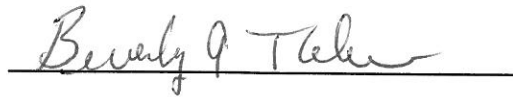


NOTICE

Please note that this bid for COR15*9 was received at the Purchasing Division office prior to the established bid opening date and time but was not pulled to be opened at the time of the public bid opening. It was discovered the next day and was opened and witnessed by Purchasing Staff.

A handwritten signature in cursive script, reading "Beverly A. Toler", is written over a solid horizontal line.

Beverly A Toler
Support Services Supervisor

Correctional Management & Communications Group, LLC
614 E. Highway 50
Clermont, Florida 34711

Department of Administration, Purchasing Division
2019 Washington Street, East
Charleston, West Virginia 25305-0130

Sealed Bid:

Buyer: Tara Lyle, Department of Administration

Solicitation No: CRFQ 0608 COR1500000019

Bid Opening Date: November 26, 2014

Bid Opening Time: 1:30 p.m.

Fax Number: 304 558-4115

11/26/14 09:59:26AM
West Virginia Purchasing Division



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
33 - Service - Misc

Proc Folder: 33335

Doc Description: PREA auditor for DMAPS

Proc Type: Central Master Agreement

Date issued	Solicitation Closes	Solicitation No	Version
2014-11-10	2014-11-26 13:30:00	CRFQ 0608 COR1500000019	1

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

*Correctional Management and Communications Group, LLC
614 E. Highway 50
Clermont, Florida 34711
352-988-5921*

FOR INFORMATION CONTACT THE BUYER

Tara Lyle
(304) 558-2544
tara.l.lyle@wv.gov

Signature X

FEIN #

262625941

DATE

11/25/14

All offers subject to all terms and conditions contained in this solicitation



Correctional Management & Communications Group, LLC
Proposal in Response to the State of West Virginia
Request For Quotation Solicitation Number CRF 0608 COR1500000019

Purpose

The following proposal is offered by Correctional Management and Communications Group, LLC (CMCG) in response to the State of West Virginia's Request for Proposal for Prison Rape Elimination Act (PREA) certified auditors to conduct PREA audits for 26 adult and juvenile facilities. This proposal outlines CMCG's qualifications and capacity to successfully provide quality PREA auditing services.

Company Overview

CMCG is a privately (minority and veteran) owned small business managed by the most highly experienced and skilled corrections professionals in the industry. CMCG's executive management team has more than 100 years of combined experience in corrections with more than 50 years at the executive level. Beginning their careers in the Department of Justice, our founders gave CMCG a tradition of service and professionalism. The management team is responsible for ensuring that CMCG meets all its financial and legal obligations while sustaining and enhancing the value we create for our company. Through its directors, the executive team decides on business strategies, budget and financial requirements.

Experience and Qualifications

Over the past six years, CMCG has maintained 50% of the small business market the Department of Justice (DOJ), United States Marshal Service (USMS), Prisoner Operations Division (POD) contracts (approximately \$1 million per annum) providing annual quality assurance reviews for facilities that house USMS detainees. To ensure facilities operate in a safe, secure and humane manner, POD's Quality Assurance Program components include Quality Assurance Reviews (QAR), Pre-Occupancy Reviews (POR) and After Action Reviews (AAR). In the last three years, CMCG has conducted one POR, 32 QARs and 15 AARs.

QARs, AARs and PORs requires a two to five-person team of DOJ approved subject matter experts (SME) to access facilities compliance based upon Federal Performance-Based Detention Standards. SMEs complete an extensive survey instrument designed to comprehensively review critical elements of optimal correctional facility functional areas including: Administration and Management; Health Care; Security and Control; Food Service; Safety and Sanitation; and Programs and Services. In addition to providing a written narrative describing findings, SMEs upload the survey instruments to USMS Federal Review Management System, an automated web-based system, to record/document and produce a comprehensive QAR report.

In October 2009, USMS, POD contracted with CMCG to develop performance-based standards to support the federal review of juvenile facilities and transportation standards. At USMS's request, these standards were piloted during a review in June 2010. Once adopted, these standards resulted in the creation of two new review elements to enforce the required standards to house juvenile offenders; and to support the proper transportation practices of detainees and inmates.



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In 2012, the USMS contracted with CMCG to develop a Prison Rape Elimination Act (PREA) checklist based upon PREA standards. The PREA Checklist will be used in conjunction with the Federal Detention-Based Standards to determine a facility's compliance with PREA standards. The USMS also contracted with CMCG to develop a Suicide Checklist for conducting AARs to access circumstances surrounding detainee suicides.

In January 2014, CMCG expanded its service offerings to include PREA auditing services. CMCG recruited twenty highly qualified DOJ PREA juvenile and adult prisons/jails certified auditors as employees and independent contractors to conduct federal, state, local and private agencies/facilities PREA audits.

During the first year PREA audit cycle, CMCG successfully completed 53 PREA audits between May 27, 2014 and August 20, 2014 for four state agencies (Ohio Department of Youth Services, Missouri Division of Youth Services, Florida Department of Juvenile Justice and Maine Department of Corrections) and four privately operated facilities (one in South Carolina and three in Tennessee). CMCG is also under contract to conduct PREA audits during the second year PREA audit cycle for facilities in Ohio, Florida, North Dakota, Maryland, Minnesota, Michigan and Tennessee.

PREA Staffing and Personnel Qualifications

CMCG has twenty PREA certified Adult Prisons/Jails and Juvenile Auditors available to conduct audits. Each Auditor meets the requirements in PREA standard §115.402 which specifies that audits shall be conducted by "(1) a member of a correctional monitoring body that is not part of, or under the authority of, the agency (but may be part of, or authorized by, the relevant State or local government); (2) a member of an auditing entity such as an inspector general's or ombudsperson's office that is external to the agency; or (3) other outside individuals with relevant experience."

In addition, each auditor has satisfied the following DOJ requirements:

- Three years of significant auditing, monitoring, quality assurance, investigations, or substantially similar experience with the facility type or set of standards in which the applicant seeks certification(s).
- A bachelor's degree from an accredited college or university, or a high school degree and equivalent career-related experience defined as five years of contemporary full-time public safety experience in a position which requires considerable exercise of professional discretion.
- Passed a criminal background records check.
- Completed a 40-hour PREA auditor certification training session, provided by the National PREA Resource Center (PRC).
- Passed an examination at the end of the 40-hour training session



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At CMCG, every employee and independent contractor is a valued hands-on contributor with extensive subject matter expertise rooted in a strong correctional background. CMCG's position as a corrections industry leader is based on two key elements: 1) the background, knowledge, experience and skill sets of our employees/contractors; and 2) our unparalleled capacity to sustainably improve correctional environments.

PREA Auditors

Certifications for the following 20 Adult Prisons/Jails auditors may be verified on the National PREA Resource Center web site www.prearesourcecenter.org/audit/list-of-certified-auditors (see Attachment-1 PREA Auditors Resumes). Highlighted

Certified Auditor	DOJ PREA Auditor Certification Date	Type Certification
James Allen	August 1, 2013	Adult
Marva Allen	May 2, 2014	Adult
Richard Bazzle	July 23, 2014	Adult
Flora Brooks Boyd	February 11, 2014	Adult and Juvenile
Calvin Brown	August 1, 2013	Adult
Katherine Brown	August 1, 2013	Adult and Juvenile
Barbara Jo Denison	August 1, 2013	Adult
Lois Jenkins	February 11, 2014	Juvenile
Robert Latham	May 2, 2014	Juvenile
Tracey Maxwell	February 11, 2014	Adult and Juvenile
R. Daniel McGehee	August 1, 2013	Adult and Juvenile
Glen McKenzie	August 1, 2013	Adult and Juvenile
Bernard McKie	February 11, 2014	Adult
Joseph Mensah	February 11, 2014	Juvenile
Jeffrey Rogers	August 1, 2013	Adult and Juvenile
Joette Scarborough	February 11, 2014	Adult
Shirley Turner	February 11, 2014	Juvenile
Wendy Warner	May 2, 2014	Adult
Mable Wheeler	February 11, 2014	Adult and Juvenile
Dorothy Xanos	May 2, 2014	Juvenile

Key Personnel

- **Flora Brooks Boyd**, Senior Vice President for Program Reviews and Audits will provide overall management and oversight for the PREA auditing process and will serve as the primary point of contact for the VA DOC PREA Coordinator.



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- **Ornetta Slaughter**, Chief Administrative Officer, conducts quality assurance reviews of PREA reports and provides administrative support.

CMCG's Senior Vice President for Program Reviews and Audits, who is a certified PREA Auditor, will manage, plan and coordinate all aspects of the PREA auditing process including: providing auditing services to ensure compliance with the PREA standards; completing PREA pre-audit requirements utilizing the audit tool provided by DOJ; conducting on-site PREA audits; providing an auditor report with the overall determination of compliance; and conducting corrective action verification.

The Senior Vice President will work closely with the PREA Coordinator, assign PREA certified Auditors to specific facilities to be audited, coordinate conference call sessions, review audit reports and corrective action plans for consistency, ensure that timelines are met and serve as a technical advisor to Auditors. CMCG's Chief Administrative Officer will provide quality assurance review of all PREA Audit Summary Reports, manage the secure storage a documents and data collected during the audit process.

PREA Audit Process and Methodology

CMCG has developed a systematic approach to conduct PREA audits which begins with conducting an introductory session with the PREA Coordinator, PREA Auditor and facility staff to provide an overview of the process and to review specific instructions for posting the on-site audit notification, submitting the pre-audit questionnaire, policies and other documentation and details of the on-site visit.

After the initial review of the pre-audit questionnaire and documentation, the Auditor will provide the PREA Coordinator and the Compliance Manager a written summary of their findings to include questions, concerns and other items needed for review. This process allows the PREA Coordinator and facility staff the opportunity to address issues prior to the on-site visit. CMCG PREA Auditors ensure that facility staff and the PREA Coordinator are well informed throughout the process and are given the opportunity to take corrective action as issues are identified.

At the conclusion of the on-site audit, Auditors will conduct a close-out session to give facility staff a preliminary summary of findings. If corrective action is required, Auditors will draft a corrective action plan with the input from the PREA Coordinator and facility staff outlining specific remedial measures to be taken to comply with standards. Interim or final reports are submitted within 30 days of the Auditor's on-site visit.



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Project Goal

To determine the degree to which the 26 facilities are in compliance with DOJ PREA standards and assist facility staff in identifying specific remedial measures to comply with standards, as needed.

Work Plan

This following outlines the various tasks that will be completed by certified PREA auditors to determine the facilities' compliance with PREA standards:

1. During the Pre-Audit phase, the Auditor will perform the following tasks:

- a. Send a notice to be posted throughout the facility announcing the upcoming on-site audit dates (six week prior to the on-site audit).
- b. Provide facility staff specific instructions and assistance in regard to preparing and submitting the Pre-Audit Questionnaire and other relevant documents for review (four weeks prior to the on-site audit).
- c. Communicate with each facility's Community-Based Victim Advocate.
- d. Provide facility's PREA Compliance Manager with a written summary of Pre-Audit Questionnaire and relevant documentation review findings.
- e. Begin completing the Auditor Compliance Tool.
- f. Provide facility's PREA Compliance Manager with an on-site audit schedule (one week prior to the on-site audit)

2. During the On-site Audit, the Auditor will perform the following tasks:

- a. Tour of the entire facility to observe all aspects of the operation.
- b. Randomly select a sampling of staff and residents to be interviewed and provide a list of names and specific times for the interviews.
- c. Review additional relevant documents, files and records.
- d. Conduct and document individual confidential interviews of administrators/supervisors, random staff as well as with specialized staffs,



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residents, volunteers, contractors and others as required of as required and identified by PREA standards.

- e. Provide a close-out briefing with facility staff to review preliminary findings.

3. During the Post-Audit phase, the Auditor will complete the following tasks:

- a. Incorporate interview notes from the on-site visit, upload additional documentation gathered on-site, record findings for each standard subsection, record overall determination of compliance for each standard and complete the Auditor Compliance Tool.
- b. Complete and submit the PREA Auditor's Summary Audit Report within 30 days of the on-site audit.
- c. If corrective action is required, jointly draft a corrective action plan with the facility's PREA Compliance Manager identifying deficiencies, minimal remedial measures, outline a timeline for achieving compliance and identify deliverables to be provided for review. Submit an interim PREA Auditor's Summary Audit Report.
- d. Within the 180-day corrective action period, verify the completion of corrective actions required for the facility to be in compliance with PREA standards. Finalize and submit PREA Auditor's Summary Report.)



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PREA Audit Timeline

CMCG has the capacity to conduct the PREA audits as scheduled by the Agency with 1/3 of the audits being conducted prior to August 20, 2015, and the remaining 2/3 will be conducted prior to August 20, 2016.

CMCG had developed a proposed timeline (see attachment 2-Proposed WV PREA Audit Schedule) however CMCG can conduct the audits any time at the convenience of the Agency.

In the event an assigned Auditor is to fulfill his/her responsibilities due to some unforeseen circumstance, at any phase during the audit process, another certified Auditor will be assigned to complete the audit within the established timeline.

Pricing

Pricing is inclusive of all expenses (see attachments –Exhibit A and B).

WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

Item No.	Facility Name	Location	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility Audit
1	Anthony Correctional Center	HC 70, Box N-1 White Sulphur Springs, WV	Minimum-Youthful Offender 18-26	220	M/F	EA	\$4,695
2	Beckley Correctional Center	111 S. Eisenhower Drive Beckley, WV	Minimum/Work Release	59	M/F	EA	\$4,695
3	Charleston Correctional Center	607 Brooks Street Charleston, WV	Minimum	66	M/F	EA	\$4,695
4	Denmar Correctional Center	HC 64, Box 125 Hillsboro, WV	Medium	216	Male	EA	\$4,695
5	Huttonsville Correctional Center	US Rt. 250 South Huttonsville, WV	Maximum	1184	Male	EA	\$5,850
6	Lakin Correctional Center	11264 Ohio River Road West Columbia, WV	Multi-Security	455	Female	EA	\$4,695
7	Martinsburg Correctional Center	38 Grapevine Road Martinsburg, WV	Intake/Maximum	120	Male	EA	\$4,695
Item No.	Facility	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility Audit
8	Mt Olive	1 Morningside	Maxium/Medium	1126	Male	EA	\$5,850

WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

	Correctional Complex	Way Mt Olive, WV					
9	Northern Correctional Center	112 Northern Regional Correctional Drive Moundsville, WV	Maximum	253	Male	EA	\$4,695
10	Ohio County Correctional Complex	1501 Eoff Street Wheeling, WV	Community/Minimum	66	Male	EA	\$4,695
11	Parkersburg Correctional Center	225 Holiday Hills Drive Parkersburg, WV	Minimum	253	Male	EA	\$4,695
12	Pruntytown Correctional Center	Rt. 4 Box 49 A Grafton, WV	Minimum/Medium	369	Male	EA	\$4,695
13	Salem Correctional Center	7 Industrial Blvd. Industrial, WV	Minimum/Medium	400	Male	EA	\$4,695
14	St. Mary's Correctional Center	2880 N. Pleasants Hwy St. Mary's, WV	Medium	554	Male	EA	\$4,695
Item No.	Facility	Address	Type	Inmate Population	Gender	EA	Price Per Facility Audit
15	Stevens Correctional	795 Virginia Ave.	Medium	223	Male	EA	\$4,695

WV Division of Corrections, Stevens Correctional Center and McDowell County Correctional Center

	Center	Welch, WV					
16	McDowell County Correctional Center	50 Court Street Welch, WV	Medium	223	Male	EA	\$4,695

Notes

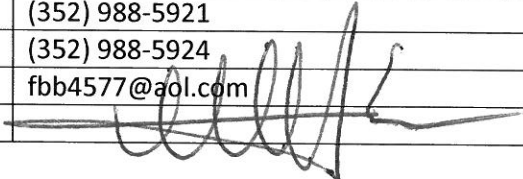
A. Mt. Olive Correctional Center and Huttonsville Correctional Center have work camps outside of the fence. This inmate population is included in the facility population numbers set forth

Overall Total Cost

\$77,430

B. Stevens Correctional Center and McDowell County Correctional Center have a combined inmate population of 446

Bidder/Vendor Information:

Name:	Correctional Management and Communications Group, LLC
Address:	604 N. Highway 27 Suite #1
	Minneola, Florida 34715
Phone No.:	(352) 988-5921
Fax No.:	(352) 988-5924
Email Address:	fbb4577@aol.com
Authorized Signature:	 , Chief Executive Officer

Division of Juvenile Services

Item No.	Facility Name	Location	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility Audit
1	Kenneth "Honey" Rubenstein Juvenile Center	141 Forestry Camp Rd Davis, WV	Minimum	84	M	EA	\$4,695
2	Donal R. Kuhn Juvenile Center	One Lory Place Julian, WV	Male Corr-Dx-Detention	46	M/F	EA	\$4,695
3	Lorrie Yeager Juvenile Center	907 Mission Dr. Parkersburg, WV	Detention	24	M/F	EA	\$3,590
4	Sam Perdue Juvenile Center	843 Shelter Rd Princeton, WV	Sex Offenders	24	M/F	EA	\$3,590
5	Tiger Morton Juvenile Center	60 Manfred Holland Way Dunbar, WV	Detention & Wellness	24	M/F	EA	\$3,590
6	Northern Regional Juvenile Center	PO Box 6041 Wheeling, WV	Detention & Female Corr	24	M/F	EA	\$3,590
7	Vicki V. Douglas Juvenile Center	900 Emmett Roush Dr. Martinsville, WV	Detention	24	M/F	EA	\$3,590
Item No.	Facility	Address	Type	Inmate Population	Gender	Unit of Measure	Price Per Facility Audit
8	J.M. "Chick" Buckbee	One Jerry Lane Augusta, WV	Detention & Male Corr	24	M/F	EA	\$3,590

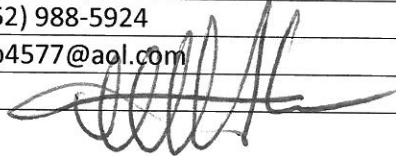
Division of Juvenile Services

	Juvenile Center						
9	Gene Spadaro Juvenile Center	106 Martin Dr. Mt. Hope, WV	Detention	24	M/F	EA	\$3,590
10	Robert L. Shell Juvenile Center	2 O'Hanlon Place Barboursville, WV	Status Offenders	24	M/F	EA	\$3,590

Bidder/Vendor Information:

Overall Total Cost

\$38,110

Name:	Correctional Management and Communications Group, LLC
Address:	604 N. Highway 27 Suite #1
	Minneola, Florida 34715
Phone No.:	(352) 988-5921
Fax No.:	(352) 988-5924
Email Address:	fbb4577@aol.com
Authorized Signature:	 , Chief Executive Officer

RESUME

Name: James H. Allen

Address: [REDACTED]

City: [REDACTED] State: [REDACTED] Zip Code: [REDACTED]

Telephone Number: [REDACTED]

Summary

1953 – 1974: U. S. Air Force. I retired on November 1, 1974, and returned to Rudyard, Michigan to begin my civilian life. During my tenure in the Air Force, I worked in the Personnel Field, and in addition was a member of an IG Inspection Team, that traveled throughout the Air Force performing operational readiness inspections (three years). When I retired in 1974, my wife and I returned to Rudyard, Michigan, to re-establish ourselves into the civilian community.

Work Experience

2003 – Present: In March of 2003, I accepted my first audit with the American Correctional Association, and have been performing audits till the present time (174). I have done audits in Ohio, West Virginia, Colorado, Texas, Florida, Arkansas, Tennessee, Pennsylvania, Illinois, New York, Kentucky, Oklahoma, Virginia, Indiana, Massachusetts, California, New Mexico, Nebraska, Louisiana, Washington, Mississippi, and New Jersey. I have been a chairperson since April 2007, and have conducted 107 audits as a Chairperson. The audits that I have worked on as a member and as a Chairperson, cover everything from Adult Correctional Facilities ranging from Minimum to Maximum Security facilities, Adult Community Residential Services, Pre-release centers, Local Detention Facilities, Jails, Training Academies, Central Office Audits, as well as Central Office Reviews. I have audited a few Training Academies, and I have assisted in auditing at FCI Raybrook, in Raybrook, NY in April of 2009 as my training for IRP audits (A.J. Hamburger, Trainer), and since then I have audited six other FCI's as a Chairperson.

2002 – 2003: From November 2002 through March 2003, I was becoming re-established once again in the civilian community.

1987 – 2002: I worked for the Michigan Department of Corrections. During my tenure with the MDOC, I held positions as a Corrections Officer, working both security (outside Grounds Positions), and Housing Officer positions. I did this for one year and nine months, at which time I accepted the position of Classification Director. I continued in this position for six years, and accepted the position of Resident Unit Manager. As a Resident Unit manager, I was responsible for five housing units, as well as the staff assigned (30 Corrections Officers & five Assistant Resident Unit Managers). I later accepted the position of Personnel Director, with three personnel clerks. My responsibilities included all phases of personnel as they related to assigned staff. In addition, I held the responsibility for managing, filing, and disposition for all Disciplinary Actions and Grievances for all of the assigned staff. I was also on the Executive team for the facility.

1984 – 1987: I worked for Endries Fastener Corporation as a salesperson. At this same time, my wife and I managed a business.

Education

1974 – 1984: Lake Superior State University. I returned to school to Pursue my bachelors degree in Sociology with a minor in General Business.

Marva E. Allen

Work: [REDACTED]

Home: [REDACTED]

EDUCATIONAL EXPERIENCE

Wilberforce University, Wilberforce, Ohio
Bachelor of Science Degree
Organizational Management – May 2005

PROFESSIONAL EXPERIENCE

October 2013 – Present

Program Administrator 3 – Operations Support Center
PREA Community Corrections Liaison

On behalf of agency & Chief Inspector office provides program direction to ensure compliance with federal & agency regulations related to the Prison Rape Elimination Act (PREA) departmental operations. Formulates & implements policies & procedures. Develops, provides & monitors PREA related institution programs, services & materials. Collaborates with staff, i.e. Corrections Training Academy to update PREA training for staff, and as well as training for offenders. Analyzes & evaluates PREA programs, procedures & policies. Advises Chief Inspector & key stakeholders on PREA related matters & initiatives. Provide direction on PREA issues. Represent the Chief Inspector's Office at meetings and conferences. Conducts, coordinates, monitors & analyzes PREA &/or other special investigations on behalf of Chief Inspector. Submit reports of findings and recommendations. Respond to correspondence and grievance appeals involving PREA issues. Prepare Federal PREA grant reports & reports of grant and other projects. Provide statistics and reports of trends. Serve as ODRC liaison on PREA issues with local, state, national organizations. Establishes relationships with & educates law enforcement, prosecutors, victim advocates & stakeholders on PREA related matters. Attend training. Serves as primary contact & resource for all PREA related issues & inquiries. Provides updates to staff regarding changes in PREA & related matters. Provide technical assistance and advice to field staff. Complete special projects as assigned including audits, inspections, appeals and special/sensitive investigations. Conduct PREA audits in all 28 adult correctional facilities. Develop internal PREA audit standards for all 53 community confinement facilities, serve as community confinement liaison, oversee jail inspections and the process in which jail inspections are conducted by the Adult Detention section within ODRC, supervise staff conducting jail inspections within ODRC field operations, oversee and review the compliance and monitoring appeal process for jail inspections.

October 2012 – October 2013

Northwest Regional Operations Manager – Operations Support Center

Regional Operations Manager for eight prisons and two adult parole authority regions:

Toledo Correctional Institution, Ohio Reformatory for Women, North Central Correctional Institution, Marion Correctional Institution, Mansfield Correctional Institution, Richland Correctional Institution, Allen Oakwood Correctional Institution, and Dayton Correctional Institution; Lima Parole Region and Dayton Parole Region

Ensure the entrenchment of a Unit Managed System, reduce violence in all prisons, 3-tier system implementation and maintenance, create strong relationships between the prisons, the APA and the community, emphasizing regional cohesion, perform organizational and field support services, conduct audits in eight prisons for compliance of ACA and Ohio standards, policy reviews, site visits, use of force review, IPP monitoring, incident command system, NIC training, cultural assessments, policy liaison for regional directors and classification, data gathering for region, meaningful activities operations manual

February 2011 – October 2012

Unit Management Administrator Mansfield Correctional Institution

Administratively directs unit management in the in the institution, ensure compliance with the management manual and supervises unit managers, increase programming and community service opportunities for inmates , established ManCI internal classification for 3A/3B privilege level under the three tier prison system to include 1A/1B at level one camp, acting Deputy Warden of Operations during supervisors absence, assign tasks, monitor, assist in initial hiring of unit staff, conduct visual inspections of units weekly, conduct weekly rounds of areas of inmate housing, serve as sub chair of audit compliance in unit management ACA and Ohio standards

February 2009 – February 2011

Correction Specialist (Unit Manager) North Central Correctional Institution

Acting Deputy Warden of Special Services, Serves as manager of total operations of inmate residential program unit, supervises the implementation of programming for inmates (self-help & living skills groups, inmate civic groups, orientation, etc.), Supervise & participate in the selection of unit staff, Develops policy and procedures for all unit activities & operations monitors unit security, sanitation, lock & bed assignments. Serve as the administrative liaison between the warden, inmates, general public & unit staff. Research and responds to inquiries from the general public and outside agencies. Write reports and correspondence. Processes required unit documentation (inmate discipline, furlough, security level, etc.)

January 2000 – July 2008 (laid off)
Correction Specialist (Unit Manager) Lebanon Correctional Institution

I managed staff and inmates of a 316 bed isolation unit; developed policy and procedures for unit operations. As a member of the Unit Management team I was assigned to the Isolation unit responsible for the supervision of all staff to include the security staff assigned all three shifts. I conducted inspections pertaining to security, safety, sanitation and contraband to ensure compliance with established rules, policies, and procedures. Gathering information and writing reports to include: SPART reports, disciplinary reports, use of force reports, accident report. Daily activities also included compliance of RIB procedure, enforcing policy for time frames to include: protective control hearings, security control investigation, local control placement hearings and reviews served, as American Corrections Association (ACA) and Ohio Standards compliance manager, (audit process that monitors excellence in corrections) chairperson for recertification of the unit. I was liaison for community services provided to inmates. I assisted in staff development & training for employees. I chaired various institutional committees of EEO, Re-entry management, local control, protective control, and use of force. I was a member of the public information team.

