------|--------------------------------------|
| OJOR | LHS—(715) 536-8386 | OJOR Director (608) 266-5502 |
| YLTC | Superintendent—(608) 427-3525 | Deputy Superintendent—(608) 427-3525 |

- 2. Prior to making an initial assessment, the YLTC and OJOR contact persons may want to personally interview or talk on the telephone with the youth.
- 3. If there is agreement that the youth may be appropriate, the county shall conduct a physical exam to determine if the youth can safely participate in the YLTC program. YLTC and the DOC, Bureau of Health Services Director shall provide the physical standards to the local physician conducting the exam.
- 4. If the youth passes the physical exam, the county shall prepare a Dispositional Report recommending the court directly commit the youth to DOC to the YLTC program.
- 5. If the court orders a direct commitment to YLTC, the county shall:
 - a. Arrange for the youth's placement at a JCI.
 - b. Prepare a packet of information which will accompany the youth on the day of arrival at the JCI. The packet shall include, but is not limited to:
 - Dispositional Order
 - School information
 - Psychological information
 - Dispositional Report
 - Prior placement information
 - Medical information

6. Once the youth has arrived at the JCI, he or she shall complete the 35-day A&E process—see the “Orientation, and Assessment and Evaluation” chapter. The youth will participate in the same A&E activities as other youth admitted to the JCI, including an initial JPRC—see the “JPRC conferences” chapter. However, the A&E process may be expedited, whenever possible, so the youth can be transferred to start the next available class at YLTC.
7. If at anytime during the A&E process OJOR determines that the youth should not be placed at YLTC, OJOR shall immediately notify the committing county and the court. The county and court shall consider alternative placements for the youth.
8. If the youth successfully completes the A&E process, he shall be transferred to YLTC per the Dispositional Order. A description of the YLTC program is found later in this chapter.
9. If the youth does not complete the YLTC program, he will be transferred back to a JCI. YLTC staff shall immediately notify the committing county and court that the youth did not complete the YLTC program. Then, the court has 2 options:
 - a. Have the youth finish the commitment period at a JCI, or
 - b. Return the youth to court for a change in placement.

Specialty Programs

Mendota Juvenile Treatment Center (MJTC)

Overview

Mendota Juvenile Treatment Center (MJTC) is a statutorily authorized type 1 secure juvenile correctional facility which provides psychiatric assessment and mental health treatment to adolescent male youth referred from DJC. The 43-bed facility is administered by the Division of Health and Family Services (DHFS) on the grounds of the Mendota Mental Health Institute (MMHI) in Madison.

MJTC was specifically developed and designed to meet the psychiatric needs of DJC male youth. MJTC serves the community by assessing and treating the psychiatric needs of youth transferred to the facility. The youth at MJTC usually display very serious behavioral problems while at a JCI. The often dangerous behavioral symptoms are usually signs of underlying psychiatric problems such as cumulative anger, depression, agitation, psychosis or other psychiatric issues frequently generated from a lifetime of abuse or neglect. Youth typically receive a variety of psychiatric interventions which may include individual, group and family therapy; behavioral programming; specialized individual incentive programming; activity therapy; psychotropic medications; AODA treatment; and educational programming.

Youth are administratively transferred from a JCI to MJTC. Youth transferred to MJTC often have specific problem areas diagnosed by the JCI, or the JCI has specific clinical questions or issues that they would like MJTC to address.

Clinical Teams

The 43 beds are separated into 3 units. The 3 units demonstrate a progression from a very secure environment to a less secure environment with more privileges and responsibilities. New admissions to MJTC typically begin on the most secure unit where youth are assessed for treatment and security needs. Youth are separated into 2 clinical teams in which the teams focus on individual mental health needs, but also work with the youth on different ends of the clinical spectrum.

Team 1—This team handles the admission assessments and treats residents who have recently arrived at MJTC or are in need of placement in a very secure environment. The primary mission of this

team is to reduce the amount of security lock-up time of youth through the use of psychiatric interventions.

Team 2—This team receives youth who have successfully reduced security time while working with Team 1. The primary mission is to maintain the decreased security time and increase the psychiatric treatment related to the needs of the youth. In addition, Team 2 begins to transition the youth either back to the JCI or into the community in an improved state of mental health.

Programming

MJTC offers a variety of multi-disciplinary treatment programs for youth. Youth who have administratively transferred from a JCI are governed by the DOC/DJC Administrative Rules. Therefore, youth continue to work on their ICP goals and objectives. In addition, social workers shall complete a Progress Summary (DOC-1941) every 90 days to determine the youth's progress on his goals and objectives. Staff revise the youth's ICP as needed based on the Progress Summary. If the youth will be released to the community upon completion of the programming at MJTC, the social worker, agent and youth shall work together to develop a release ICP. If the youth will be transferred back to the JCI, the JCI social worker shall review the youth's ICP and Progress Summaries from MJTC and recommend changes as needed at the next JPRC conference.

SPRITE

Overview

The SPRITE (Support, Perseverance, Respect, Initiative, Teamwork and Education) program is a dynamic, adventured-based, educational program for delinquent youth designed to teach them the necessary skills to successfully reintegrate back into the community. SPRITE teaches youth pro-social behavior, independent living skills, and responsibility through problem-solving activities including wilderness expeditions, rock climbing, community service and urban exploration.

Youth selected to participate in this program are usually between the ages of 14-18. SPRITE has separate programs for both boys and girls. The boys program is 28 days in length, while the girls program is 8 days.

Direct County Referral Procedures

The SPRITE program is available to all counties in Wisconsin as a diversion to a secure correctional facility placement. Youth who are directly referred to SPRITE by the courts do not participate in the 35-day A&E process at a JCI because they are not committed to DOC supervision.

Referral Procedures for JCI Youth

The referral procedures to the SPRITE program for youth currently at a JCI are the following:

1. At a JPRC conference, the youth and JPRC members discuss the appropriateness of the youth for the program. If agreed upon, JPRC members recommend to OJOR that the youth participate in SPRITE.
2. The JCI social worker shall complete the SPRITE Program Referral and Face Sheet (DOC-1615).
3. The youth shall:
 - a. Complete the SPRITE Questionnaire (DOC-1706) and
 - b. Read and sign the SPRITE Program Rules and Expectations Agreement (DOC-1760)
4. The SPRITE director will schedule, with IPC, an interview with the youth.

5. At the time of the interview, the SPRITE director shall review the youth's SS file.
6. Based on the interview, the SPRITE director shall make a decision on whether the youth is appropriate for participation in the program. Then, the director shall make a list of the youth who will be participating in the next class and forward the list to IPC.
7. When a youth has been accepted to the SPRITE program, the social worker shall complete the ANR (DOC-1734)—see "JPRC Conferences" chapter for instructions.
8. OJOR completes a Department Order (DOC-1722) which transfers the youth to SPRITE.

