

Uniform Committee Meeting

DATE:

Sign –In:

John Ost

Scott Busse

David Fenby

Jeff Bierstetel

Terry Bridges

Cary Johnson

Joyce Cram

Steve Sigafoose

Dustin Drabek

Uniform Committee Meeting

DATE:

Minutes:

Updates

- Introduction Of new members Dustin Drabek (MCO Staff) and Lt. Steve Sigafoose (Mid-Michigan STF)

Ordering

- MSI is taking over the warehouse in Jackson for the Officers uniforms.
- Every order that has not been filled as of today (2-5-2009) will need to be resubmitted with an email stating "Has not been filled."

Procedural Process

- Dave proposed a new system to be created that will stream line the ordering process and create a small chain of command for ordering.
 - 3 individuals at each facility to approve orders
 - Responsible for the turn-in process
 - Develop a process for keeping track of orders
- Dave would like to have approved procedural process for the department and the membership to follow.
- John stated that not all members will have clothing to exchange (pants and vest) and command staff needs to be aware of this.
- Dave would like a written proposal approved by the Uniform Committee to be presented to Deputy Director Dennis Straub with the intention of supplying more control to the 3 individuals in charge of the ordering process and their respective facilities.

Announcement

- The committee would like to utilize the KYI and MCO report to announce the new/ future process for ordering.

Uniform Committee Meeting

DATE:

Closing issues

- Dave will be issuing a follow up letter about the "Puncture Proof glove pilot program."
- The new Jackson warehouse should be up and running within a week. The date would be 2-16-2009
- John stated that union presidents should track and follow their facilities process to insure that the new process will operate efficiently and report to the committee with any problems they have faced.

Uniform Committee Meeting

DATE:

Date:

John Ost

Michigan Correction Organization

Date:

Dave Fenby

Michigan Department of Correction

Uniform Committee Meeting

DATE: 3-16-2009

Sign -In:

Matthew Robertson

Cary Johnson

John Ost

Dustin Drabek

Scott Busse

Terry Bridges

Steve Sigafoose

Dave Fenby

Scott Pelham

Carman Palmer

Joyce Cram

Nanette Akkanen

Cary Adragna

Uniform Committee Meeting

DATE: 3-16-2009

Minutes:

Ordering Form

- MSI will fill the order as it is written on the ordering form
- Shift command will be responsible for the wording of officers names (Example- Smith, common name that will require initials).
- Employee ID# will be added to the ordering form per MDOC request.

Distribution

- Shirts will only be exchanges once.
- Back-log system will be reinstated once uniform ordering is caught up.

Ordering Notice

- Back logged orders will only be filled 30 days from Monday's date 3-16-2009, all other orders will not be filled due to the large back orders.
- CFA (Scott Pelham) will review the back orders and notify the facilities that will need to resubmit there orders.

Shoes

- Cary A is interested in changing the officers shoes, a meeting will take place in April at MCO (Lansing) with John Ost and Cary Johnson
- Next meeting is scheduled for June 16, 2009 at 9:30am at MCO.

Uniform Committee Meeting

DATE: 3-16-2009

Uniform Committee Meeting

DATE: 3-16-2009

Date:

John Ost

Michigan Correction Organization

Date:

Dave Fenby

Michigan Department of Correction

Uniform Committee Meeting

DATE: 4-23-2009

Sign -In:

John Ost

Jim Johnson

Ray Sholtz

Dave Fenby

Cory Adragna

Uniform Committee Meeting

DATE: 4-23-2009

Minutes:

- Uniform Committee meeting was held at MCO central office on April 23, 2009 to discuss Officers boots/shoes
- Officer's boots and tennis shoes should be comparable to Rocky Boots.
- Send the information about boots and/or tennis shoes to MSI
- John Ost stressed that the quality is the major factor.
- Rocky boots that is preferred is the "Eliminator."
- The pricing of the boots/shoes for the officers was discussed.

Next meeting is set for June 16, 2009 at MCO central.

Uniform Committee Meeting

DATE: 4-23-2009

Uniform Committee Meeting

DATE: 4-23-2009

Date:

John Ost

Michigan Correction Organization

Date:

Dave Fenby

Michigan Department of Correction

Uniform Committee Meeting

DATE: 6-16-2009

Sign –In:

Dustin Drabek

John Ost

Steve Sigafoose

Jeff Bierstetal

Scott Busse

Matthew Robertson

Nanette Akkanen

Joyce Cram

Cary Adragna

Carmen Palmer

Dave Fenby

Terry Bridges

Pamela Baker

Meeting held at MCO Central Lansing, MI

Start time- 9:56am

End time- 10:58am

Next meeting scheduled for

October 6,2009 (MCO Central Lansing, MI)

9:30am

Uniform Committee Meeting

DATE: 6-16-2009

Minutes:

Introduction of Pam Baker MSI Distribution manager (Jackson).

Ordering and re-ordering

Shown the return form used by Pam Baker and her office.

All orders contain a packing form with the explanation of the order and the contents. When an order is wrong, the CO will send the order back along with the exchanges/ return form.

ATTN: Pam Baker (phone# 517-780-6238 or fax#517-780-6170)

- **See attached exchanges/return form**

As of today, MSI will only complete orders for three shirts or less. This includes CTO's.

Stickers will be placed on the order bags indicating that it was completed.