January 1998 – January 2000
Correctional Records Office Supervisor Richland Correctional Institution

I supervised inmate records with a staff of six. I researched and responded to inquiries from court system (judges, parole officers, attorney general office, correctional inspection committee, and social service agencies), serve as audit sub ACA chair for compliance of ACA and Ohio Standards. I served as prison administrative manager on rotational basis as assigned by warden.

February 1994 – January 1998
Correctional Program Specialist Madison Correctional Institution

I implemented offender programming for inmates (e.g. cage your rage, keepin' it real, inmate civic groups, orientation, and actively seek social service agencies to speak with offender population), served as Acting Unit Manager in the absence of supervisor, served as audit sub-chair to ensure compliance of ACA and Ohio Standards in unit management, conducted audits, I maintained positive working relationships with court system (judges, parole officers, and social service agencies). Case manager for juvenile offenders (under age 18) and older offenders both vulnerable populations

TWL Lieutenant Madison Correctional Institution

Supervision of correctional staff; completing employee evaluations, administrate shift by assigning staff to post, scheduling of training, vacation and tracking leave of absence, responded to prison emergency, maintaining safety and security of the prison, responsible for institutional counts, served as audit sub-chair to ensure compliance of ACA and Ohio Standards in security, conducted audits, provide instruction and training to correction officers and inmates on security, custody, rules, and regulations.

August 1994 – February 1994

Secretary, Infirmary, Psychology Supervisor, Deputy Warden of Programs
Mansfield Correctional Institution, Oakwood Correctional Institution

I am experienced in working with various community service agencies (e.g. NAACP, Red Cross, City of Mansfield Mayor's Office, Mansfield Police Dept., Social security etc.). I completed all reports and correspondence for several departments heads; including monitoring mail and feedback from other departments.

I composed reports and other correspondence. I completed background investigations for new employees. I prepared pre-scheduled and emergency medical trips to OSU Hospital and other outside medical facilities. I assisted with activation budget of a new institution.

Professional Organizations Member of:

ACA – American Correctional Association

OCCSA – Ohio Correctional and Courts Service Association

NABCJ - National Associations of Blacks in Criminal Justice (Life Member)

IAR – The International Association of Reentry (Charter Member)

REFERENCES UPON REQUEST

RESUME

Name: E. Richard Bazzle

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

E-Mail: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Summary

Over 34 years of correctional experience encompassing all levels of security. Assignments within the South Carolina Department of Corrections ranged from classification specialist to upper management, including 17 years as a warden of high security facilities and administrator at the agency central office level. I have also been a Certified Auditor with the Standards and Accreditation Department of the American Correctional Association since 1994 and functioned as chairperson of audit teams in the past. As a Compliance Reviewer for The Nakamoto Group, Inc., conducts reviews of ICE Service Processing Centers and contracted County Detention Facilities housing ICE detainees utilizing Performance-Based National Detention Standards. Certified by the Department of Justice as a PREA auditor in June, 2014.

Work Experience

Principal

January 2014 to Present

McB Correctional Consultants, LLC

- Certified PREA Auditor
- Conducts PREA audits for state, county, and private entities.
- Provides consulting services for agencies preparing for PREA audits.

Work Experience

Compliance Reviewer

June 2008 to Present

The Nakamoto Group, Inc.

Rockville, MD

- Received security clearance from the U.S. Department of Homeland Security to perform duties as a Compliance Reviewer, June 2008.
- Completed the Immigration and Customs Enforcement (ICE) compliance reviewer National Detention Standards training in June 2008 and Performance Based training in December 2009.
- Responsible for conducting comprehensive reviews of facilities housing ICE detainees utilizing Performance-Based National Detention Standards.

- January 2009 through April 2010 served as a regular monthly Compliance Reviewer at the Monmouth County Jail in Freehold, NJ. Reviews encompassed overall areas of facility management including operations of various departments of security, environmental health and safety, medical and food service. Provided guidance and education to officials to ensure detainees were housed safely, securely and provided with basic services to comply with National Detention Standards.
- Performed multiple compliance reviews nationwide of ICE contracted county and private detention facilities ranging in type from monthly, quarterly and pre/post annual for under/over 72 hour facilities to ensure the facilities' compliance with National Detention Standards.

Work Experience

Certified Auditor

1994 to Present

Standards and Accreditation Department, American Correctional Association

- Serves as chairperson of a three member audit team responsible for auditing county, state and private correctional facilities for compliance with national standards promulgated by the American Correctional Association.
- Manages the on-site audit review and submits audit reports detailing the findings to the Commission on Accreditation.

Work Experience

Warden

2003 to 2008

Perry Correctional Institution, South Carolina Department of Corrections

- Responsible for the planning and directing of all functions for a 1064 bed maximum security adult male prison.
- Ensured the safety of all staff and that all inmates were secured and held in custody until released by proper authority.
- Planned and implemented programs for inmate population.
- Maintained facility operations and supervised facility programs, ensuring they were conducted in accordance with state law, agency policy, and good management practices and carried out in a cost effective manner.

Work Experience

Director

2002 to 2003

Institutional Division, South Carolina Department of Corrections

- Responsible for providing oversight and direction to wardens in order to assure consistency of operations for the secure and orderly functioning of the agency's female facilities.
- Ensured adherence to the agency mission regarding programs, services and the treatment of female offenders.
- Monitored and controlled budget allocations to confirm allocated funds were expended in accordance with sound management practices and divisional needs.

Work Experience

Warden

1990 to 2002

Leath Correctional Institution, South Carolina Department of Corrections

- Responsible for the initial start-up, planning and directing all functions of a 564 bed maximum security female facility.
- Developed, implemented and directed security operations to ensure security, safety and control.
- Monitored allocated budget resources to confirm expenditures were in accordance with good management practices and to meet facility needs in the most cost efficient manner.
- Established and implemented facility operations and programs, ensuring they were compliant with state law, agency policy and American Correctional Association Standards.

Work Experience

Deputy Warden

1980 to 1990

South Carolina Department of Corrections

- Responsible for the day-to-day management of facility operations including: Inmate Management, Workers Compensation, Labor Management, Information Technology, Human Resources, Training, Financial Management, Facilities, Food Service, Inmate Health Care, Inmate Systems, Safety, Religious Services and Security Services.

Work Experience

South Carolina Department of Corrections

1975 to 1980

- Job Developer
- Classification Specialist
- Human Resource Specialist

Education

Location: The Citadel, Charleston, SC

Degree: Bachelor of Arts

Year: 1976

Training/Certifications/Awards

Certified PREA Auditor Department of Justice

Certified Correctional Executive (CCE) American Correctional Association

Certified Accreditation Auditor American Correctional Association

RESUME

Name: **Flora Brooks Boyd**

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

E-Mail: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Summary

Thirty-eight years of broad based correctional experience in positions of increasing responsibility from a line-level correctional officer to the executive level of agency director. Experienced in managing a variety of correctional adult and juvenile programs and facilities such as community based programs, local detention centers, minimum security level institutions, residential treatment facilities and maximum security level prisons. Extensive auditing experience for correctional systems.

Work Experience

Senior Vice President, Program Reviews and Audits Division, Correctional Management and Communications Group (CMCG), Minneola, Florida (October 2009-Present) Responsible for managing CMCG's Program Reviews and Audits Division. Coordinate and schedule program reviews and audits. Also, serve as central contact person and technical advisor for auditors.

Administrator, Kershaw County Detention Center, Camden, South Carolina (August 2002- August 2009) Responsible for the overall operation of a county operated detention facility which housed pre-sentenced and sentenced adult male and female inmates.

Director for Special Programs, South Carolina Department of Corrections, Columbia, South Carolina (1999-2001 Retired). Oversaw an agency-wide initiative to access inmate programs/treatment and developed/implemented a comprehensive plan for programming to better prepare inmates for successful re-entry to the community.

Director, South Carolina Department of Juvenile Justice, Columbia, South Carolina (1993-1999) As a member of the Governor's Cabinet, directed and administered the State's juvenile justice system, which includes intake services, probation/parole supervision, a full range of the community placements and aftercare services, four secure institutions, a detention center, numerous prevention programs and victims services.

Deputy Regional Administrator, Midlands Correctional Region, South Carolina Department of Corrections, Columbia, South Carolina (1993)

Warden, Evans Correctional Institution, South Carolina Department of Corrections, Bennettsville, South Carolina (1987-93)

Warden, Stevenson Correctional Institution, South Carolina Department of Corrections, Columbia, South Carolina (1984-1987)

Deputy Warden, Stevenson Correctional Institution, South Carolina Department of Corrections, Columbia, South Carolina (1983-1984)

Deputy Warden for Program Services, Wateree River Correctional Institution, South Carolina Department of Corrections, Rembert, South Carolina (1982-1983)

CALVIN BROWN



SUMMARY OF QUALIFICATIONS

Highly accomplished dedicated correctional professional with more than 32 years of domestic and international correctional experience in administration of statewide programs in Counseling, Mental Health, Mediation/Conflict Resolution, and Inmate Administration with the Georgia Department of Corrections. Provide consulting services in various capacities for The Moss Group, Inc., including conducting a full staffing analysis of a California women's prison as well as, conducting multiple management assessments in prisons and jails.

EXPERIENCE

Oct. 2009 to September 30, 2013 Georgia Department of Corrections, Atlanta, GA

Deputy Director of Mental Health

- Responsible for the program delivery of Mental Health Services in the Women's Prisons in Georgia Department of Corrections. This includes 14 state facilities, probation detention centers, and pre-release centers.
- Serves as Director of Mental Health in the absence of the Director
- Team Leader that conducts comprehensive audits in all 14 sites of the North Region
- Responsible for the reviewing and follow of all Corrective Action Plans generated after an audit
- Responsible for the review of all reports and data submitted from the North Region for the inclusion in overall reports for Mental Health Services
- Responsible for the coordination of quarterly Mental Health Unit Managers training
- Responsible for technical assistance to the 14 sites in the North Region
- Serve as project manager on special projects assigned by the Director.
- Conduct assessment in women's prisons using PREA standards

2006-Oct. 2009 Georgia Department of Corrections Atlanta, GA

Deputy Director Facility Operations

- Provide support to the Director in the overseeing all facilities within the Department of Corrections
- Direct the daily administrative duties of Facility Operations
- Provide leadership and mentoring to 2 staff under my supervision
- Serve as Point of Contact for Field Operations Managers in the absence of the Director
- Contract Officer for Facilities Operations
- Functions as Key Issues Coordinator, prepares and generate a variety of statewide reports.
- Review and monitor disciplinary reports and grievances from Detention Centers to ensure sanctions are appropriate.
- On call from statewide responsibility in the absence of Director

1994-2006 Georgia Department of Corrections Atlanta, GA

Inmate Administration Manager

- Responsible for the overall direction and management of Inmate Administration which encompasses Admissions, Diagnostic and Classification, Computation, Records, Detention Center Administration, Jail Pick-up Services, and Releases and Agreements.
- Serves on committee meetings, member of statewide taskforces, communicate and interact with other Divisions leadership and section managers
- Monitor the overall bed space utilization for the Corrections Division
- Direct and guide major projects within Inmate Administration

6/93—9/94 Georgia Department of Corrections Atlanta, GA

Director of Employee Support

- Provide the overall direction and management of Employee Support Programs including, Employee Relations, Employee Assistance, Critical Incident Debriefing, Mediation, and Credit Counseling.

6/92-6/93

Assistant State Mental Health Director

- Provide coordination and assist in the supervision the administrative and operational aspects of the Statewide Mental Health program. Functioned as senior manager in charge of the office in the Director's absence.
- Coordinate special projects such as a system-wide service delivery to special inmate populations. Conducted audits of all mental health programs.
- Provide resolution of system issues that prevented the delivery of effective and efficient mental health programming.

3/90-6/92 Georgia Department of Corrections Atlanta, GA

Director Employee Management Relations

- Developed and implemented Department's Employee Management Relations Unit. This section was developed to give employees a forum whereby they could express concerns and complaints in an informal manner without the filing formal grievance.
- Served as a statewide consultant to employees to provide advice and counsel on how best to resolve an issue or conflict, clarify procedures or particular rules.

5/87-2/90 Georgia Department of Corrections Atlanta, GA

Assistant Director of Program Development

- Provided coordination and assisted in the supervision of the administrative and operational aspects of the unit. Coordinated Special projects such as system wide installation of the Legal Libraries
- Monitored statewide budgets to ensure appropriate spending was taking place
- Directed and Coordinate the statewide audit process for inmate programs
- Provided technical assistance to program staff

6/85-5/87 Georgia Department of Corrections Atlanta, GA

Mental Health Team Leader

Coordinated and supervised the delivery of treatment and services to the mentally disordered population at the Georgia Diagnostic and Classification Center. Coordinated treatment for mentally disordered offenders through the administrative supervision of the consulting psychiatrist and consulting psychologist, medical staff, and program staff such as recreation personnel and chaplains.

11/80-6/85

Georgia Department of Corrections

Atlanta, GA

Senior Counselor

Coordinated a therapeutic treatment community of 30 inmates who had been identified with drug and alcohol issues. Provided case management to a general population caseload. Directed and coordinated a multi-disciplinary treatment team in the planning and providing intensive mental health programs. Lead the treatment team in conducting complete psychosocial assessments, identifying treatment needs, and developing and implementing therapy group.