SPRITE Program Referral and Face Sheet (DOC-1615)

DEPARTMENT OF CORRECTIONS
 Division of Juvenile Corrections
 DOC-1615 (Rev. 10/00)

WISCONSIN

SPRITE PROGRAM REFERRAL AND FACE SHEET

Please return this form to **SPRITE 2909 Landmark Place, Suite 104 Madison, WI 53713. (608) 288-3351**

COUNTY STATE

| | | | | |
|---|--|-----------------------|-----------------------|----------|
| NAME OF AFTERCARE AGENT OR COUNTY SOCIAL WORKER | | WORK TELEPHONE NUMBER | HOME TELEPHONE NUMBER | |
| ADDRESS (WORKSITE) | | CITY | STATE | ZIP CODE |
| NAME OF INSTITUTION SOCIAL WORKER | | WORK TELEPHONE NUMBER | EXT. | |

Identifying Information

| | | | | |
|---|----------|---|------------|--------------------------------|
| NAME OF YOUTH | | ALIAS | | |
| SOCIAL SECURITY NUMBER | J-NUMBER | DATE OF BIRTH | AGE | INSTITUTION/COUNTY |
| SCHOOL YOUTH WILL ATTEND | | | | |
| ETHNIC/RACIAL GROUP (Check One) | | | | |
| <input type="checkbox"/> BLACK (Not of Hispanic Origin) | | <input type="checkbox"/> ASIAN OR PACIFIC ISLANDER (Includes Indian Subcontinent Origin | | <input type="checkbox"/> WHITE |
| <input type="checkbox"/> AMERICAN INDIAN/ALASKAN NATIVE | | <input type="checkbox"/> HISPANIC (Mexican, Puerto Rican, Cuban or other Spanish culture) | | |
| HEIGHT | WEIGHT | SEX | HAIR COLOR | EYE COLOR |
| | | <input type="checkbox"/> M <input type="checkbox"/> F | | |
| TATTOS, MARKS, SCARS, ETC. | | | | |

| | | |
|--|----------------------------------|-------------------------------|
| HEALTH PROBLEMS/MEDICATIONS—Special Considerations | <input type="checkbox"/> APPROVE | <input type="checkbox"/> DENY |
|--|----------------------------------|-------------------------------|

| | | |
|--|-----------------------|-----------------------|
| NAME OF FATHER | HOME TELEPHONE NUMBER | WORK TELEPHONE NUMBER |
| ADDRESS | CITY | STATE ZIP CODE |
| NAME OF MOTHER | HOME TELEPHONE NUMBER | WORK TELEPHONE NUMBER |
| ADDRESS (if different from the father) | CITY | STATE ZIP CODE |
| NAME OF GUARDIAN | HOME TELEPHONE NUMBER | WORK TELEPHONE NUMBER |
| ADDRESS | CITY | STATE ZIP CODE |

| | | |
|------------------|-----------------|------------------------|
| COMMITTING COURT | EXPIRATION DATE | BEST MONTH FOR PROGRAM |
|------------------|-----------------|------------------------|

| |
|--|
| OFFENSE(S) |
| <input type="checkbox"/> AWOL RISK <input type="checkbox"/> AODA PROBLEMS <input type="checkbox"/> PHYSICALLY ASSAULTIVE HISTORY |

| |
|---|
| Possible Release Plans (If youth is successful in this program) |
|---|

| |
|--|
| Alternate Release Plans (If youth is unsuccessful in this program) |
|--|

COMMENTS (Include Family History—AODA, Physical/Sexual Abuse, etc.)

OJOR APPROVED YES NO
 DISTRIBUTION: Original - SPRITE/Other, Copy - OJOR-Local, Copy - SS file, Copy - Aftercare Agent

SPRITE Questionnaire (DOC-1706)

DEPARTMENT OF CORRECTIONS
Division of Juvenile Corrections
DOC-1706 (Rev. 10/00)

WISCONSIN

SPRITE QUESTIONNAIRE

Please answer each question. If you need more room to write, please use the back of the form.

| | | | |
|--|-----------------------------------|--------------|------------|
| Name | Age | Today's Date | |
| Height | Weight | Shoe Size | Waist Size |
| Current Placement <input type="checkbox"/> EAS <input type="checkbox"/> LHS | Name of Institution Social Worker | | |

Number of times you were arrested?

What was the most serious offense?

Why do you want to participate in the SPRITE program?

Do you need to complete the SPRITE program to get released? YES NO

Do you have an AWOL History? If yes, how many times have you run away?
 YES NO

Have drugs or alcohol been a problem in your life? YES NO
If yes, please explain how drugs or alcohol affected your life.

Do you have a medical problem that will keep you from participating in the SPRITE Program? YES NO

If yes, please explain your medical problem.

What are your current release plans?
 Group Home Type 2 CCI Foster Home Independent Living
 Parental Home Other—specify: _____

What are your educational plans for the future?

What are your top three job choices?

How can the SPRITE program help you be successful in the community?

What concerns/fears do you have about participating in the program?

What skills/strengths do you have that you can share with others?

SPRITE Program Rules and Expectations Agreement (DOC-1760)

DEPARTMENT OF CORRECTIONS
Division of Juvenile Corrections
DOC-1760 (Rev. 3/00)

WISCONSIN

SPRITE PROGRAM RULES AND EXPECTATIONS AGREEMENT

NAME OF YOUTH

The SPRITE Program is part of the State of Wisconsin, Department of Corrections, Division of Juvenile Corrections (DJC). SPRITE is a pre-release program for the juvenile institutions, as well as a diversion program for county youth who are at risk of being institutionalized. All youth in the SPRITE Program must follow the same rules as outlined in the DJC institution handbooks.

The opportunity to participate in the SPRITE course is a privilege. It gives youth an opportunity to be successful, to be responsible and to be mature. Youth must show the ability to follow rules, to handle frustrations, to be trustworthy, to work within a group, to be part of a team, and to use good judgment.

Coming to SPRITE with the right attitude is very important. SPRITE can help those who are ready and committed to making positive changes.

While in the SPRITE Program, all youth will be expected to abide by the following rules:

1. Youth are not permitted to use/carry alcohol, drugs, weapons, and/or tobacco on or off the premises.
2. Youth will be held responsible for themselves, their decisions and any loss or damage to property, including issued equipment.
3. Youth are not permitted to exchange clothing or property amongst themselves.
4. Youth will take care of themselves, the SPRITE House and personal possessions.
5. Youth will be on time for all meals, meetings and group activities.
6. Youth will act respectfully toward each other, staff and members of the community including no swearing and using first names only.
7. Youth are expected to be honest at all times.
8. SPRITE staff will be required to periodically search youth and possessions for contraband materials.
9. Youth will ask permission before leaving the group or crossing a red line. Youth that AWOL from SPRITE can be charged with Escape which is a Class D Felony.
10. Youth must follow all safety guidelines.
11. Youth will complete all verbal and written assignments in the time provided.
12. Horseplay or intimidation will not be tolerated.

SPRITE STAFF SHALL DETERMINE THE APPROPRIATE LOSS OF PRIVILEGES FOR RULES VIOLATIONS.

I fully understand and agree to these rules and regulations.

SIGNATURE OF YOUTH

DATE

SIGNATURE OF WITNESS

DATE

YLTC

Overview

In March of 1996, the Wisconsin Legislature established the Youth Leadership Training Center (YLTC). The program took the positive components of a number of existing programs and blended them into a short-term, cost-effective residential treatment program for delinquent male youth. YLTC is an intensive and demanding program consisting of 2 phases that provides experiential learning with education to help youth develop self-discipline, social skills, wellness, leadership skills, and a sense of commitment to the community.

