

ADMINISTRATIVE SERVICES DIVISION
MANAGEMENT TEAM MEETING

AGENDA

DATE: January 9, 2013
TIME: 1:00pm - 3:00pm
LOCATION: Cascade Conference Room

Time	TOPIC	Facilitator
1:00 - 1:30	Exec Staff	Denise
1:30 - 1:31	Diversity Minute	Denise
1:31 - 2:00	Major Initiative Check In ♦♦ Capacity ♦♦ Evidence Based ♦♦ Special Population ♦♦ Safety	Denise
Time Permitting	Around the Room	All

Future Meeting Agenda items

- 3rd floor office space
- New Employee Onboarding/Donna Haley - January 16 @ 1:30

GMAP Schedule

D	Diversity Minute - Sarian	12/29	J	Diversity Minute - Denise D.	1/9
E	GMAP: IT Security	12/19	A	GMAP: PDU/Payouts	1/30
C	GMAP: Dashboards	12/19	N		
F	Diversity Minute - Donna	2/27	M	Diversity Minute - Brian	
E	GMAP: Comptroller/Offdr Funds	2/20	A	GMAP: HR - Investigations	
B	GMAP: Capital/Roof Conditions	2/20	R	GMAP: PDU - Requests	
A	Diversity Minute - David		M	Diversity Minute - Doug	
P	GMAP: HR		A	GMAP: Records - Warrants	
R			Y	GMAP: Comptroller - Payments	
J	Diversity Minute - Adam		J	Diversity Minute - Kathy	
U	GMAP: Fiscal Notes		U	GMAP: Safety	
N			L		

Administrative Services Division
Meeting Minutes
January 9, 2013

Previous meeting minutes have been approved and posted on InsideDOC.

Attendees: Denise Doty, Carrie Chastain, Linda Wallin, Brian Tinney, Doug Hoffer, Wendy Stigall, Tuekwe George, Sarian Scott, Denise Vaughan, Adam Aaseby, Kathy Gastreich

Guest: Margee Thompson

Exec Staff Update:

Please see Exec staff meeting minutes posted on InsideDOC.

Brian Tinney welcomed and introduced Margee Thompson -our new Agency Payroll Officer.

Diversity Minute:

Denise gave a diversity minute article on Race. She talked about a project that National Public Radio host- Michelle Norris started by asking people to express their thoughts on race in six words. The results were astounding. Visit the website www.theracecardproject.com to see some of the responses.

Major Initiative Check-In:

Denise announced this will now be on the weekly agenda. We will discuss the status of any major initiative that are being worked on or maybe coming up in the future.

- Capacity-
 - Hearing next week on MICC- considering warm closure
 - Maple Lane
 - Adding more medium beds
 - 60 & up population
- Evidence Based
 - IT is working on this application program. The Risk instrument for OSP and the factors in calculating the risks
 - RFI due 1/10/13
 - Risk Management System
- Special Populations
 - Alternative plans for capacity
 - Programming needs
- Safety
 - Proximity cards at WSP
 - Body alarm pilot at the Reformatory-MCC being installed currently
 - Camera Leasing

Around the Room:

Kathy talked about the loss of our fellow staff, Jeff Martin. He will be missed!!

Doug said they are working on the ESS system becoming included in the single sign in.

Department of Corrections - ASD

Also, the iPhone deployment is almost complete here at HQ.

Adam said they are getting ready for session to begin, reviewing and preparing for the hearings that will be coming with the new bills during session.

Wendy said they are still working on the mandatory sentencing enhancements.

Tuekwe said projections are looking good. They are working on IT cleanups and fiscal notes. Sarian added with session starting Monday, January 14, they are working on legislature questions and preparing for upcoming bill hearings.

Brian said the testing for the Consumable Inventory system is getting great results. He said that the next ESS roll out will be with Community Corrections and has been pushed to March. Brian will be in Walla Walla on Friday talking about the deployment of the new uniforms.

Meeting Adjourned.