EDUCATION

1974–1978

Albany State University Albany, GA

■ B.A., Sociology.

■ Graduated Cum Laude.

1978-1980

Georgia State University Atlanta, GA

M. Ed. Community Counseling

CERTIFICATION

Certified PREA Auditor: June, 2013

CONSULTATION FOR THE NATIONAL INSTITUTE OF CORRECTIONS

Indiana State Department of Corrections
Massachusetts State Department of Corrections
Connecticut State Department of Corrections
California State Department of Corrections
Maryland State Department of Corrections
Missouri State Department of Corrections
Ohio State Department of Corrections
Arkansas State Department of Corrections
Alabama State Department of Corrections
Allegheny County Jail Pittsburgh, PA
Kings County Jail Seattle, WA
New York State Department of Corrections
Delaware Department of Corrections
New Mexico Department of Corrections
South Carolina Department of Corrections

PUBLICATION

The Use of Patient Education in a Prison Mental Health Treatment Program (1987)

Katherine Brown

Cell: [REDACTED]

E-Mail: [REDACTED]

Executive Profile

Accomplished executive with a demonstrated ability to deliver mission-critical results.

Skill Highlights

- Leadership/communication skills
 - Strategic objective execution
 - Interpersonal skills
 - Time and Resource Optimization
 - Analytical
 - Organizational skills
 - Training
 - Time Management
-

Core Accomplishments

1996-2010 Florida Sheriff Association - Trained all Florida Jail Inspectors

Professional Experience

1987 – Present

Correctional Consultant

American Correctional Association (ACA) Certified Auditor: Adult Local Detention Facilities, Adult Correctional Facilities, Community Residential Facilities, Federal Facilities, Central Office; Probation/Parole

June 2013

Certified PREA Auditor

December 2010

Retired

March 2005 to
December 2010

Pasco County Sheriff Office

New Port Richey, Florida

Facility Commander

Jail Commander for Detention West Facility - housing segregated inmates and juveniles

January 2003 to
March 2005

Pasco County Sheriff Office

New Port Richey, Florida

Lieutenant - Juvenile Division

Placed in charge of designing, implementing, staffing, opening Juvenile Assessment Center at the Juvenile Detention Center

June 1998 to
January 2003

Pasco County Sheriff Office

New Port Richey, Florida

Lieutenant - Intake/Release

March 1991 to
June 1998

Pasco County Sheriff Office

New Port Richey, Florida

Lieutenant - Accreditation/Programs

October 1990 to March 1991	Pasco County Sheriff Office New Port Richey, Florida Lieutenant - Transition Team Coordinator Coordinator for the transition into a new facility
July 1988 to September 1990	Pinellas County Sheriff Office Clearwater, Florida Sergeant In Charge of Accreditation
February 1986 to July 1988	Pinellas County Sheriff Office Clearwater, Florida Fire Safety Sanitation Inspector – Corporal State Certified Fire Marshal (entire career)
October 1980 to February 1986	Pinellas County Sheriff Office Clearwater , Florida Corrections Officer

Education

1995 June	Troy State University MacDill Air Force Base, Florida Public Administration Master Degree
1989 December	Eckerd College St Petersburg, Florida Public Administration Bachelor Degree
1988	Central Florida Community College Ocala, Florida Fire Science Associate Degree
1988	Florida State Fire College Ocala, Florida Fire Science State Fire Inspectors License

RESUME

Name: Barbara Jo Denison

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

E-Mail: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Summary

I began my employment in corrections in 2001 as a Mental Health Liaison at an 1100-bed all male prison. In 2006 I transferred to another 1100-bed male prison and became a Health Services Administrator until my retirement in 2010. Immediately following my retirement, I became a Correctional Consultant for the American Correctional Association (ACA). I am a healthcare auditor and to date I have completed 79 ACA audits. In August 2013, I became a Certified PREA Auditor for Adult Prisons and Jails. I have completed two PREA audits independently and have assisted other auditors with four PREA audits.

Work Experience

Title: Certified PREA Auditor

Date: 8/2013 – Present

I was certified by the Department of Justice in August 2013 to conduct PREA audits for adult prisons and jails, as well as community confinement and lockup facilities.

Work Experience

Title: Correctional Consultant

Date: 6/2010 – Present

I am a Correctional Consultant for the American Correctional Association. I am a healthcare auditor and conduct ACA audits of prisons, jails and juvenile facilities.

Work Experience

Title: Health Services Administrator

Date: 2/2006 – 5/2010

I was employed by the University of Texas Medical Branch – Correctional Managed Care (UTMB – CMC) as a Health Services Administrator. In this position I was responsible for the oversight of the medical, dental and mental health departments at the Willacy State Jail in Raymondville, TX.

Work Experience

Title: Mental Health Liaison

Date: 3/2001 – 2/2006

As an employee of UTMB-CMC, I was a Mental Health Liaison at the Lopez State Jail in Edinburg, TX. In this position I provided individual and group counseling and crisis management to male offenders.

Education

Location: SUNY Institute of Technology at Utica/Rome Degree: BA Year: 1999

Location: SUNY at Cobleskill, Cobleskill, NY Degree: AAS Year: 1972

Training/Certifications/Awards

August 2013 - Certified PREA Auditor for Adult Prisons and Jails

LOIS L. JENKINS

Jenkins LLC

Phone: [REDACTED]

EDUCATION

University of South Carolina
Columbia, South Carolina 29201

Master of Education (M.Ed.)
Rehabilitation Counseling

Voorhees College
Denmark, South Carolina 29042

Bachelor of Science Degree (B.S.)
Business Administration

WORK EXPERIENCE

2011 – Present

Performance-based Standards (PbS) Coach

PbS Li

Columbia, South Carolina

Provides PbS coaching services in accordance with scope of work outlined in mutually agreed upon contract for assigned juvenile justice sites and jurisdictions. Work includes but is not limited to preparing for and making onsite reviews and inspection of facility operations, inspections of source documents for data reported; interaction with youth and staff and filing reports of findings.

2005 – 2011

State Performance-based Standards and PREA Coordinator

Office of Legal, Legislative, and Policy Coordination – Contact Larry L. Vanderbilt (803.896.7553)

South Carolina Department of Juvenile Justice

Columbia, South Carolina

Served as the agency's point of contact on all PREA and Performance-based Standards (PbS) related matters; Directed the agency's PREA and PbS compliance efforts by interpreting standards and advising management staff of needs for compliance, researching and disseminating information as needed and when requested, requesting and coordinating technical assistance from outside sources to strengthen agency efforts; represented the agency at trainings and workshops; coordinated staff orientations and trainings; prepared and submitted reports to agency director and executive management team.

2003 – 2005

Director of Grants and Evaluations – Office of Policy and Planning

South Carolina Department of Juvenile Justice

Columbia, South Carolina

Provided oversight for approval and evaluation of agency programs and services according to established standards and best practices; established the agency's participation in the national Performance-based Standards (PbS) initiative; developed program evaluation designs that measure program integrity and effectiveness; managed the grant administration function for the agency by directing the development of grant proposals and developing systems and tools that supported the tracking and monitoring of grant-funded projects at DJJ.

2001 – 2003

**Interim Associate Deputy Director for Policy and Planning – Office of Policy and Planning
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Directed activities and work-products of staff in the Office of Policy and Planning; served as a DJJ Executive Management Team member and attended senior staff meetings to provide input and direction to ensure compatibility between program objectives and the agency's mission; provided oversight of key agency functions including strategic planning and evaluation, research and statistical analyses, grant development, and program design and implementation; managed the Office of Policy and Planning budget in compliance with state procurement regulations; directed the preparation of key agency documents and reports to include the DJJ Strategic Plan, Annual Accountability Report, and the Annual Statistical Report.

1999 – 2001

**Director of Program and Grants Development - Office of Policy and Planning
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Directed the Program and Grants Development unit of the Office of Policy and Planning; Provided leadership for the planning, designing and implementation of all programs administered by DJJ; identified potential funding sources for agency programs and initiatives; directed the development of grant proposals for the agency, served as grant reviewer for community groups.

1997-- 1999

**Program Support Administrator - Treatment Services Division
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Developed and administered the statewide implementation of support programs and services for the state juvenile justice agency by directing the work activities of the offices of Volunteer Services; Chaplaincy Services; Juvenile Work Programs; Activity Therapy and Community-based agency programs, such as, Juvenile Arbitration; coordinated research efforts of interns and volunteers to provide information to agency department managers.

1990 -- 1997

**Regional Administrator - Community Services Division
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Provided leadership for delivery of all Intake, Probation and Parole Services in one of three juvenile justice community regions within the state; established and stated management objectives and executed operational policies and procedures for the Community Services division; participated with the Deputy Director in long and short-range planning for accomplishment of divisional goals and objectives; ensured effective service delivery within the region through on-site observation of Intake, Probation and Parole Services; directed administrative activities within assigned region, monitored workloads, and budgetary considerations to ensure that the region was adequately staffed and equipped, and that the agency policies and procedures were communicated effectively; served as liaison between the Department and other juvenile justice related agencies and officials.

1986 – 1990

**Program Coordinator - Community Services Division
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Planned, implemented and monitored a comprehensive community delinquency prevention/intervention program; coordinated community resources to support program goals; supervised staff and provided on-going training to employees; served as a consultant to county Probation and Parole staff; managed program budgets.

1984 – 1986

**Field Services Supervisor - Community Services Division
South Carolina Department of Juvenile Justice
Columbia, South Carolina**

Supervised probation and parole staff in service delivery to youth/families on probation or parole/aftercare status in Richland County; served as liaison between Richland and other counties across the State of South Carolina; monitored staff performance; audited case records; made recommendations to court officials; convened Multidisciplinary Treatment Team meetings; provided staff training.

1982 – 1984

**Graduate Assistant (Part Time)
University of South Carolina Rehabilitative Counseling Program
Columbia, South Carolina**

Position required assisting professors with various duties that included interviewing potential employers of rehabilitative counseling students, recruiting new students, and collecting data for research.


1984 – 1982

**Director of Residential Treatment
Lexington/Richland Alcohol and Drug Abuse Council
Columbia, South Carolina**

Supervised and implemented the restructuring and reorganizing of a 35-bed residential unit for person experiencing problems with substance abuse; supervised a staff of 13; monitored treatment efforts; conducted staff meetings, performance evaluations; scheduled employees.

CERTIFICATIONS, AWARDS, AND PROFESSIONAL AFFILIATIONS

- 2014 – U.S. Department of Justice Certified Prison Rape Elimination Act (PREA) Auditor
- 2003 – Graduate -South Carolina Executive Institute class of 2003
- 1998 – Named “Best In The Business” by *Corrections Today* Magazine
- 1998 – Graduate - South Carolina Budget and Control Board’s State Mentoring Program
- 1997 – Recipient of the James M. Sparks South Carolina Youth Worker of the Year Award
- 1987 – Member of the Board of Directors for Cities in Schools S.C.(now Communities in Schools)
- 1984 – Recipient of the USC Rehabilitation Counseling Student of the Year Award

Robert Burns LathamAlabama Department of Youth Services
Phone: Fax: E-mail: Objective

- Encourage a zero-tolerance for sexual assault and harassment in all Alabama Department of Youth Services (DYS) facilities and private provider contracted facilities, by making prevention a top priority
- Implement established PREA standards to detect, prevent, and reduce sexual assault and harassment
- Provide a safe environment for juveniles, free from victimization and harm

Qualifications

- Twenty years of experience working with juveniles in schools and correctional settings
- Approximately ten years of experience assisting with American Correctional Association (ACA) audits and maintaining accreditation files.
- Familiarity with the Prison Rape Elimination Act (PREA) standards

Work History

2014 to present, DYS PREA Coordinator

- Serves as the DYS PREA coordinator to develop, implement and oversee agency efforts to comply with the Prison Rape Elimination Act standards
- Provides oversight responsibility to determine that all DYS facilities are in compliance with the PREA standards
- Serves as resource for contract private providers relating to technicalities of the application of PREA standards
- Provides technical assistance in the application of PREA standards to all DYS facilities
- Provides annual monitoring of all DYS facilities to determine compliance with PREA
- Requires contract private providers to provide annual proof of maintenance of PREA files
- Facilitates annual training meetings with all DYS and contract facilities to stay abreast of PREA changes and new developments in juvenile justice on protecting juveniles from sexual assault
- Organizes and conducts an annual Facility Vulnerability Assessment at each DYS and contract private provider facility
- Collects and maintains basic data on all allegations of sexual assault/harassment occurring in DYS and contract private provider facilities
- Compiles a DYS Annual PREA Report that includes a comparison of the current year's data and corrective actions with those from the previous year
- Provides information to the DYS website regarding PREA, to include the Annual PREA Report
- Completes the DYS Annual Survey of Violence through the U.S. Justice Department on all DYS facilities

- Provides an ongoing evaluation of DYS policy and procedures as they relate to PREA and ACA standards and makes recommendations to the Administrator of Licensing and Standards for changes as indicated
- Serves as the DYS ACA Coordinator to conduct annual mock ACA audits at DYS and private contract facilities that are ACA accredited or in candidate status for ACA accreditation
- Provides liaison with the American Correctional Association on logistics and DYS ACA audits
- Provides quarterly written reports to the Administrator of Licensing and Standards and to the Deputy Director for Programs and Client Services regarding the status of ongoing compliance with the ACA accreditation process in DYS and private provider facilities that are accredited or Candidate Status facilities