YLTC creates an environment in which youth will learn the values of disciplines, physical fitness, hard work, education, leadership, and community service. This is accomplished through a concentrated regimen of adventure-based education, academic and vocational education, counseling, treatment, and military style drill and ceremony.

Requirements for Youth

The program is designed for mentally stable and physically capable male youth between 14 and 17 years of age. Youth may be referred from the JCI's or be directly committed by a court—the criteria and procedures for direct commitments are described above. Youth at a JCI, who have at least 9 months remaining, and who have been assessed as appropriate by JCI staff, may volunteer for placement at YLTC. Prior to starting the program, all YLTC candidates undergo an intensive personal interview to assess the youth's level of commitment to successfully complete the program. After the interview, YLTC staff complete the top portion of YLTC Screening/Referral (DOC-2087). YLTC staff shall E-mail the DOC-2087 to JCI social workers, who shall complete this for youth who have been deemed appropriate through JPRC. The JCI social worker shall return the completed DOC-2087 to YLTC, who shall determine whether the youth will be accepted into the program.

Upon Admission

Upon admission to YLTC, the nurse shall complete the Health Screening—YLTC (DOC-3387A). The DOC-3387A will alert the nurse to any significant health problems that the youth may have including allergies, chronic disease such as asthma, special needs such as specific diet, etc. All youth are provided uniforms and receive a thorough orientation in military decorum.

Phase 1

The core of the YLTC program is its military school-style operations and sustained leadership training. Phase 1 (18 weeks) of the program consists of the following components:

1. Military drill and ceremonies
2. Academic education
3. Vocational education
4. Experiential education, including outward bound and wilderness experiences
5. Individual and group counseling
6. Community service

In addition to the above components, youth have physical training which may include running, calisthenics and fitness tests. Outward bound training includes canoeing, hiking, snow shoeing, rock climbing, rappelling, survival skills and sustainable leadership development through activity-based scenarios.

Youth participating in the YLTC program continue to work on their ICP goals and objectives. The social worker completes a Progress Summary (DOC-1941) every 90 days and revises the youth's ICP based on the Progress Summary. Prior to the youth graduating phase 1, the social worker, agent and youth work together to develop a release ICP.

Phase 2 (Extended Graduation)

After completing Phase 1, youth will begin Phase 2 (20 weeks) of the program, which reintegrates the youth back into the community through CSP or state provided aftercare. The youth must comply with the Community Supervision Rules and Conditions (DOC-1741) as well as the Special Community Supervision Conditions for Youth (DOC-1741A), if applicable.

The agent and youth shall review the most current ICP from YLTC. In addition, they shall work together to develop an ICP while the youth is in CSP or on aftercare. Every 90 days, the agent shall complete a Progress Summary (DOC-1941). Based on the Progress Summary, the agent shall revise the ICP with the youth. As part of the youth's ICP, the agent shall incorporate these objectives:

A. Personal Resource Directory

1. The youth will receive a folder and shall obtain the following:
 - a. Social security card
 - b. Certified copy of birth certificate
 - c. Wisconsin ID or driver's license (if eligible)
 - d. Job references, when available
2. The social worker should have obtained a social security card and certified copy of birth certificate for the youth while at the JCI.
3. If the social worker did not obtain these documents, the agent shall help the youth obtain these documents by following the procedures in the "Orientation, and Assessment and Evaluation" chapter.
4. The youth must have a social security card and certified copy of birth certificate to obtain the ID or driver's license.

B. Volunteer Service

1. The youth shall:
 - a. Choose a community service project within 7 days after leaving YLTC.
 - b. Set a schedule for completing the project.
 - c. Complete at least 30 hours of volunteer community service.
2. The youth cannot count community service hours completed at YLTC.

C. Five-Year Life Plan

1. The agent shall give the youth detailed instructions to write a five-year life plan.
2. The youth may need to interview individuals who are in a particular field or who have accomplished similar life goals.

D. Letters of Recommendation

1. Within 45 days of release from YLTC, the youth must obtain 3 letters of recommendation from adults in the community, two of which must be from non-related adults.
2. The letters must state the following:

- a. How the youth has demonstrated a positive adjustment since leaving YLTC.
- b. Why the youth will be successful in the future.
- c. Recommendation of youth's graduation from Phase 2.

E. Written Request to Graduate

1. After completion of the above tasks, the youth shall submit a written request for Phase 2 graduation to the agent and YLTC social worker. The agent shall either forward the request to the YLTC social worker or give the youth the address for the YLTC social worker.
2. The agent and social worker shall work together to determine if the youth has met the requirements for Phase 2 graduation.
3. The field supervisor and YLTC supervisors shall review the agent and social worker's recommendation and make a decision.
 - a. If the agent and social worker deny the youth's request to graduate Phase 2, the field supervisor, regional chief, and YLTC superintendent and supervisor shall review this decision.
 - b. If any youth is denied Phase 2 graduation based on poor adjustment or performance in the community, the youth shall be allowed to re-apply for Phase 2. The youth shall complete the objectives listed above to request graduation from Phase 2.

Graduation Ceremony

Phase 1

The Phase 1 ceremony will emphasize family presence and participation, and presence of agents (when work duties permit) for youth graduating. The youth shall receive a certificate of completion for Phase 1.

Phase 2

If the youth graduates from Phase 2, the agent, YLTC social worker, family or alternate care provider shall make arrangements to return the youth to YLTC for the next graduation date. The youth shall receive a certificate of completion for Phase 2. If a youth cannot return to YLTC for Phase 2 graduation, YLTC shall forward the certificate to the agent who will present the youth with the certificate.

The YLTC social worker shall consult with agents of youth graduating from Phase 2 to determine which youth will be the speaker at graduation. The determination is based on the youth's performance at YLTC and in the community.

YLTC Screening/Referral (DOC-2087)

DEPARTMENT OF CORRECTIONS
Division of Juvenile Corrections
DOC 2087 (10/00)

WISCONSIN

YLTC SCREENING/REFERRAL

This section shall be completed by YLTC.

| | | | | |
|----------------------------|----------------|-------------------------------------|---|-----------------|
| LC | ADMISSION DATE | GRADUATION DATE | DATE WHEN 5 MONTHS OF COMMUNITY SUPERVISION WILL BE COMPLETED | |
| NAME OF YLTC SOCIAL WORKER | | PHONE NUMBER (608) 427-3525 Ext. | | Voice Mail Ext. |

The rest of this form shall be completed by the EAS or LHS Social Worker

| | | | |
|---|--|--|--------------|
| NAME OF YOUTH | J-NUMBER | DATE OF BIRTH | AGE OF YOUTH |
| OFFENSE(S) YOUTH WAS ADJUDICATED DELINQUENT | | | |
| TRANSFERRING INSTITUTION <input type="checkbox"/> EAS <input type="checkbox"/> LHS | DATE COMMITTING COUNTY NOTIFIED | COMMITTING COUNTY FOR DIRECT COMMITMENTS | |
| NAME OF OJOR REVIEWER | | NAME OF INSTITUTION SOCIAL WORKER | |
| NAME OF COMMUNITY SUPERVISION AGENT | | NAME OF COUNTY SOCIAL WORKER | |
| EXPIRATION DATE | COURT DATE PENDING <input type="checkbox"/> YES <input type="checkbox"/> NO | DATE AND PLACE OF COURT HEARING | |