- If a request was made for more than three shirts a back log WILL NOT be created.
- The order will be filled for three shirts and considered COMPLETED.
- The goal is for every member to have a new uniform.
Dave Fenby will be issuing a Memo regarding this change.

Measuring

"Sizing Uniform Boxes" will be delivered to every facility by the first full week of July (July 6-10, 2009).

Quarter Masters are not approved to make alterations to DOC uniforms.

Sweater/vest/pullover

MSI will install a default system that will only allow members to order one item at a time and not all three at once.

- If an order is returned or exchanged the system will recognize the situation and be able to keep accurate recorders of what members have taken delivery of.

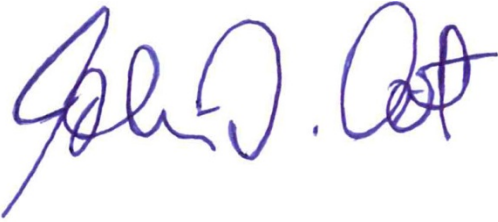
Sweaters are in contact and awaiting delivery.

Hats

The new ball caps for people with long hair will be classified as a "Ponytail hat."

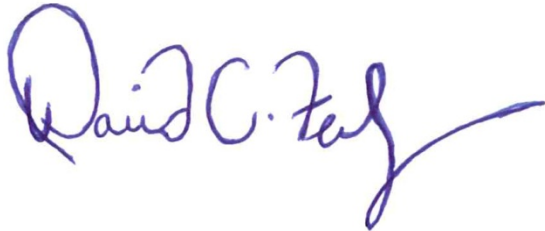
Uniform Committee Meeting

DATE: 6-16-2009

A handwritten signature in blue ink, appearing to read "John Ost".

Date: 7-6-2009

John Ost
Michigan Correction Organization

A handwritten signature in blue ink, appearing to read "Dave Fenby".

Date: 7-6-2009

Dave Fenby
Michigan Department of Correction

Uniform Committee Meeting

DATE: 10-6-2009

Sign –In:

John Ost

Bruce Curtis

Joyce Cram

Nanette Akkanen

Paul Christner

Scott Pelham

Cary Adragna

Andy Potter

Ed Clements

Dustin Drabek

Cary Johnson

Scott Busse

Terry Bridges

Tom Tylutki

Meeting Held at MCO Central Lansing, MI

Next meeting scheduled for
12-15-2009

Uniform Committee Meeting

DATE: 10-6-2009

Minutes:

Roll call of Uniform Committee Members, and introduction of new member Ed Clements (Baraga). Ed replaced Matt Robertson (Pine River).

Tom Tylutki MCO State President addresses the Uniform committee about the problems his members are dealing with.

Ordering timelines

- Kinross MSI (Joyce Cram & Nanette Akkanen)
 - Shirts are 2 months behind
 - By Christmas Kinross MSI should be caught up with orders. Processing will only take 30 days after Christmas.
 - A new filter system was implemented to track and account for orders. **Key information needed on the order form is the employee ID number.** This system is already in place at the Jackson MSI.

Note: Employee ID number are secure per Nanette Akkanen Kinross MSI

 - Kinross is placing stickers that inform the members that the shirt order is complete from Kinross and the rest of the order will be completed by Jackson MSI.

- Jackson MSI (Scott Pelham & Paul Christner)
 - Special orders on sweaters are 3 months behind.
 - In-stock items are 30 days behind.
 - Out of stock items are placed on back order and are filled from last to first per Paul Christner.
 - Cold weather gear is low.
 - Currently filling September orders and shipping.

Exchange Program

Per Bruce Curtis, all facilities will implement an exchange program for officers that have MSI issued apparel that is faulty (i.e. the zippers on the pants). Joyce Cram agreed.

All Wardens will be informed via a memo from Dave Fenby of the exchange program.

Uniform Committee Meeting

DATE: 10-6-2009

Winter Vest

Shift Command will be reminded that the vest has a drop down section (tall or regular). Vests are too short for taller officers and requires the drop down to be check off for proper fit.

Uniform Sizing Boxes

A list of the sizing box location, facility, and person in control of the box will be created by Joyce Cram. This will be dispersed to all the facilities.

Boots/Shoes

Boots and shoes are still in the development process. The release date is still long away.

Special Sizing

Anyone with "special sizing" needs to make that note on their order form. If "special sizes" are on record at MSI, they will not require you to get measured.

Random information

The Lean Process Improvement Committee was created to monitor/evaluate the MSI ordering process.

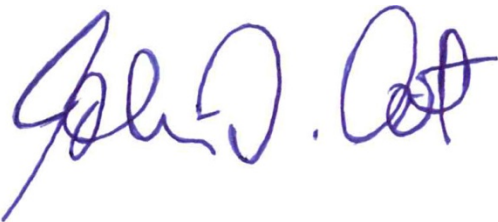
Name tags that come from the Kinross MSI do not come with the jacket, shirt, or sweater when an order is completed. Name tags could possibly come to the facility before or after the attire is delivered to the officer. These tags are to be ordered separately.

The malfunction of the zipper (pants) was corrected. The punch that presses the zipper stop in place did not have enough air pressure to firmly attach the stop. This pressure issue was addressed and fixed.

Expecting female officers will be rushed to the top of the list for uniforms because of the rapid change in sizes over the next 9 months.

Uniform Committee Meeting

DATE: 10-6-2009

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Date: 11-5-2009

John Ost
Michigan Correction Organization

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Date: 11-5-2009

Dave Fenby
Michigan Department of Correction