2012 to present, Facility PREA Compliance Manager, DYS Vacca Campus

- Coordinated the facility's efforts to comply PREA standards
- Participated on DYS PREA Workgroup
- Developed PREA Forms
- Assisted in developing DYS Policies to include PREA standards
- Conducted PREA file audits at DYS and Private Provider facilities
- Provided PREA technical assistance to facilities
- Made presentations on PREA as requested

2002 to present, ACA Accreditation Manager and Training Coordinator, DYS Vacca Campus

- Serve as the Vacca Campus Accreditation Manager with the purpose of ensuring the facility is operating in compliance with ACA Standards and corresponding DYS policy and procedures
- Provide technical assistance to all facility personnel concerning accreditation and policy and procedures
- Provide an ongoing evaluation of facility procedures
- Schedule training sessions and maintain individual training records, including training requirements and accomplishments for all categories of personnel
- Participate in audits at Vacca Campus and other DYS facilities

Work History (continued)

1995 to 2002, Case Manager, DYS Vacca Campus

- Provided case management services for 12 to 15 serious juvenile offenders sentenced for felonious crimes
- Created and implemented individualized treatment plans according to court recommendations
- Conducted psychological testing and assessments
- Maintained contact with various officers of the court and outside agencies regarding juvenile status
- Created discharge plans and aftercare plans
- Provided individual, group and family counseling

1993 to 1995, substitute Teacher, Cherokee County Board of Education

- Provided academic instruction to students, primarily with learning disabilities including emotional conflict, autism and other cognitive disabilities

Education

1987 to 1991, B.A. in Psychology, Auburn University

1992 to 1994, M.S. in Psychology, Jacksonville State University

References

Marcia Calender, Executive Assistant to the Director, Alabama Department of Youth Services, 334.215.3802

David Eakin, Clinical Psychologist, Birmingham VA Medical Center, 205.933.8101

Tracy Maxwell

Current Title: Compliance Administrator

Proposed Position Title: Instructor Trainer

Employment Status: Employee, Consultant, Other

Education:

- Bachelor of Arts, Liberal Arts/Criminal Justice minor, Columbia College, Columbia, MO
- Associates of Art, Liberal Studies, Barton County Community College, Great Bend, KS

Training/Certifications/Licenses/Associations:

- Security Agency Manager-State of Florida # MB1000214
- Prison Rape Elimination Act Training U.S Department of Justice
- GEO Quality Compliance Certification
- American Correctional Association Professional #10727350
- Florida Criminal Justice Standards and Training Instructor Certification
- United States Army Military Police School
- Professional Personal Protection Specialist, Escape and Evasive Certification
- United States Army Military Police School-Basic Noncommissioned Officer's Certification
- Advanced Military Police Noncommissioned Officer's Certification
- Federal Bureau of Prisons Corrections Officer Certification Course
- National Institute of Corrections Supervisory Course

Summary: Mr. Maxwell is an experienced and proactive manager with more than 32 years of corrections, law enforcement, safety and security experience. Combine strong experience in detention operations and correctional facility management with qualifications in operational planning, budgeting, cost containment, scheduling, resource allocation, reporting and internal investigations. Superior communicator; easily interact with executives, regulatory agencies, clients, vendors and staff. Mr. Maxwell's vast knowledge in the American Correctional Association (ACA) accreditation process resulted in The GEO Group Inc. D. Ray James Correctional Facility receiving a 100% passing score on all mandatory and non-mandatory standards in 2012 and the facility receiving only 8 deficiencies during the Bureau of Prisons Annual Contract Facility Monitoring Review in 2013. He has extensive formal training and vast hands-on experience in managing, training and increasing organizational performance. Comprehends the "big picture" and executes the organizational vision. Adept at working under pressure, with outstanding leadership and multi-task problem-solving skills. Key qualifications include:

- Facility Operations and Management
- Asset and Correctional Personnel Protection
- Training and Developing law enforcement Personnel
- Formulating business Policies and Procedures
- Emergency Planning and Preparedness
- ACA and Bureau of Prisons an ICE PBNDS Quality Control Standards and Audits
- Safety/Security Programs and Crises Response
- Project Coordination and Management

Relevant Experience:

Employer: The GEO Group Inc.
Title: Compliance Administrator
Location: D. Ray James Correctional Facility, Folkston, GA
Duration: October 2011 - Present
Duties:

- **Compliance Administrator, 10/2011 – Present.** Serves as the correctional facility's subject matter expert on all oversight, compliance and accreditation issues for 2,500 Bureau of Prisons inmates. Develops, maintains and revises all assessment instruments to ensure the facility is maintaining its compliance to organizational, contracting client, and other outside party's rules, regulation, and guidelines. Provided daily oversight for 11 compliance staff. Maintained accurate and effective documentation, record keeping and analysis of all audit data, for use in improving professional services rendered to The Bureau of Prisons.

Employer: Doyon Government Group
Title: Project Manager/ Quality Assurance Manager
Location: Krome Detention Center, Miami, FL
Duration: August 2008 – September 2011
Duties:

- **Project Manager, 09/2010 – 09/2011.** Managed a \$130M government contract providing security services to DHS-ICE Detention Facility. Supervised the daily security operations of the facility, transportation services and food service operations. Provided daily oversight for 400 security detention officers, 23 food service staff and five (5) management and administrative staff. Maintained accurate and effective documentation, record keeping and analysis of all audit data, for use in improving professional services rendered to Immigration and Customs Enforcement.
- **Quality Assurance Manager, 08/2008 - 09/2010.** Executed the quality assurance program in an effective and consistent manner, to ensure continual contractor self assessment, correction and improvement of performance. Maintained accurate and effective documentation, record keeping and analysis of all inspection and audit data, for use in corrective action and improvement plans, and in reporting to Immigration and Customs Enforcement. Developed a system of data management so that all discovered defects in Contractor performance will be recorded, built into corrective action plans, corrected, and reported to the Contract officer. Conducted independent audits and inspections of detention, food service, transportation, training and administrative operations and personnel to ensure compliance with American Correctional Association (ACA) and ICE Performance Based National Detention Standards (PBNDS), post orders, policies, regulations, standard operating procedures and contractual requirement. Develop and refine quality assurance plans and procedures. Develop, review and implement quality control and compliance inspection checklists. Provide quality assurance and training mentoring to new government contract management staff and employees. Conduct quality control and contract compliance related training to staff.

Employer: Aukela Military Training Academy
Title: Chief Military Curriculum Advisor
Location: Hollywood, FL
Duration: March 2007 – August 2008
Duties: Mentored all civilian employees on military events and operations for a private military academy with a staff of over 100 and cadets including recommending appropriate training and monitoring professional development. Ensured all procedural and administrative tasks are performed for the timely and correct completion of actions, individually or by other staff members. Other responsibilities included assignment of additional duties to cadets and providing guidance, interpretations, training and/or briefings on current and proposed policies for assigned staff personnel. Administered subject matter instructions to

a wide variety of individuals, managers and key officials and provided accurate and timely guidance to requests for information received from various sources. Reviewed change in school security policies and law enforcement component policies and identified the impact of changes on the policies and procedures of the academy. Compiled and analyzed data to identify trends, deficiencies and accomplishments.

Employer: Reichert Youth Academy
Title: Operations Director
Location: Gainesville, FL
Duration: March 2006 – March 2007
Duties: Established the daily operational procedures for the organization. Counseled and mentored staff and clients assigned to the academy. Provided detailed technical knowledge of military organization structure and program implementation. Served as the Operations Director and Advisor representing 100 staff members and clients assigned to the academy. Developed, recommended and established policies and regulations to solve difficult or critical problems that often affected the overall mission. Facilitated training programs in all areas of military curriculum and personnel management, with particular respect to professional training and development, leadership theory and fitness of staff who serve in positions of great responsibility and in highly visible positions.

Employer: Florida Youth Challenge Academy
Title: Commandant
Location: Starke, Florida
Duration: February 2001 – March 2006
Duties: Supervised 65 specialists and 500 youth annually. Planned, directed and coordinated daily academy activities. Oversaw and implemented retention and training strategies statewide and served as the liaison between the Department of Juvenile Justice, the Department of Children and Family and other youth agencies in the State. Effectively conducted oral presentations, orientations and briefings throughout the state of Florida. Maintained excellent customer relationships with the civilian community and established and maintained effective relationships with managers and co-workers on complex and controversial issues.

Employer: United States Army, Military Police Corp Regiment
Title: Various Positions
Location: Various
Duration: January 1980 – April 2001
Duties:

- **First Sergeant, Fort Leonard Wood, MO, 09/98-04/01.** Retired as a First Sergeant, the most prestigious job in the United States Army. Senior Enlisted Advisor, responsible for transforming civilians into highly motivated and well trained soldiers. Responsible for the military discipline, moral and welfare for over 450 Basic Trainees. Supervised 12 Non-Commissioned Officers in all areas of leadership, personal counseling, interviewing, interpersonal communication, diet and nutrition, personal health and fitness, physical training techniques, weapon proficiency and safety, instructional techniques and all training aids. Subject matter expert on weapons training, physical training and military discipline of a basic combat training unit.
- **Assistant Course Manager/Training Specialist, Fort McClellan, AL 05/95-09/98.** Coordinated logistical support and trained federal, state and local law enforcement and correctional officers for the U.S. Army Advanced Law Enforcement Training Division's Counter Drug Rehabilitation Training Instructor Course. Conducted external assessments of Federal, state and county correctional boot camp programs providing technical and operational feedback to the facility Wardens.
- **Senior Military Police Supervisor, Eighth Army, Korea, 04/94-05/1995.** Responsible for the welfare, discipline, morale, training and safety of military police soldiers serving at the facility.

Responsible for the physical security, custody and control of all military prisoners and detainees awaiting trial. Coordinated health and welfare visitation policies with the Republic of Korea ensuring that all standards were in compliance governing military personnel confined in the Republic of Korea's Chonon Prison.

- **Military Police Supervisor, US Army, Fort Benning, GA, 04/94-05-95.** Ensured the detention facility was in full compliance of Department of Defense policies and standards providing custody and control of military prisoners stationed at Fort Benning. Scheduled staff assignments and conducted daily inspections of personnel equipment and facility standard operations procedures.
- **Operations and Planning Manager, U. S Army Corrections Brigade, Fort Riley, KS, 10/89-09/91.** Supervised, planned and coordinated training activities and daily operational requirements for a Department of Defense correctional treatment and vocational employment training unit consisting 400 staff personnel and 220 minimum risk U.S. Army prisoners. Evaluated correctional training programs, prepared recurring monthly and yearly reports, coordinated logistical requirements. Prepared and processed recommendations for disciplinary actions, restoration to duty, clemency and parole.
- **United States Army Drill Sergeant, U. S. Army Training Brigade, Fort Riley, KS, 09/86-10/89.**
- **Military Police Supervisor, Special Housing Unit, U.S. Army Disciplinary Barracks, Fort Leavenworth, KS, 03/84-09/86.** Conducted Special Management Unit operations for Department of Defense Maximum Security Prison ensuring all policies and procedures were in compliance with the established standards and regulations.

R. Daniel McGehee

Personal

Date of Birth: [REDACTED]
Place of Birth: [REDACTED]
Marital Status: [REDACTED]

Experience

Principal, McB consulting services
Conducts a variety of consulting services in criminal justice to include audits for PREA,
Both adult and juvenile facilities

2013 Department of Justice Washington, DC
Certified PREA auditor
Invited as a participant in the first class to train auditors in PREA.
Completed the weeklong course and passed the certification exam upon completion.
Certified as both an adult and juvenile PREA auditor.

2010 **RETIRED** from Education

2003-2010 Irmo High School Irmo, SC
ADMINISTRATIVE ASSISTANT AND ASSISTANT PRINCIPAL
Tech Building Administrator, responsible for self-contained special ed. discipline and attendance, responsible for discipline and attendance for @ one fourth of the student body, responsible for security, emergency plans, liaison with School Resource Officer, evaluates teacher performance and classroom management, responsible for student ID system.
Serves as member of the administrative team.

2001-present Chapin High School Chapin, SC
IN-SCHOOL SUSPENSION SUPERVISOR/ADMIN. ASST.
•Supervises the In-school suspension program, the school identification system, and works with student discipline under the direction of the Assistant Principal for Administration.
Serves as the on-call administrator as directed.

2001 **RETIRED** from Criminal Justice

1999-2001 SC Department of Corrections Columbia, SC
DIRECTOR, DIVISION OF QUALITY ASSURANCE
•Directed the Quality Assurance Division of the department which included agency strategic planning, program evaluation, policy and procedure compliance, and developing the Agency accountability report for the SC Legislature.

1997-1999 SC Department of Juvenile Justice Columbia, SC
Deputy Director for Quality Assurance
•Directed the Quality Assurance Division of the juvenile justice agency to include internal audits; grant development and monitoring; contract monitoring; safety compliance; Medicaid administration; standards and accreditation; and agency policy process.
•As a member of the Executive Staff of the Agency, participated in all major decisions relative to the administration of the juvenile justice agency including institutions, group homes, county offices, and contract providers.