SCREENING/REFERRAL INFORMATION

YES NO

| | | |
|--|--------------------------|--------------------------|
| Is sex offender registration required for the youth? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has DNA sample been taken, if required? If no, the sample must be taken immediately. | <input type="checkbox"/> | <input type="checkbox"/> |
| Does youth need sex offender treatment? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the youth an SJO, Class A? Minimum of one year in a type 1 required. If yes, will youth have served at least 8 months in a secured correctional facility as of admission date to YLTC? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the youth an SJO, Class B? Maximum of three years in a type 1. If yes, will youth have at least 126 days remaining in a secured correctional facility as of admission date to YLTC? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the youth an Extended Jurisdiction? If yes, JCI staff must petition the court. | <input type="checkbox"/> | <input type="checkbox"/> |
| Did youth volunteer to participate in the YLTC program? | <input type="checkbox"/> | <input type="checkbox"/> |
| Did youth discuss his participation in YLTC with parent(s)/guardian? | <input type="checkbox"/> | <input type="checkbox"/> |
| Has youth previously participated in the YLTC program? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does youth have physical limitations/injuries that could limit his ability to participate at YLTC? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does youth need AODA treatment to complete a broad goal from his ICP? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is youth an AWOL risk? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does youth have history of battery in the past 6 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is youth on waiver hold due to a possible adult conviction? | <input type="checkbox"/> | <input type="checkbox"/> |

Community Placement Plans:

Home Group Home Foster Home Type 2 CCI CSP Interstate Compact

COMMENTS:

CENTRAL OFFICE APPROVAL OF TRANSFER FOR SJO YOUTH ONLY

YES NO PENDING

SIGNATURE OF STAFF COMPLETING FORM

DATE

SIGNATURE OF SUPERVISOR/SECTION MANAGER

DATE

Please send the most current Face Sheet (DOC-1701). Update any incorrect information on Face Sheet.

DISTRIBUTION: Original – YLTC Social Worker, Copy – SS file, Copy – Social Worker

Health Screening—YLTC (DOC—3387A)

DEPARTMENT OF CORRECTIONS
Division of Juvenile Corrections
DOC-3387A (10/00)

WISCONSIN

HEALTH SCREENING—YLTC

| | | |
|---|---|---------------------------|
| NAME OF YOUTH | J-NUMBER | DATE OF BIRTH |
| TRANSFERRING INSTITUTION <input type="checkbox"/> EAS <input type="checkbox"/> LHS | DIRECT COMMITMENT <input type="checkbox"/> YES <input type="checkbox"/> NO | IF YES, COMMITTING COUNTY |
| ADMISSION DATE TO YLTC | | |

| VISIBLE SIGNS | YES | NO | CHRONIC DISEASE | YES | NO |
|--|--------------------------|--------------------------|--|--------------------------|--------------------------|
| Alert and oriented | <input type="checkbox"/> | <input type="checkbox"/> | Respiratory disease (Asthma, COPD, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Difficulty breathing | <input type="checkbox"/> | <input type="checkbox"/> | Diabetes | <input type="checkbox"/> | <input type="checkbox"/> |
| Evidence of trauma (bleeding, abrasions, contusions) | <input type="checkbox"/> | <input type="checkbox"/> | Seizures | <input type="checkbox"/> | <input type="checkbox"/> |
| Signs of lice or scabies | <input type="checkbox"/> | <input type="checkbox"/> | Sexually Transmitted Diseases | <input type="checkbox"/> | <input type="checkbox"/> |
| Appears under influence of drugs or alcohol | <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| MENTAL CONDITION | YES | NO | SPECIAL NEEDS | YES | NO |
| Depressed appearance (crying, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | Special Diet | <input type="checkbox"/> | <input type="checkbox"/> |
| Agitated | <input type="checkbox"/> | <input type="checkbox"/> | Hearing deficit | <input type="checkbox"/> | <input type="checkbox"/> |
| Incoherent | <input type="checkbox"/> | <input type="checkbox"/> | Visual impairment | <input type="checkbox"/> | <input type="checkbox"/> |
| Disoriented | <input type="checkbox"/> | <input type="checkbox"/> | Language barriers | <input type="checkbox"/> | <input type="checkbox"/> |
| Handicap/Deformity | <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Any suicide attempts | <input type="checkbox"/> | <input type="checkbox"/> | ALLERGIES | YES | NO |
| Past/present psyche medications | <input type="checkbox"/> | <input type="checkbox"/> | Medications | <input type="checkbox"/> | <input type="checkbox"/> |
| Self harm | <input type="checkbox"/> | <input type="checkbox"/> | Foods | <input type="checkbox"/> | <input type="checkbox"/> |
| Current suicidal ideation | <input type="checkbox"/> | <input type="checkbox"/> | Insects | <input type="checkbox"/> | <input type="checkbox"/> |
| Unusual behaviors | <input type="checkbox"/> | <input type="checkbox"/> | Latex | <input type="checkbox"/> | <input type="checkbox"/> |
| | | | Other: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| PRESCRIPTION MEDICATIONS | YES | NO | PHYSICAL COMPLAINTS | YES | NO |
| Does youth have prescription medications | <input type="checkbox"/> | <input type="checkbox"/> | Does youth have any physical complaints | <input type="checkbox"/> | <input type="checkbox"/> |
| List Prescription Medications: | | | List Physical Complaints: | | |
| COMMENTS | | | | | |

FOLLOW UP:

Needs MD appt. Needs RN appt. Return to HSU as needed

SIGNATURE OF STAFF WHO COMPLETED SCREENING _____ DATE _____



DEPARTMENT ORDER

| | | |
|-------------------------------|-------------------------------|-------------------------------|
| NAME OF YOUTH | J-NUMBER | REVIEW DATE |
| COMMITTING COUNTY | | |
| Current Institution Placement | | |
| <input type="checkbox"/> EAS | <input type="checkbox"/> LHS | <input type="checkbox"/> MJTC |
| <input type="checkbox"/> SOGS | <input type="checkbox"/> YLTC | |
| OFFICIAL ACTION | | |

Treatment Goals and Objectives

Effective Date: _____

Judith Heine, Director
Office of Juvenile Offender Review

Reviewer: _____

Signature of Reviewer

DISTRIBUTION:

- | | | | |
|---------------------------------------|---|-------------------------------------|--|
| <input type="checkbox"/> OJOR—Central | <input type="checkbox"/> State/County Agent | <input type="checkbox"/> OJOR-Local | <input type="checkbox"/> Parent/Guardian |
| <input type="checkbox"/> Institution | <input type="checkbox"/> Committing County | <input type="checkbox"/> Youth | |

YLTC CLASSES

7/1/96-6/30/97
average of 35.2

7/1/97-6/30/98
average of 36.7

7/1/98-6/30/99
average of 37.6

7/1/99-6/30/00
average of 39.6

7/1/00-present
average of 30 and declining

Scott McCallum
Governor

Jon E. Litscher
Secretary



Mailing Address

149 East Wilson Street
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 266-247
Fax (608) 267-366

State of Wisconsin Department of Corrections

February 27, 2001

The Honorable Brian Burke, Co-Chair
The Honorable John Gard, Co-Chair
Joint Committee on Finance



Dear Senator Burke and Representative Gard:

In my previous letters to you dated January 8th and January 26th, I indicated my intention to consolidate our out-of-state inmate placements by removing our inmates from the Tallahatchie County Correctional Facility (TCCF) in Tutwiler, Mississippi, and transferring them to the Prairie Correctional Facility (PCF), in Appleton, Minnesota. When I wrote those letters, the move had not yet taken place. I am pleased to inform you that on February 20, 2001, this move was accomplished.

