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

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

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| Employee Wellness Team | May 2018         | The focus of this team was suicide prevention, alcoholism, depression, and PTSD/stress. The objectives of this team were:  
1. Determine what sources and programs we can offer to our employees to deal with stress in their lives, for all employees.  
2. To educate and raise awareness, recognize signs, reduce stigma.  
3. Look at what other states are doing, and the Michigan State Police.  
4. Look for grant funding for the MDOC. | • The Director approved the creation of an Employee Wellness Unit in the MDOC. The Unit will be comprised of a Peer Support Program (an opportunity to speak informally and confidentially to another employee) and a Chaplain Program (where spiritual guidance will be available), and it also encompasses the Traumatic Incident Stress Management Program – all of which will provide 24-hour support to staff, their families and retirees.  
• Once staffed, this Unit will create strategies to eliminate the stigma associated with MDOC employees asking for help and will work to promote trust and confidentiality within the program and throughout the MDOC.  
• This Unit will also oversee the provision of support to employees, referrals and follow-up to the Employee Service Program or alternative professional resources when necessary.  
• In order to help the Employee Wellness Unit develop resources, policy and programming that supports its employees, the MDOC partnered with Desert Waters Correctional Outreach to conduct an Employee Wellness Survey. That data is now being analyzed by Desert Waters staff and the Department eagerly await the results. The feedback received will help the department identify the
| Team                           | Date     | Tasks                                                                                                                                                                                                 | Note: | Team is still in progress. |
|-------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|       |                           |
| Recycling/Green Team          | April 2018 | 1. To develop a Department wide comprehensive recycling plan.  
2. Increase the Department's current recycling activities across Department worksites, BOA, CFA, FOA, and find where improvements can be made.  
3. Assess what is being done across the Department.  
4. Comply with the Governor’s directive on recycling. |       |                           |
| Automated Records Storage Team| November 2017 | 1. Examine the Department’s record storage system.  
2. Develop a system to ensure that records are purged within appropriate time frames.                                                                                                           |       |                           |
3. Determine if there is a more appropriate and efficient records storage system available.
4. Develop opportunities for the Department to go “paperless.” We already have a pilot with some of the courts, how do we expand that?
5. To develop a procedure or process related to the retention of historically significant documents.

**Files in Storage in the MDOC:**
- The Department is restructuring the staffing levels of the Record Storage Section. Limited term employees will be hired to help eliminate the backlog of files needing to be reviewed/categorized/destroyed. They will also remove the Presentence Investigation Reports from all files and retain accordingly.
- The Records and Retention Schedule will be updated to reduce current retention requirements for certain records.
- The Department is reviewing options for a new Records Retention site. Plans are to convert the (empty) Bakery in Jackson into an open shelf records storage. The building encompasses 25,900 linear feet and would allow for a six-year retention of files. MDOC is currently working with a Project Designer from DTMB.
- FOA files that were past their retention date were destroyed.
- Determination was made to retain medical files for ten years.
- Determination was made to retain Record Office files, Counselor files, Lansing Record Office files and Education files for six years.
- Will be developing a policy directive for Records Retention.
- Will be developing a process to preserve documents that are of historical significance.