



Public Affairs, Special Commitment Center

Addressing Employee Concerns

Action Plan Progress Report

February 28, 2007

FOCUS AREAS:

- **Receiving Recognition**
- **Including Line Staff in Decision-Making**

So far, we've:

- Created a Wellness newsletter and sent out its first edition November 2006 and in final stages of preparing the 2nd edition due out the second week of March. These are posted on the SCC Intranet for all staff to view.
- Revamped the SCC Wellness Committee (compiled of staff from all levels of the organization) and it has created and utilized the SCC newsletter to share staff milestones, welcome new staff, share appreciation and discuss upcoming events.
- Held seven focus groups (October 26, October 30 and October 31) to discuss pivotal issues and gathered information on how to improve the agency through communication and decision-making. More follow-up will occur with staff during the upcoming months.
- Have made and placed "Suggestion" boxes in the central area of the Total Confinement Facility, in the two SCTFs, and in the off-island Administration Building to gather staff ideas on how to help improve morale and better our organization.
- After a major security sweep in January, we conducted de-briefing meetings on all shifts at the total confinement facility and provided staff with information and received their observations and suggestions regarding security and planning for non-routine operations. Each session featured a video presentation from the Superintendent expressing his appreciation for staff performance during the week long sweep and presenting a vision for SCC as a high reliability organization.

Future actions:

- Establish a focus group for advising management on changes in staff uniforms so that they are more adaptive to all the weather conditions encountered and to use in security applications.
- Establish a series of routine communications in the form of a program-wide newsletter and video messages to keep staff informed.