We no longer have inmates placed at TCCF. On February 20th, the inmates we had placed at TCCF were transferred to PCF, and in doing so, we have consolidated our CCA contract sites from five to four. Again, this has not resulted in any change in the number of inmates authorized by the legislature for contracted bed space, but it is certainly consistent with my objective to consolidate contracted inmate housing whenever possible.

Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".

Jon E. Litscher
Secretary

cc: Senator Robert Jauch
Representative Scott Walker
C. O'Donnell, DOC
J. O'Donnell, DOC
R. Margolies, DOC
C. Archer, DMS
L. Widzinski-Pollock, DMS-BBFM
D. Verhagen, DAI
J. Wydeven, DAI
File

H:\leg.jfc-ltr3

Tommy G. Thompson
Governor

Jerry E. Smith Jr.
Chairperson



State of Wisconsin Parole Commission

Mailing Address

2701 International Ln, Suite 201
Post Office Box 7960
Madison, WI 53707-7960
Telephone (608) 240-7280
Fax (608) 240-7299

January 30, 2001

The Honorable Brian Burke
Wisconsin State Senator
Senate Chair, Joint Finance Committee
Post Office Box 7882
Madison, WI 53707-7882

Dear Senator Burke:

I have received your letter of January 10, 2001, regarding my opportunity to talk with you about the funding of the Wisconsin Parole Commission. Since I will not have the opportunity to discuss with you, face-to-face, the Commission's situation, I provide you this summary.

In the history of the Wisconsin Parole Commission (formerly the Wisconsin Parole Board), the agency has only made two 13.10 requests. They occurred in March 2000 and December 2000. From fiscal year 1991 to fiscal year 2000, the prison population increased by 182%. The total budget of the Commission increased by 66% for the same period. This 66% includes costs for LTE's, overtime and contracted staff, which were not included when the budget was adopted by the legislature. These expenses occurred when the Commission addressed the backlog of parole interviews, correspondence, and increases in grant releases, parole interviews, inmates, and facilities housing offenders. It is difficult to determine the percent of increase in the number of facilities holding inmates during fiscal years 1991-2000.

During this same period, RCI, JCI, RYOCF, SMCI, and RGC I were built and opened as new facilities. FMCI was recently created from buildings on the grounds of FLC I to accommodate the male offenders removed from JCBC C for the female offenders' return to Wisconsin. TCI and F.O. Cheney were rebuilt as new facilities, which increased their capacity. Additions for increased capacity occurred at KMCI, OSC I, TCI, OCI, and REECC, which recently increased its capacity to accommodate the female offenders return to Wisconsin. Also around 5,000 offenders were placed in out-of-state facilities. When this first occurred, the Commission had to conduct telephone parole interviews at 8 different Texas county jails. Since the number of Wisconsin county jails housing female offenders has recently increased again, this means the Commissioners, who conduct the individual parole interviews, have to adjust their workloads and schedules. Presently, the Commission conducts about 230 out-of-state parole interviews per month by telephone, which is a less desirable method of evaluating the risk and rehabilitative measures of offenders. The offender, victims, family members of offenders and the

Commission feel that the face-to-face parole interview is the most productive method of evaluating an offender for release to the community and his/her family. The Commission has not been provided adequate funding to perform face-to-face interviews of offenders placed out-of-state, which is the norm for offenders housed in Wisconsin.

The supplies and services line has increased by 93% between fiscal year 1991 to fiscal year 2000. The 81% of the budget consumption was for supplies and services line only and it resulted primarily from the costs associated with the contract of service for Commissioner Melendez. This contract was never provided for in the biennial budget adopted by the legislature. The contract is requiring the additional funding from Joint Finance to meet the workload need unanticipated at the development of the biennial budget. Knowledgeable persons were not involved in the construction of the existing budget, which does not adequately address the basic resource needs of the Commission. The contract with the most seasoned Commissioner, Fred Melendez, was ended when he filled a vacated permanent Parole Commission Member position due to promotion. Therefore, there are only five Commissioners to conduct monthly interviews. One of the five is a recent hire with only one month on the job and this time has been training under senior members. Her assigned institutions will have a backlog in parole interviews because of the learning and production curve. In addition, beginning in March of 2001, WCI and FLCI will not have an assigned Commissioner to conduct parole interviews. This means 150 parole interviews will not be conducted monthly. A further backlog of parole interviews will occur when the Commissioners take personal leave. The contracted Commissioner is not available to conduct the interviews for other Commissioners taking personal leave time. A backlog will also occur when Commissioners have to take most of a day to conduct face-to-face interviews of victims. Instead of seven office staff to perform the work of the Commission, there are only two. Because of the lack of office staff to process the work from parole interviews, the grant release time has been changed from 30 to 90 days. This means that inmates will remain in prison an additional 60 days at an average daily rate of \$56.

It is planned for the Milwaukee Secure Detention Facility to open in August 2001, New Lisbon in April 2002, and TCI expansion of about 250 new beds in January 2002. A 150 new bed workhouse in Winnebago in February 2002, and 150 new bed workhouse in Sturtevant in June 2002, and 300 bed Highview Geriatric Facility in May 2002 are scheduled additions. These additions do not include Stanley. This means the Commission will encumber more expenses for travel, lodging and other associated costs. In many instances, the Commission is not privy to the Department of Corrections' decisions that have cost implications for the Commission until they are implemented. When the legislature provided DOC additional funding to return the female offenders to Wisconsin, the costs to the Commission were neither considered by the legislature nor did the legislature provide the Commission additional funding for the adjustments we made to accommodate the initiative.

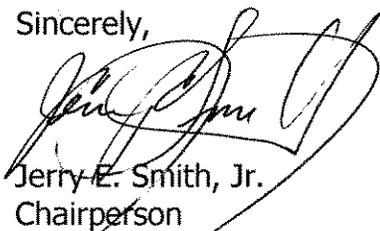
Senator Brian Burke
January 30, 2001
Page 3

The average monthly parole interviews increased by 39% from the time I became chairperson to the present. The fifth Commissioner was authorized by the legislature in 1997 Wisconsin Act 237 to assist victims in scheduling and attending individual parole interviews, and not to primarily conduct monthly parole interviews. Due to the increase in the prison population, in-state facilities housing inmates, out-of-state inmates and laws like Presumptive Mandatory Release, the fifth Commissioner has had to become part of the regular schedule to conduct monthly parole interviews of inmates in order for the Commission to meet its statutory requirements.

I contacted every member of Joint Finance for a personal meeting to discuss the funding implications for the Commission meeting its responsibilities to crime victims, judges, district attorneys, inmates and their supporters, and primarily to community safety. I want to thank Representatives Gard, Ward, Huber, and Huebsch for meeting with me personally during the last few weeks. I am also appreciative of Senator Chvala's support for the Commission, and encouraging me to contact you for a personal meeting. I feel that each of the legislators who met with me personally obtained a better understanding of the Commission's budget situation, and the need for increased funding based on the exploding growth in the prison population, facilities housing inmates, out-of-state inmates, new legislation, and increased parole interviews.