1995-1997 SC Department of Corrections Columbia, SC

Director, Division of Operational Review

- Planned, developed, and implemented a system of operational reviews for the agency.
- Assembled staff, wrote policy, trained employees, and developed necessary support function for the operational review process.
- Developed and implemented accreditation plan for SCDC.
- Monitored SCDC compliance with the Nelson Decree through a system of audits and inspections.
- Served as Agency liaison with plaintiffs' counsel relative to Nelson Decree.

1990-1995 SC Department of Corrections Columbia, SC

Branch Chief, Accreditation/Unit Management Branch

- Planned, developed, implemented, monitored and evaluated ACA accreditation and standardized unit management operations within a State agency.
- Monitored standards compliance, developed/revised Agency and institutional policies, trained employees, scheduled and reported on audits with ACA.
- Chaired Agency Unit Managers Committee and chaired Agency Committee of Correctional Counselor Representatives.
- Wrote the SCDC Unit Management Procedures Manual.

1983-1990 SC Department of Corrections Columbia, SC

Agency Accreditation Manager

- Planned, developed, implemented, and monitored a state-wide program to bring the Agency's institutions and programs into compliance with national standards of correctional practices to the degree possible within available resources.
- Liaison with the Commission on Accreditation for Corrections: Developed self-evaluation instruments and instructions; established timetables; interpreted standards.
- Developed, in conjunction with institution personnel, strategies for achieving and monitoring systems.
- Reviewed all Agency policies for compliance with standards.

1982-1983 SC Department of Corrections Columbia, SC

Unit Manager (Deputy Warden) Kirkland Correctional Institution

- Served as the administrator and supervisor of a multi-disciplinary team of staff members (10) and inmates (250) who were assigned to the Unit.
- Responsible for security and control of the Unit, Unit Programs, and inmate discipline.
- Coordinated staff work schedules and prepared reports for the Unit as required.
- Served as institutional duty officer on appointed weekdays, weekends, and holidays.

1981-1982 SC Department of Corrections Columbia, SC

Administrative Assistant Kirkland Correctional Institution

- Served as Institutional Accreditation Manager and Coordinator of Special Projects.
- Developed institutional policies in compliance with SCDC and ACA policies/standards.
- Reviewed referred correspondence, adjustment committee actions, and reports and initiated appropriate action on same.
- Interviewed inmates, family members, attorneys and others as required in dealing with inmate requests and problems.
- Assisted in preparing reports, organizational charts, and Unit plan in the implementation of Unit management at Kirkland Correctional Institution.
- Supervised office staff of three.

1978-1981 SC Department of Corrections Columbia, SC

College Program Coordinator Kirkland Correctional Institution

- Administrative responsibility for Midlands Technical College Programs at both institutions to include student recruitment, counseling, Midlands Technical College staff supervision, and inmate supervision (approximately 250 inmates per year).
- Handled financial operations of the SCDC/MTC program, estimated annual budget of over \$100,000.
- Liaison between South Carolina Department of Corrections and Midlands Technical College as well as student veterans and the Veterans Administration.
- Completed reports on the program as required.
- Responsible for the South Carolina Department of Corrections policy development for post-secondary educational programs.
- Served as a member of the Kirkland Correctional Institution adjustment committee and classification team.
- Assisted the principal in all aspects of the educational program.

1976-1978 SC Department of Corrections Columbia, SC

Educational Counselor Kirkland Correctional Institution

- Educational, vocational, and personal counseling. Supervised vocational staff and students.
- Assisted the principal in administrative duties. Member of classification team.

1975-1976 University of South Carolina Columbia, SC

Graduate Assistant Office of Admissions

- Assisted the professional staff in all aspects of operations of the admissions office.

1974-1975 University of South Carolina Columbia, SC

Admissions Evaluator Office of Admissions

- Evaluated transcripts, processed applications, corresponded with applicants, worked with registration and computer terminals.

1972-1974 Apalachicola High School Apalachicola, FL

Social Science Teacher

- Taught American History and Social Institutions to junior and senior high school students.

Education

1968-1972 The Florida State University Tallahassee, FL

B.S., Social Studies Education

1975-1976 The University of South Carolina
Columbia, SC

- Master of Education, Student Personnel Services

RESUME

Name: GLEN E MCKENZIE, JR. M.S.H.P.

Address: [REDACTED]

City: [REDACTED]

State: [REDACTED]

Zip Code: [REDACTED]

E-Mail: [REDACTED]

Home Phone: [REDACTED]

Cell Phone: [REDACTED]

Summary

Qualifications include Certification by the DOJ, Certification by the American Correctional Association (ACA) as an Auditor/Audit Chair, numerous years' of management experiences in the juvenile corrections institutional system, juvenile residential treatment centers and in adult probation.

Glen was honored to be selected as a member of the initial PREA certification training class August 2013 and was certified as a Juvenile Auditor by the Department of Justice (DOJ) in September 2013. He has conducted PREA audits in juvenile facilities in South Dakota, New York and Ohio and has been contracted to conduct juvenile PREA audits in Alabama and in New York. Glen has substantial experience with PREA policies, its laws of creation and PREA standards.

Additional qualifications include a B.S. in Psychology, an M.S.H.P. in Health Professions (Allied Health Research) and graduate hours in Criminal Justice. Glen has over ten (10) years' direct experience in administering agency and facility policies/procedures and in operations management of juvenile corrections institutions and served as a state-wide juvenile ACA Accreditation Manager supervising audit processes and audits. He assisted in the development of agency-wide and local institutional policies designed to comply with a federal court settlement agreement, national juvenile correctional standards and contract requirements with other entities. Glen is an ACA Auditor/ Audit Chair and conducted numerous correctional audits within the United States. Glen served as a member of ACA standards subcommittee which wrote the ACA Performance-Based Standards for Juvenile Correctional Facilities, Fourth Edition, served as an elected member of the ACA Delegate Assembly representing juvenile correctional line officers, was a Senior Consultant with MGT of America to conduct operational audit reviews monitoring the Federal Class Action Settlement Agreement of the Adult Puerto Rico prison system. He served as a compliance auditor for the Texas Adult Probation Commission monitoring/auditing probation services and residential correctional facilities,

assisted in the development of program monitoring and evaluation systems of drug/alcohol programs and conducted numerous compliance monitoring audits.

Work Experience

Title: *Sole Member and Owner of Glen E. McKenzie, Jr., LLC.:*

Date: *June 2014 – Present*

Conducts PREA Certification Audits and assists facilities to prepare for PREA Compliance Audits.

Work Experience

Title: *Accreditation Program Manager*

Date: *April 2008 – April 2009*

Texas Youth Commission, Central Office, Austin, Texas – performed highly advanced (Senior Level) consultative services, technical assistance and compliance inspections of the agency's facilities and programs. Coordinated, monitored and evaluated agency facilities and programs for accreditation readiness, administered and coordinated Central Office assistance to facilities in attaining and maintaining accredited status by the American Correctional Association (ACA), identified opportunities for improvement and served as the liaison between TYC and ACA.

Work Experience

Title: *Certified Correctional Auditor, American Correctional Association, Alexandria, Virginia*

Date: *2000–Present* . – serves as an audit Chair and an audit team member for correctional standards compliance audits to review practices of individual juvenile correctional facilities in comparison to national correctional standards promulgated by the ACA. Also serves as a reviewer of manuscripts submitted for professional publications.

Work Experience

Title: *ACA State-Wide Accreditation Coordinator*

Date: *May 1998 – October 2003*

Texas Youth Commission, Central Office, Austin, Texas - coordinated, facilitated, and expedited the agency's projects to attain and maintain accredited status by the American Correctional Association, Commission on Standards and Accreditation for the agency's training schools,

community residential facilities, and aftercare services. Retired from Texas State Government.

Work Experience

Title: Program Administrator

Date: *January 1988 – May 1998*

Texas Youth Commission, Central Office, Austin, Texas Program Administrator - directed and carried out assigned activities in the management of juvenile correctional facilities through directing the development, review, and approval of plans for improvement of institutional operations. Served as the ACA Facility Accreditation Coordinator and facility accreditation team member during the American Correctional Association accreditation process for TYC's facilities.

Work Experience

Title: *Texas Adult Probation Commission, Austin, Texas*

Date: *July 1983 – December 1984*

Management Auditor - assisted in the development and implementation of adult residential Restitution Centers, developed and implemented management audit procedures and conducted compliance reviews to assess centers' compliance with Texas laws and commission standards. Conducted on-site program monitoring evaluations of residential restitution and treatment centers.

Work Experience

Title: *Texas Department of Mental Health and Mental Retardation (TDMHMR) - Waco Center for Youth, Waco, Texas*

Date: *1980-1981*

Director of Quality Assurance, Standards Compliance and Program Evaluation - developed, supervised and directed the quality control system to maintain desired levels of care for residential treatment center clients. Served as the coordinator for TDMHMR Central Office Team and Joint Commission on the Accreditation of Hospital Organizations Reviews

Education

Location: Texas State University Degree: M.S.H.P (Allied Health Research) Year: 1980

Location: Texas State University Degree: B.S. Psychology) Year: 1974

Location: Texas State University Degree: Criminal Justice Graduate Hours Year: 1992

Training/Certifications/Awards

Certified by the Department of Justice as a Certified Prison Rape Elimination Auditor
<http://prearesourcecenter.org/audit/list-of-certified-auditors>

Certified Correctional Auditor, American Correctional Association, Alexandria, Virginia

Recipient of the 1996 Governor Bush Productivity Suggestion Awards

BERNARD MCKIE



PROFESSIONAL EXPERIENCE

Bernard McKie is a correctional administrator with more than 35 years of experience in managing correctional staff and facilities. He has served more than 27 years in upper level correctional management with South Carolina Department of Corrections (SCDC). He has extensive knowledge in all phases of prison management to include administrative, operations and security systems.

Compliance Review Manager (Consultant)
The Nakamoto Group, Inc.
Rockville, MD

11/2007 – Present

As a Compliance Reviewer Mr. McKie reviewed standards, policies and procedures for the Department of Homeland Security (DHS) and the Bureau of Immigration and Customs Enforcement (ICE) to ensure detention facilities were operated in a safe and secure manner and provide humane conditions for both detainees and staff. Mr. McKie prepared monthly reports on his findings, worked closely with the ICE on-site supervisors and assisted the Intergovernmental Service Agreement (IGSA) facility's executive staff in comprehending and complying with the applicable national standards.

Warden, Kirkland Reception and Evaluation Center
SCDC

08/2003 – Present

Experience includes: Overall management and support functions of a level three (3) high security facility. Functions include inmate systems, food service, reception and evaluation to include INS service inmates, Super Max, psychiatric service, personnel, training, safety, classifications, medical security and protective custody. Facility contains a 28-bed inmate infirmary and responsible for security and control of inmates assigned to the community hospitals in the immediate area. As Warden, manages a budget of over 15 million dollars. Manages staff compliment of over 500 employees, and 2100 inmates. Responsible for Correctional Staff Corrective Action/Grievances. Chairs and conducts Promotion Boards for upper level management staff.

Training Facilitator, US Department of Justice, National Institute of Corrections (NIC)
Executive Training for New Wardens
Washington, DC

04/2002 – Present

Institutional Division Director
SCDC

07/2001 – 04/2003

Responsible for the overall supervision of eleven (11) institutions and their Wardens. These functions included the day to day security functions and emergency responses. Facilities performed various missions to include work release programs, pre-release programs, boot camp training, prison industries and re-entry programs. Responsible for the overall management of 2000 employees, 3000 inmates and a budget of 62 million dollars. Served as one of the levels of the Staff Corrective Action Grievance process. Chaired and conducted Promotion Boards for upper level management staff. Provided security audits for assigned facilities. Served as level of Employee Corrective Action/Grievance Process.

Regional Director
SCDC

10/1999 – 2003

Assisted in providing direction and consistency for the secure and orderly operation of half of the state's thirty-two (32) correctional facilities which included housing in excess of 22,000 inmates in accordance with legal requirements, sound correctional practices and principles of efficiency and accountability. Assisted in providing direction and consistent supervision for a security workforce of over 4,900 employees throughout the state. Served on the screening committee for Majors and Associate Wardens. Responsible for the supervision of half of the thirty-two (32) Wardens who managed the agency's institutions throughout the state, supervising the review of and maintain consistency state wide for agency policy and procedures as they related to security and operations overall. Personally responded to all escapes and emergencies from within assigned institutions of responsibility. Assisted in reviewing and prioritizing requests for equipment, supplies and non-recurring funds (construction and renovations) to determine need and ensure cost efficient decisions. Assisted in special projects as assigned and sees that deadlines were met. Provided guidance in regard to Corrective Employees Actions given by Wardens and was responsible for such warranted against Wardens from assigned institutions. Conducted frequent announced and unannounced inspections. Chaired and/or conducted security audits for assigned institutions on a regular basis and prepared reports.

Warden, Stevenson Correctional Institution**10/1994 – 10/1999****SCDC**

Planned, organized, directed, coordinated and managed administrative, budgetary, security, safety control. Welfare and rehabilitative operations and programs for approximately 300 adult male inmates who had been sentenced to prison for crimes of all natures. Responsive for the Men's Shock Incarceration Unit which housed 96 young male offenders. Managed a 22 bed Special Management (Lockup) Unit for minimum security inmates in the Midlands Region. Supervised a staff of 133 employees in reference to day to day institutional operations. Conducted announced and unannounced inspections to access the effectiveness of overall programming and operational efforts. Directly responsible for all expenditures from the appropriated institutional budget. Prepared various reports, special studies and staff papers including recommendations relating to proposed changes in policies, operating procedures, rules, regulation and laws. Briefed and oriented official and unofficial visitors and prepared official responses to inquires from inmates, their relatives and persons in the public and private segment of society. Responded to inmates' requests for interviews and counseled and interviewed inmates. Responsible for the overall cleanliness and sanitation of the facility. Ensured that the institution operated within the guidelines established by South Carolina Department of Corrections.

