



## Special Commitment Center

*Addressing Employee Concerns*

### Action Plan Progress Report

August 1, 2013

#### FOCUS ISSUE:

#### *Employee Morale and Communication*

#### So far, we've:

- Held roundtable meetings at the Secure Community Transition Facilities to hear concerns and focus on program development.
- Established and engaged the SCTF leadership team.
- Established share folder for critical information sharing and feedback.
- Held two (2) training sessions with the timekeeper's group to begin implementation of the newly introduced time and attendance lean concepts/processes.
- Held the Forensics' Department Lean project and met for the 30-day follow-up, with most tasks listed for implementation completed.
- Held the Time and Attendance Lean project and have begun implementation of trainings and improvements.
- Decreased the number of vacant positions and increased the number of on-call hires.
- Provided SCC articles for the JJRA newsletter: 1) SCTF Roundtable Discussion; 2) SCC Narcotics K-9 Program; 3) SCC New Definition of Treatment; and 4) SCC Reorganization and New Appointments. These have been provided to keep staff updated on the changes happening at SCC.

#### Future Plans:

- Update all Community Program policies and standard operating procedures.
- Establish a training calendar/plan for all mandatory training and professional development topics.
- Schedule Lean trainings for staff at all levels.

#### CONTACT INFORMATION

For more information, please contact **Rebecca Kelly** at **360-902-8285**.

– Don Gauntz, Interim CEO