I will continue to direct the resources of the Commission in the most effective, efficient and prudent manner.

Sincerely,



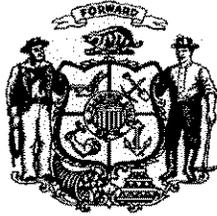
Jerry E. Smith, Jr.
Chairperson

JES:kv

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

317-E Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

308-E Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard

Date: March 21, 2002

Attached is a copy of a report from the Department of Corrections, pursuant to s. 301.03 (6r), Stats. The report provides information on the total number of prisoners and the number the department considers to be violent.

The report is being provided for your information only. No formal action is required by the Committee. Please feel free to contact us if you have any questions.

Attachment

BB:JG:dh

Scott McCallum
Governor

Jon E. Litscher
Secretary



Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3300

State of Wisconsin Department of Corrections

March 18, 2002

The Honorable Brian Burke, Co-Chair
Joint Committee on Finance
Room 317 East State Capitol
P.O. Box 7882
Madison, WI 53707-7882

Donald J. Schneider
Senate Chief Clerk
119 Martin Luther King Blvd., Suite 501
P.O. Box 7882
Madison, WI 53707-7882

The Honorable John Gard, Co-Chair
Joint Committee on Finance
Room 308 East State Capitol
P.O. Box 8952
Madison, WI 53708-8952

Patrick Fuller
Acting Assembly Chief Clerk
1 East Main Street, Suite 402
P.O. Box 8952
Madison, WI 53708-8952

RE: Violent Prisoners under Section 301.03 (6r) Wisconsin Statutes

Dear Senator Burke, Representative Gard, Mr. Schneider and Mr. Fuller:

As required under Section 301.03 (6r) of the Wisconsin State Statutes, I am submitting information relative to the number of prisoners that the Department of Corrections considers violent and the total number of prisoners.

On December 31, 2001 the Department had 21,521 adult inmates assigned to prisons in state and in contract facilities out of state. Out of the 21,521 inmates, 13,647 or 63.4 percent had assaultive offenses.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".

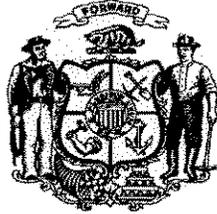
Jon E. Litscher
Secretary

cc: Cindy O'Donnell
Jessica O'Donnell
Steve Casperson

THE STATE OF WISCONSIN

SENATE CHAIR
BRIAN BURKE

317-E Capitol
P.O. Box 7882
Madison, WI 53707-7882
Phone: (608) 266-8535



ASSEMBLY CHAIR
JOHN GARD

308-E Capitol
P.O. Box 8952
Madison, WI 53708-8952
Phone: (608) 266-2343

JOINT COMMITTEE ON FINANCE

MEMORANDUM

To: Members
Joint Committee on Finance

From: Senator Brian Burke
Representative John Gard

Date: December 3, 2002

Attached please find a copy of a report from the Department of Corrections relating to the sharing of dental services between Wisconsin's correctional facilities.

The report is submitted to the Committee pursuant to a motion adopted at the September 12, 2002, s. 13.10 meeting.

The report is for your information only. No formal action is required by the Committee. Please feel free to contact us if you have any questions.

BB:JG:ckm

Scott McCallum
Governor

Jon E. Litscher
Secretary

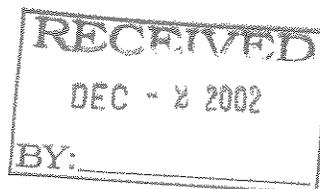


Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3305

State of Wisconsin
Department of Corrections

December 2, 2002



Representative John Gard, Co-Chair
Joint Committee on Finance
Room 308 East, State Capitol
Madison, WI 53702

Senator Brian Burke, Co-Chair
Joint Committee on Finance
Room 317 East, State Capitol
Madison, WI 53702

Dear Representative Gard and Senator Burke:

At the September 12, 2002 13.10 meeting, the Joint Committee adopted a motion directing the Department of Corrections to study the issue of dental services and submit the report to the Committee by December 2. Attached is the report that was requested. If you or any members have any questions or need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Jon E. Litscher".
Jon E. Litscher
Secretary

Cc: Robert Lang, Legislative Fiscal Bureau
George Lightbourn, Department of Administration

**Dental Resources Study
Response to Joint Committee on Finance
December 2002**

Introduction

At its September 2002 meeting, the Joint Committee on Finance directed the Wisconsin Department of Corrections (DOC) to study whether the sharing of dental services between correctional facilities would allow the DOC to reduce the total number of its dental staff positions. The Joint Committee on Finance requested that the study be completed by December 2, 2002.

Dental Services

Healthy teeth and gums are essential for overall good health. Poor dental care can result in dental diseases, ranging from cavities to cancer. These diseases can result in poor nutrition, painful and dangerous infections and even death.

The Wisconsin Department of Corrections provides only basic dental services for its inmates. These basic services are identical to the services available to welfare recipients under Wisconsin Medicaid. The DOC does not receive any Medicaid funds for dental or any other medical services provided.

Since DOC dental services are on a "by request" basis, inmates are required to initiate a request to the dental unit in order to get a dental appointment. Inmates are charged a co-pay of \$7.50 for each dental service they request, excluding urgent care and care for inmates completing the assessment and evaluation process at Dodge Correctional Institution. Inmate requests are "triaged" by the correctional dentist into one of three categories of dental care:

- Urgent care - Provided at the inmate's request to alleviate pain associated with a dental condition. Dental staff will initiate services to address urgent care needs if they believe care is needed to alleviate suffering on the part of the inmate.
- Routine care - Provided at the inmate's request to address a dental concern such as a cavity, chipped tooth, repair of old dental work, etc.
- Hygiene care - Provided at the inmate's request. This includes treatment that is preventive in nature, such as teeth cleaning or periodontal (gum) services. Provision of periodontal services is often a key component in establishing and maintaining medical control of chronic medical conditions such as cardiac disease and diabetes.

According to data collected at the time of the dental intake examination for each inmate, it can be stated that 54% of the inmates entering the DOC system have significant dental needs, many of which could become urgent needs within 6 months. DOC expects to intake approximately 7,300 inmates in 2002. At 54%, we can expect to have 3,942 inmates entering the DOC system in 2002 with significant and urgent dental needs.

Dental Staffing

The Department has historically shared dental resources where possible. The Department generally receives new dental positions as capital projects are completed for new institutions or expansions. However, very few positions are added to accommodate increased populations at existing facilities. The only positions added in recent history were new two-year hygienist project positions (2.0 FTE) in FY02, to accommodate increases in the in-state inmate population. These expire in 2004.

Correctional institution dental staff cover dental care needs in the majority of the correctional centers. Contracted dental professionals in private practice provide care for several correctional centers that do not have a correctional institution in close geographic proximity.

Dental Needs

In order to manage the DOC dental services, data is obtained on a monthly basis from each dental unit. The information quantifies:

- The number of inmates who requested dental services in each of the 3 categories of care,
- The number of inmates who received care in each category, and
- The number of inmates on the wait list in each category.