Deputy Warden for Operations, Women's Correctional Center**05/1993 – 11/1994****SCDC**

Planned, directed and supervised reception/processing and assignment activities for female inmates received at the facility. Supervised the overall physical maintenance, safety and sanitation of the institution's buildings, grounds and perimeter. Conducted announced and unannounced inspections to access effectiveness of overall programming efforts. Developed and wrote policies and procedures peculiar to a maximum/medium/minimum security adult female institution housing approximately 450 inmates with perimeter fencing and sensor system. Personally responded to all disturbances and emergency situations, and took immediate action to maintain order and avert crisis, disturbances, procedures with regard to general operations of the institution, and relative to providing to the extent possible a favorable attitude change in inmates in the effort to return them to the community as productive citizens. Supervised the interviewing, selection, orientation and evaluation of employees' performances, counseled employees and effects related to personnel actions as appropriate and applicable to security staff. Prepared various reports, special studies and staff papers including recommendations relating to proposed changes in policies, operating procedures, rules, regulation and laws. Briefed and oriented official and unofficial visitors and prepared official responses to inquires from inmates, their relatives and persons in the public and private segment of society. Responded to inmates' requests for interviews and counseled and interviewed inmates. Served in the capacity of Warden during the Warden's absence and performed duties as required.

Deputy Warden for Program Services, Women's Correctional Center**11/1988 – 05/1993****SCDC**

Provided on-site supervision for education, health and human service professional staff who were assigned to the facility. Coordinated with community agencies such as the Department of Mental Health, Department of Social Services, Department of Education, Department of Health and Environmental Control, family Services and local technical schools to obtain services that benefited the inmate population. Supervised and monitored all institutional inmate organizations and special events which included relevant and special funds transactions. Developed and implemented institutional treatment programs and composed and prepared policies and procedures for these programs. In conjunction with regional and central office staff and community agencies, developed special policies and procedures to determine services needed, and coordinated the implementation of institutional program delivery systems. Assisted with coordinating in-service training for program staff. Communicated verbally and in written form with attorneys, law enforcement, government officials and inmates' families as directed by the Warden. Assisted the Warden in operational and administrative matters as required which included serving as the Administrative Duty Officer, the Warden's designee.

Deputy Warden for Program Services, Walden Correctional Institution**11/1986 – 10/1988****SCDC**

Assisted with the daily planning and coordinating of Program Services and areas of administration. Coordinated various programs and special projects and assisted with the supervision of all welfare and morale services for inmates including, but not limited to medical, classification, visitation arrangements, psychological, recreation, religious services and vocational rehabilitation programs. Composed policies and procedures for the warden and served as institutional volunteer coordinator. Responded to disturbances and emergency situations and ensured immediate action was taken to prevent crisis, disturbances, riots and escapes. Supervised activities of representatives and non-departmental agencies during their contact with inmates. Supervised and reviewed inmate records, recorded documentation, and the interviewing of newly assigned inmates. Composed and prepared a wide variety of correspondence which included but was not limited to special studies, proposed policy changes, operating procedures, rules and laws and responses to queries from inmates and their families and individuals of the public and private sector.

EDUCATION:

Bachelor of Arts, Sociology, 1976
Norfolk State University
Norfolk, Virginia

HONORS AND AWARDS:

South Carolina Correctional Association
President's Award for Excellence
South Carolina Department of Corrections
Manager of the Year
South Carolina Department of Corrections
Warden of the Year

TRAINING AND CERTIFICATIONS:

Certified Compliance Review Manager
Nakamoto Group, Inc.
Certified Accreditation Auditor
American Correctional Association (ACA)
Certified Security Auditor
National Institute of Corrections (NIC)
Certified Correctional Trainer
National Institute of Corrections (NIC)

EMPLOYER VERIFICATION INFORMATION:

SCDC 4444 Broad River Road
Columbia, South Carolina 29210
(803)896-1646

JOSEPH MENSAH

Residential Address: [REDACTED]

EDUCATION

SAN JOSE STATE UNIVERSITY, San Jose, California

Master in Public Administration, (MPA) May 1993

- Douglas I. McIntyre Outstanding MPA Student Award Recipient
- 1993 MPA Student of the Year Award for Academic Excellence
- California Society of Municipal Finance Officers Scholarship Recipient (1992)

UNIVERSITY OF GHANA – GHANA, West Africa

School of Administration

Bachelor of Science, (B.Sc.) August 1980

SKILLS

Program Planning & Implementation
Juvenile Detention Reform Expertise
Evidence Based Practices know-how
Re-Entry Planning

Investigations and Field Services
Quality Assurance / CQI
Change Management
PREA Implementation ^& Audit

WORK EXPERIENCE

Probation Manager/PREA Coordinator, Santa Clara County Probation , CA.

May 2013 – Present

- Retired in December 2012 and was re-hired in May 2013 to lead the Department's PREA implementation efforts
- Developed PREA training curriculum for staff
- Revamped policies and procedures to comply with PREA standards
- Worked closely with Information Systems Unit to re-define data elements to ensure consistency with PREA standards and definitions
- Collaborated with local agencies to ensure compliance with PREA standards

Selected Accomplishments

- Developed a Department-wide Stand-Alone PREA Policy Guide
- Certified as DOJ PREA Auditor

Probation Manager, Santa Clara County Probation, CA, Oct. 2006 – Dec. 2012

- Planned, organized and directed the activities of the Juvenile and Adult Divisions Investigation and Field Services
- Managed and directed activities in the planning, development, implementation, monitoring and evaluation of programs, services and operations
- Managed the day-to-day operations of 60 plus probation staff
- Established policies and procedures to assure compliance with prevailing statutes
- Negotiated and assisted in preparing contracts for treatment services
- Assisted in preparing and managing the division's budget
- Assisted in recruiting personnel; conducted hiring interviews
- Managed the Department's Juvenile Detention Reform and QA programs

Selected Accomplishments

- Provided leadership in establishing a more efficient electronic service referral system for offenders and their families
- Established Quality Assurance program in Juvenile Hall
- Instituted reforms that led to a 30% reduction in Juvenile Hall daily population
- Revamped report format to incorporate Risk/Needs assessment information in pre-sentence investigation reports in conformity with evidence based practices
- Oversaw the training of staff in CAIS assessment and Motivational Interviewing
- Presenter - DMC Workshops at San Jose State University; APPA, Austin, Texas
- Successful Completion of 2009 Command College Executive Management Training

Supervising Probation Officer, Santa Clara County Probation, *Jan. 2003 – Oct. 2006*

- Supervised the activities of Deputy Probation Officers
- Evaluated the case plans of Deputy Probation Officers to ensure consistency with evidence based practices; reviewed pre-sentence reports for accuracy and completeness
- Trained new Deputy Probation Officers; instructed them regarding departmental policies and procedures; trained staff on changes in policies, procedures and statutes
- Collaborated with justice system partners and stakeholders on complex issues

Selected Accomplishments

- Developed a reference manual on pre-sentence investigations for Deputy Probation Officers
- Trained and mentored several probation officers to promote to supervisory positions

Deputy Probation Officer, Santa Clara County Probation, *Jan. 1996 – Jan, 2003*

- Prepared pre-sentence investigation reports with recommendations for the Courts
- Maintained and supervised caseload of adult probationers
- Developed case plans, monitored compliance with conditions of probation
- Performed arrests, searches and seizures and related peace officer duties
- Appeared and testified in Court at various pre and post dispositional hearings

PROFESSIONAL MEMBERSHIP/AFFILIATIONS

National Association of Black Probation and Parole Professionals
California Association of Probation Services Administrators
National Honor Society for Public Affairs and Administration
American Correctional Association
DOJ Certified PREA Auditor

Jeff Rogers

Objective

I would like to monitor/assess adult and juvenile facilities for compliance with the Prison Rape Elimination Act standards utilizing the skills I have acquired during training as a PREA Auditor and my years of service with Kentucky State Government and as an auditor for the American Correctional Association.

Experience *

May 2011 to March 31, 2014

Eastern Kentucky University/
Kentucky Department of Corrections

Corrections Education Analyst

Part-time position 80 hours per month
Correctional Education Association Accreditation Manager for KYDOC
Research activities
Other administrative duties

2004-Present

Corrections Consultant

Conduct ACA audits nationally
Conduct program security reviews for Kentucky Department of Corrections

1999-2004 Kentucky Department of Juvenile Justice Frankfort, Ky

Manager, Quality Assurance Branch

Maintained ACA Accreditation Process at 50 Programs
Inspected and Certified Juvenile Detention Centers Statewide
Quality Assurance for DJJ Probation and Aftercare Offices Statewide
Department responsibility for policy and procedure development
Inspections/monitoring of private child care agencies and foster homes
Planning, conception of Ky/DJJ Comprehensive Monitoring Process

1998-2000 Dept. of Juvenile Justice Frankfort, Ky

Administrative Hearing Officer

Initiated the Administrative Hearing Process for Juveniles
Developed policies and procedures for the Revocation Process
Traveled statewide conducting Administrative Hearings

1987-1998 Dept. of Juvenile Justice Frankfort, Ky

ACA Accreditation Manager

Accreditation Manager for 50 juvenile programs statewide

Dept. liaison with the American Correctional Association
Dept. Spokesman at ACA/CAC panel hearings
Develop agency and facility policy and procedures
Served as Dept accreditation manager

January 1985- September 1987

Internal Policy Analyst Frankfort, Kentucky
Monitored Job Training Partnership Act Contracts
Monitored Education Programs In Kentucky Department of Corrections
Facilities statewide
Monitored Ex-offender programs in Louisville, Lexington and Newport

November 1990 to Present

ACA Auditor Chair

Conducted ACA Accreditation audits in 30 states
Participated in excess of 250 accreditation/re-accreditation audits
Responsible for writing audit reports

November 2006 to Present

Corrections Consultant Eastern Kentucky University

Conduct ACA mock audits and Security Reviews for the Kentucky DOC
Write audit reports

June 23-28, 2013

Auditor

Attended Prison Rape Elimination Act Auditor Training
Potomac, Maryland

Education

1981-1984 University Of Kentucky Lexington, Ky
▪ B.A., Political Science
▪ Deans List

Interests

Golf, College Basketball, Travel, Vacationing, Correction's Issues
▪ President of CAMA 1994-96 and 2010-12
▪ Member of ACA since 1990
▪ Member of CAMA since 1989
▪ Walter P. Dunlap Accreditation Achievement Award 2013 by
Commission on Accreditation for Corrections and the American
Correctional Association

References

John D. Rees
Rees & Associates
220 Clifty Dr. e169
Madison, Indiana 47250
812-273-0236

Kathy Black-Dennis
Director
Standards and Accreditation
American Correctional Association
206 North Washington Street
Suite 200
Alexandria, Va. 22314
502-550-5248 (cell)

* denotes more employment information prior to working in Corrections.

JOETTE D. SCARBOROUGH

Seeking position as a PREA Auditor. Have extensive experience in planning, supervising and executing institutional audits. Proven success in evaluation of systems and improving internal process. Experience in management, policy development and development of audit instruments

AUDITING EXPERIENCE

South Carolina Department of Corrections - Assistant Division Director June, 1997 - Present

- Lead comprehensive audits of 26 institutions for compliance with policies
- Supervise a staff of 3 Branch Chiefs, 26 Casemanagers, 150 Classification Caseworkers
- Conduct on-site visits for operational audits and reviews
- Conduct agency wide block training
- Developed the classification procedure and training manual

South Carolina Department of Corrections - Branch Chief Dec, 1995 – June, 1997

- Supervised and managed the classification staff in 12 institutions
- Conduct agency wide block training
- Conduct institutional audits to ensure compliance with agency policy

South Carolina Department of Corrections (SCDC) - Records Manager July, 1994 – Dec, 1995

- Managed the release section of the records office. Responsible for 1000 monthly releases
 - Served as the supervising release authority in SCDC
 - Supervised the auditors responsible for proper entry and interpretation of sentencing documents
 - Represented SCDC in court in post conviction relief hearings
-

EDUCATION

South University, Columbia, South Carolina

Masters of Science in Criminal Justice, – December, 2013

Midland Technical College, Columbia, South Carolina

Associate of Arts in Criminal Justice – Graduate, 1982

South Carolina State University, Orangeburg, South Carolina

Bachelor of Science in Counselor Education- Graduate, 1978

COMMUNITY INVOLVEMENT

YWCA of the Midlands - Board President

SC Chapter of NABCJ – Past President

Promise Foundation – Board Member

South Carolina State Employees Association – Board Member

HONORS

SCDC – Supervisor of Year- 2001

Meritorious Service Award- Division of Classification- 2011

SCDC - Employee of Year- 1995

Shirley L. Turner

PROFESSIONAL PORTFOLIO & RESUME

Executive Profile

Professional consultant with over 30 years of interdisciplinary experience in the juvenile justice system. Documented contribution to the successful elimination of federal oversight of a State agency. Proven ability to enhance overall organizational performance; improve the safety and security and protection from harm in correctional settings; and apply strategic problem-solving skills.