Inmates with urgent care needs (those inmates experiencing pain/infection) receive service priority. Routine and hygiene requests have lower priority. Due to the high number of urgent care needs, requests for routine and hygiene care are often carried forward to the next month as a "wait list".

The DOC established goals for each category of care that would be comparable to standards set for the general population. It is the goal of the dental staff to:

- Address 100% of the urgent requests each day and month,
- Address 80% of the routine requests, and
- Address 80% of the hygiene requests each month.

Because of existing under-staffing, DOC Dental is unable to keep up with the requests for care and unable to meet the goal of addressing 80% of requests. DOC dental units address only 35-55% of the requests for routine and hygiene care each month. The remaining requests are carried forward into the next month. The wait for services can be one year or more at certain correctional institutions.

DOC dental policy requires that urgent requests be treated within 36-72 hours of the request, with a goal of 100% addressed in this time period. As seen in Table 1 below, six of nine institutions having 12 months of data are unable to meet this policy and goal. Inmates wait between 1 and 57 days to have urgent dental needs addressed.

The data in Table 1 below illustrates the wait lists and wait times for care in each service category for the time period of October 2001 to October 2002.

Table 1
Average # of Requests Waiting for Dental Care and
Average Wait Time for Care
October 2001-October 2002

| INSTITUTION | URGENT CARE | | ROUTINE CARE | | HYGIENE CARE | |
|----------------------|------------------------------|----------------------|------------------------------|----------------------|------------------------------|----------------------|
| | Average # of Inmates Waiting | Average Wait in Days | Average # of Inmates Waiting | Average Wait in Days | Average # of Inmates Waiting | Average Wait in Days |
| Columbia | -0- | -0- | 28 | 17 | 4 | 2 |
| Dodge | 150 | 57 | 27 | 64 | -0- | -0- |
| Waupun | -0- | -0- | 28 | 28 | 60 | 31 |
| Taycheedah | 31 | 22 | 297 | 196 | 69 | 131 |
| Fox Lake | 3 | 1 | 169 | 595 | 79 | 76 |
| Racine Youthful | 3 | 4 | 12 | 10 | 9 | 17 |
| Kettle Moraine | 1 | 1 | 351 | 105 | 44 | 37 |
| Oshkosh | -0- | -0- | 400 | 328 | 134 | 81 |
| Oakhill | 12 | 4 | 1 | 2 | 6 | 7 |
| Total Average | 22 | 10 | 146 | 149 | 45 | 31 |

- Green Bay Correctional Institution, Milwaukee Secure Detention Facility, Racine Correctional Institution and Robert E. Ellsworth Correctional Center are not included here due to limited availability of data.

Dental Staffing

The DOC maintains and staffs on-site dental units at 14 major correctional institutions in order to provide dental services for inmates who request and need care.

The DOC has the following dental positions:

Table 2
Number of Dental FTE's

| Position | Number of FTE |
|--------------------|---------------|
| Dentists | 17.50 |
| Dental Assistants | 21.50 |
| Dental Hygienists | 8.80 |
| Dental Supervisor | 1.00 |
| Dentist Management | 1.00 |
| Total | 49.80 |

A complete list of FTE and locations is included in the Appendix.

Due to difficulties in recruiting and retaining dental staff and the high demand for services, the Department also uses limited term employees (LTE) for dental care. These include:

Table 3
Department Dental Staff-LTE's

| CLASSIFICATION | Dental Hygienist/ Assistant | Dentist |
|----------------|--------------------------------|---------|
| LTE's | | |
| DCI | 0.2 | 0.4 |
| OSCI | 0.5 | 0.5 |
| RCI | | 0.5 |
| TOTALS | 0.7 | 1.4 |

The Department also has contracted health care, including dental care, at three facilities: Prairie du Chien Correctional Institution, the Wisconsin Secure Program Facility and Redgranite Correctional Institution. Contracted health care will be discontinued at these facilities at the end of 2002. The Joint Committee on Finance approved 18-month project positions at these three facilities beginning January 1, 2003.

The number of contracted positions and project positions are listed in Table 4.

Table 4
Current Contract Dental Staff and JCF approved Project Dental Positions

| Position | Contract Staff FTE | JCF Project Positions-Effective Jan 2003 |
|-------------------|--------------------|--|
| Dentist | 1.5 | 1.25 |
| Dental Assistants | 1.5 | 1.00 |
| Dental Hygienists | 0.65 | 0.75 |
| Total | 3.65 FTE | 3.00 FTE |

Sharing of Resources

In order to maximize the efficiency and cost effectiveness of its limited dental staffing resources, the DOC has identified and implemented the sharing of dental staff among facilities housing adult inmates for a number of years. Examples of this sharing include:

1. Dental staff are deployed to cover each other's units for urgent needs during any time of leave such as vacation, illness or position vacancy, or any time of overwhelming workload.
2. Dental units at major institutions (which have on-site dental facilities) provide dental care for correctional centers and county jails housing inmates under DOC jurisdiction (which do not have on-site dental facilities). See Table 5.

3. DOC identified two dentists who are highly skilled in oral surgery, and sends these two dentists around the state to handle oral surgery needs at each institution. This eliminates the costs of sending inmates into the local community to obtain oral surgery services. The DOC can demonstrate that this oral surgery arrangement saves over \$280,000 annually. This savings does not include the security and transportation costs saved by DOC with this arrangement.
4. DOC has set up training arrangements with both Marquette Dental School and Moraine Park Technical College dental hygiene program whereby dental and hygiene students treat inmates at no cost to the DOC.

Table 5
Shared Dental Staff Resources
Institution, Average Daily Population and the Correctional Centers and Jails covered by Dental Staff

| Major Institution | Average Daily Population | Center Site Covered by Institution Dental Staff | Average Daily Population |
|---------------------|--------------------------|---|--------------------------|
| Green Bay | 1,021 | Sanger Power Corr. Center | 107 |
| Oshkosh | 1,895 | Drug Abuse Corr. Center Winnebago Corr. Center | 270 113 |
| Jackson | 975 | Black River Corr. Center | 92 |
| Columbia | 805 | Columbia Cty. Jail | 19 |
| Oakhill | 586 | Oregon and Thompson Corr. Centers | 109 117 |
| Robert E. Ellsworth | 307 | Southern Oaks Girls School | 80 |
| Stanley | 1,500 | Flambeau Corr. Center | 74 |
| Racine | 1,413 | Kenosha Corr. Center | 107 |

In addition to the continued sharing of dental resources as identified above, the Department of Corrections will take the following steps to maximize dental resources and reduce inefficiencies:

1. One day per week, redeploy dental staff from 3 dental units (Columbia, Oakhill and Waupun) that data show are caught up with their own urgent requests to Dodge Correctional Institution (DCI) where wait lists for urgent care can extend to 57 days. This will provide DCI with 3 additional days per week of a productive dentist-assistant team, at no additional cost to the DOC. This sharing of resources will eliminate the long wait list for urgent dental care at DCI.

2. Identify inmates who will be sent to minimum Centers, which have no on-site dental care. Complete the dental care for these inmates at a major institution before they are sent to the Centers. Establish Racine Correctional Institution (RCI) as that site. Redeploy dental staff from Racine Youthful Correctional Facility (RYOCF) to RCI one day per week to complete the dental care for inmates identified for Centers. Data shows that RYOCF has no wait list for urgent care, and minor wait time for routine and hygiene care. This sharing of resources will eliminate the DOC security and transportation costs incurred when inmates from Centers are transported off-site for dental care.

Conclusions of this Study

A reduction in the number of existing DOC dental staff would have the following results:

1. Wait times for urgent care would increase. DOC is already unable to meet urgent care standards.
2. Wait times for routine care would increase beyond the one year mark. DOC would then see an increase in the number of urgent requests because routine care was not provided in a timely manner.
3. Wait times for hygiene services would increase. Medical costs related to poor control of chronic medical conditions such as cardiac disease and diabetes would increase.
4. Closing any of the existing dental units would increase DOC costs. This would increase the costs of remaining dental staff traveling to cover closed sites. Alternatively, it would increase the costs of security and transportation if inmates were transported to the staffed dental units.

**Appendix
Dental Staffing as of 9-30-02**

| CLASSIFICATION | Dental Assistant | Dental Hygienist | Dentist | Dentist Manager | Dental Supervisor | TOTALS |
|--------------------------|------------------|------------------|-------------|-----------------|-------------------|-------------|
| Institution FTE's | | | | | | |
| Central Office | | | | 1.0 | | 1.0 |
| WCI | 1.0 | 0.5 | 1.0 | | | 2.5 |
| GBCI | 1.0 | 0.5 | 1.0 | | | 2.5 |
| TCI | 1.0 | | 1.0 | | | 2.0 |
| FLCI | 1.0 | | 1.0 | | | 1.0 |
| CCI | 1.0 | | 1.0 | | | 2.0 |
| KMCI | 1.0 | 0.5 | 1.0 | | | 2.5 |
| OCI | 1.0 | | 1.0 | | | 2.0 |
| RCI | 1.5 | 0.5 | 1.0 | | | 3.0 |
| OSCI | 2.0 | 0.5 | 1.5 | | | 4.0 |
| JCI | 1.0 | 0.5 | 1.0 | | | 2.5 |
| MSDF | 1.0 | 0.5 | 1.0 | | | 1.5 |
| EAS | 1.0 | 1.0 | 1.0 | | | 2.0 |
| LHS | 0.5 | 1.0 | 1.0 | | | 1.5 |
| DCI | 4.0 | 2.0 | 1.5 | | 1.0 | 8.5 |
| JBCC | 0.5 | 0.3 | 0.5 | | | 1.3 |
| REECC | 0.5 | 0.5 | 0.5 | | | 1.5 |
| SCI | 2.0 | 0.5 | 1.0 | | | 3.5 |
| RYOCF | 0.5 | | 0.5 | | | 1.0 |
| TOTALS | 21.5 | 8.8 | 17.5 | 1.0 | 1.0 | 49.8 |
| JCF Approved | | | | | | |
| RGCI | 0.5 | 0.5 | 0.75 | | | 1.75 |
| PDCI | | 0.25 | | | | 0.25 |
| WSPF | 0.5 | | 0.5 | | | 1.0 |
| TOTALS | 1.0 | 0.75 | 1.25 | | | 3.00 |

LEGEND

Institution/Center

Acronym

Waupun
Green Bay
Taycheedah
Dodge
Columbia
Kettle Moraine
Oakhill
Racine
Oshkosh
Milw Secure Det. Facility

WCI
GBCI
TCI
DCI
CCI
KMCI
OCI
RCI
JCI
MSDF

Ethan Allen
Lincoln Hills
Fox Lake
Redgranite
John Burke Corr. Center
Robert E. Ellsworth Corr. Center
Stanley
Racine Youthful Off. Facility
Prairie du Chien
Wis. Secure Prog. Facility

EAS
LHS
FLCI
RGCI
JBCC
REECC
SCI
RYOCF
PDCI
WSPF

Scott McCallum
Governor

Jon E. Litscher
Secretary



State of Wisconsin
Department of Corrections

Mailing Address

3099 E. Washington Ave.
Post Office Box 7925
Madison, WI 53707-7925
Telephone (608) 240-5000
Fax (608) 240-3300

December 5, 2002

The Honorable Brian Burke, Co-Chair
Joint Committee on Finance
Room 317 East, State Capitol
Madison, WI 53702

The Honorable John Gard, Co-Chair
Joint Committee on Finance
Room 308 East, State Capitol
Madison, WI 53702

Dear Senator Burke and Representative Gard:

I am writing to make you aware of the fiscal pressures facing the Department of Corrections (DOC) in this fiscal year. The recently completed internal quarterly budget reviews project a funding shortfall for the Department in FY03 in the contract bed and health care areas.

The projected shortfall in contract beds is due primarily to inmate population levels exceeding the budgeted levels and the increased per day costs associated with the new contract bed RFP issued by the Department. The average daily adult population in DOC institutions is projected to be approximately 21,554 in FY03, while the budgeted ADP was 20,699, an increase of 855 inmates over the budgeted level. In addition, the price bid by the contractor selected under the competitive request for proposal (RFP) process, Corrections Corporation of America (CCA), increased from the current \$44 per day rate to \$48.50 beginning on December 22, 2002. While the Department has taken steps to increase the populations at in-state institutions, the combination of these two factors has resulted in an expected deficit in the contract bed appropriation of approximately \$11.9 million in FY03.

The projected shortfall in the health care area can primarily be attributed to two areas: the contract with UW Hospitals and Clinics to provide hospital care and specialized health services and increased pharmaceutical costs. DOC is currently negotiating a contract for this fiscal year with the UW Hospitals and Clinics to continue to provide services to DOC inmates. The new contract with UW hospitals will change from a base monthly fee to fee for service payment structure. This change is expected to result in increased payments of approximately \$4 million to the UW Hospital and Clinics, from \$7 million to \$11 million. In addition, the UW contract would provide for the payment of UW physician fees. These fees were not previously charged to the Department. The cost of these physician fees is estimated at \$500,000 in FY03.

The Honorable Brian Burke
The Honorable John Gard
December 4, 2002
Page 2

The other expenditure category driving DOC's health care budget shortfall is pharmaceuticals. Pharmaceutical costs are estimated to total approximately \$11.5 million in FY03, an increase of about \$2.25 million from FY02. These factors and others health care cost increases have resulted in a projected budget shortfall related to health care of approximately \$10.3 million in FY03.

As in the past, the Department has taken aggressive steps to offset these funding shortfalls, including the elimination of non-critical LTEs, a rigorous hiring review process to ensure that only the most critical vacancies are filled, a freeze on out-of-state travel and the exploration of an acceleration of the return of inmates from out of state. These actions will allow us to successfully offset the Department's salary deficit caused by overtime expenditures exceeding the budgeted levels and to reduce projected non-salary deficits. However, given the enormity of the funding shortfall, DOC will almost certainly need to appear before the Joint Committee on Finance at a later date to request supplemental funding to meet our obligations. This will likely occur in the fourth quarter, when we will have more experience with the Department's cost savings measures and a more accurate estimate of the projected deficits.

Sincerely,



Jon E. Litscher
Secretary

cc: George Lightbourn
Susan Goodwin, Governor-Elect Doyle Chief of Staff