Major Achievements:

- Developed and implemented the plan for the creation of the quality assurance office, created through a Memorandum of Agreement (MOA) with the United States Department of Justice. Assisted in developing the plan for the implementation of the investigations office, also required by the MOA.
- Provided management and oversight to the Office of Continuous Improvement (OCI) whose responsibilities included the provision of statewide program monitoring, evaluation, technical support, and other quality assurance activities.
- Member of start-up team for a prototype detention center, including hiring and training staff and program development.
- Developed and conducted training in the Caribbean regarding managing juvenile offenders.
- Held key positions in primary areas of juvenile justice: detention, long-term treatment, community, and statewide.
- Assisted in development of performance based standards used nationally in correctional facilities housing federal juvenile detainees.
- Developed operational standards and provided related training for a regional community service agency.

Core Competencies, Strengths, & Areas of Expertise

- Protection from harm/conditions of confinement
- Executive leadership & management
- Process design, development, implementation & continuous improvement
- Elimination of federal oversight
- Multi-level communications & Policy Development
- Managing diversity
- Creative problem-solving and establishing best practices

Education

Georgia State University *Atlanta, GA*
Master of Science in Criminal Justice

Morris Brown College *Atlanta, GA*
Bachelor of Science in Sociology

Professional Development:

Southern Polytechnic State University - Center for Quality Excellence *Marietta, GA*

Professional Certificate in Managing Quality

State of Georgia Executive Leadership Program

Atlanta, GA

Professional Certificate in Executive Leadership Training

Professional Affiliations & Community Reinvestment

American Correctional Association (ACA); Certified ACA Auditor; National Partnership for Juvenile Services; Association of Women Executives in Corrections; National Association of Blacks in Criminal Justice; Southeast Association of Facilitators; YMCA-Head Start, Policy Council member; Hosea Feed the Homeless and Hungry, volunteer.

Professional Experience

2010 – Present Correctional Consultant Independent Contractor

Decatur, GA

- Provide consultation, technical assistance and training in program and policy/procedure development.
- Conduct quality assurance (QA) evaluations and related training.
- Develop QA tools, including customized benchmarks to measure performance and compliance.
- Conduct technical assistance and monitoring visits in facilities and programs for youthful inmates, juvenile offenders and at-risk youth.

1998 – 2010 Georgia Department of Juvenile Justice Decatur, GA 3408 Covington Highway, Decatur, GA 30032 Personnel: (404) 508-5097

Director, Office of Continuous Improvement

- Contributed to the successful elimination of federal oversight of juvenile detention & correctional facilities.
- Managed, directed and supervised all aspects of the Office of Continuous Improvement, responsible for conducting statewide comprehensive evaluations and monitoring of detention, correctional and residential facilities.
- Developed department standards, guidelines, protocols and tools for evaluating facilities and programs and contract monitoring in service areas that include, but not limited to: protection from harm; safety & security; facility structure; due process; training; admission and release; leadership and program management; admission and release.
- Developed and presented orientation and in-service training for departmental and contract staff.
- Served as statewide coordinator for Prison Rape Elimination Act (PREA) in 2010, prior to retirement.

1995-1998 Georgia Department of Juvenile Justice Decatur, GA Quality Assessment & Evaluation Manager

- Conducted program audits; served as team leader or member on audit team for detention centers, correctional facilities, community residential programs, and case management services for probation and aftercare supervision, statewide.
- Reviewed and evaluated facility and program operations and practices for the purpose of adhering to departmental policies and procedures and other accrediting agency standards and guidelines.
- Provided technical assistance and recommendations to staff for continuous quality improvement and adherence to departmental policies and procedures and national accrediting agencies' standards.
- Assisted in training new employees within the unit.
- Conducted program evaluation and monitoring visits in jail that housed youthful offenders charged or sentenced as adults.

1990-1995 Georgia Department of Juvenile Justice Macon, GA Director of Treatment Services, Macon Youth Development Campus

- Provided supervision and management to staff responsible for the provision of security, medical and mental health services, social services, and campus housing activities geared towards ensuring a safe and treatment oriented environment for male and female juvenile offenders.
- Provided support and functioned as deputy to the facility director and assumed full responsibility for the facility in the absence of the Director.
- Managed compliance monitoring and the accreditation processes.
- Provided technical assistance, statewide, in preparation for medical accreditation for correctional facilities.

1986-1990 Georgia Department of Juvenile Justice Claxton, GA Assistant Director, Claxton Regional Youth Detention Center

- Developed operational procedures and programs and supervised security and education staffs.

- Provided leadership in the development of security practices.
- Developed and conducted orientation training.
- Reviewed, investigated and responded to resident rights issues, including due process and grievances.

1983-1986 Georgia Department of Juvenile Justice Savannah, GA
Counselor, Savannah Regional Youth Detention Center

- Conducted individual/group counseling sessions; administered standardized tests.
- Reviewed/interpreted psychological tests; served on screening committee for placements.
- Conducted new resident orientation; coordinated releases and transfers.

1979-1983 Georgia Department of Juvenile Justice Augusta, GA
Community Detention Worker

- Provided intensive community supervision and case management to juvenile offenders on probation or aftercare.
- Recruited, trained, supervised Attention Home parents, and coordinated specialized services.
- Conducted and wrote home study reports; prepared cases for court and filed petitions.
- Conducted monitoring visits and completed monthly jail reports validating juveniles not held in local jail.

Professional References

Albert R. Murray, Chairman
Georgia State Board of Pardons and Paroles
2 Martin Luther King, Jr. Drive, SW
Suite 458, Balcony Level, East Tower
Atlanta, GA 30334
Phone: (404) 651-6599

Dr. Michelle Staples Horne, Medical Director
Georgia Department of Juvenile Justice
3408 Covington Highway
Decatur, GA 30032
Phone: (404) 275-8139

WENDY J. ROAL WARNER



Summary:

I retired as a Senior Executive Service Warden with the Federal Bureau of Prisons after twenty-nine years of service. I have extensive management experience in corrections allowing me to thoroughly assess Administration and Management, Staff/Detainee Services and Programs, Workforce Integrity and Detainee Discrimination. I have experience in all levels of prisons and with various types of inmate populations including high profile units, sex offender management programs, death row, prison medical centers, and pretrial facilities. I have also worked with female offenders and in the community corrections field.

Work Experience:

Warden 03/11 to 09/12 USP Marion, IL; 05/09 to 03/11 FPC Duluth, MN

As Warden I was responsible for all aspects of the prison's operation. I was responsible for ensuring programs and services were being provided in compliance with policy, program review guidelines, as well as ACA, PREA, and JCAHO standards. I ensured the various medical and mental health needs of the diverse population were being met. Through monitoring and visiting all areas of the institution and talking with staff and inmates, I ensured open lines of communication existed for the inmates to voice their concerns and questions. I reviewed and ensured inmate inquiries, administrative remedies, and staff and inmate investigations were thoroughly researched prior to finalizing and providing responses. I ensured staff were trained and performed their jobs professionally and with integrity and high ethical standards. I was Incident Commander during several emergency situations including inmate disturbances; staff assaults; uses of force; use of less lethal munitions; inmate assaults; suicide watches, and medical emergencies. I am well versed in EEO, Labor Management Relations, and Work Place Violence issues.

Associate Warden 05/06 to 05/09 FCC Terre Haute, IN; 11/03 to 05/06 FCI Pekin, IL, and 01/01 to 12/02 Philadelphia, PA

As Associate Warden, I ensured the areas under my review followed policy and standards. I implemented new Bureau initiatives such as Staff Searches. I monitored numerous perpetual audits, toured all areas of the institution several times a week and reviewed various reports to help ensure policy was being followed and staff were communicating effectively. I oversaw numerous programs including the only federal Death Row, Communication Management Units (self-contained units designed to monitor 100% of inmate communication); Life Connections Unit (a religious based residential housing unit program); a Residential Drug Abuse Program (RDAP), and a Care Level III medical program. I managed several emergency situations including numerous disturbances; uses of force; uses of lethal and less lethal munitions; medical emergencies; serious staff assaults; inmate homicides and inmate assaults. I also coordinated the management of an outbreak of Norovirus at the institution. At the pretrial facility, I worked closely with the U.S. Marshals Service and the Courts.

Assistant Administrator, Community Corrections 12/02 to 11/03

Northeast Regional Office (NERO), Philadelphia, PA

I was responsible for ensuring the Community Corrections Managers throughout the Region properly monitored the Statements of Work for the various Residential Release Centers. I also ensured the contractors provided Drug Treatment, Mental Health Treatment or any other special services required by the Court or the U.S. Parole Commission.

Executive Assistant 09/99 to 01/01 NERO, Philadelphia, PA; 09/92 to 03/95

FCI Fairton, NJ

As Executive Assistant for the Regional Director, I coordinated the monitoring of 18 institutions within the region through tracking program review findings; leading teams conducting Institution Character Profiles, and analyzing various reports. I authored numerous papers on new policy recommendations for the Regional Director to present to the rest of the Bureau's Executive Staff. I also served as the Public Information Officer (PIO) for all media inquiries for the region. At FCI Fairton, I served as PIO and monitored quality control for all communication for the Warden. I monitored all perpetual audits, Operational and Program Reviews.

Administrator, National Inmate Appeals 03/98 to 09/99

Central Office, Washington DC

I coordinated, reviewed and signed responses to all of the Bureau's national inmate appeals for the Administrative Remedy program. This was the last step prior to an inmate being able to file in court. This entailed reviewing thousands of appeals and ensuring my staff thoroughly researched policy and sought guidance from subject matter experts prior to issuing the Bureau's final response to the inmates.

**National Transitional Drug Abuse Treatment Coordinator 08/97 to 03/98,
Washington, DC**

I was responsible for ensuring the Community Corrections Managers throughout the Bureau were providing drug treatment to inmates who had completed the RDAP, and ensuring the community treatment was consistent with the philosophies and treatment methods of the RDAP.

**Detention Services Specialist 03/95 to 08/97,
Central Office, Washington, DC**

Assisted the Administrator in coordinating at the national level all services and communication between the Bureau of Prisons and the U.S. Marshals Service, BICE and the Executive Office of Immigration Review. This included reviewing Statements of Work and conducting on-site monitoring of contract facilities housing detainees.

**Correctional Programs Assistant Administrator 12/90 to 09/92
South Central Regional Office, Dallas, TX**

Lead teams as Reviewer-In-Charge for numerous Program Reviews as well conducted training sessions to the 15 institutions in the Region to ensure policy compliance. I also analyzed numerous reports to determine the effectiveness of Correctional Programs in the region.

**Unit Manager 02/90 to 12/90
FCI Texarkana, TX**

Responsible for managing two inmate housing units of this Medium level facility. I ensured the Case Managers and Counselors were following policy.

**Instructor 07/88 to 02/90, Federal Law Enforcement Training Center
Glynco, GA**

Responsible for teaching all introductory classes as well as self-defense to new employees of the Federal Bureau of Prisons. A passing score was required to retain employment with the Bureau.

**Case Manager 09/85 to 07/88, Federal Medical Center
Rochester, MN**

Responsible for inmate caseloads in the General Population and Medical/Surgical units. Authored numerous study cases for the courts; prepared all inmate paperwork for parole hearings, and determined an inmate's need for greater or lesser security.

**Correctional Officer 06/84 to 09/85
FCI Englewood, CO**

This was a Youth Correctional Act facility at the time housing offenders generally from 18 – 25 years of age. Responsible for ensuring order, security and safety of all inmates while working a variety of posts. Responded to numerous emergencies including disturbances, fights, and assaults.

**Case Manager Trainee/Intern 06/83 to 09/83, FCI Sandstone, MN;
09/82 to 12/82,
Director's Office, Central Office, Washington, DC**

Worked closely with the Unit Team preparing basic case management paperwork. Worked directly for the Director's Executive Assistant tracking congressional inquiries and other written correspondence from inmates, their family members and the public.

Education: BA, Criminal Justice, Gustavus Adolphus College,
St. Peter, MN, 1984

Training/Certifications/Awards:

DOJ Certified PREA Auditor; National Incident Management System (NIMS); FEMA; Crisis Management Training, Public Information Officer. Numerous awards for Outstanding Achievement and Performance.

MABLE P. WHEELER



EXPERIENCE

2005-Present

**CRISP COUNTY REGIONAL YOUTH DETENTION CENTER
YOUTHSERVICES INTERNATIONAL, INC.**

Responsible for management of an 80-bed male juvenile detention facility.

2005

**PROTECTION FROM HARM CONSULTANT
GA DEPARTMENT OF JUVENILE JUSTICE**

Assisted in monitoring Youth Development and Detention Facilities for Memorandum of Agreement compliance.

2000 – 2004 (Retired from GA Dept. Of Juvenile Justice/ December-2004)

**DISTRICT DIRECTOR, DISTRICT 7
DEPT. OF JUVENILE JUSTICE**

Responsible for management of a fourteen (14) county area, which included two (2) co-ed detention facilities and community probation offices. Accountable for regular operating budget of \$412,000.00.

1988- 2000

**DIRECTOR, YOUTH DEVELOPMENT CAMPUS, MACON, GA
GEORGIA DEPARTMENT OF CHILDREN AND YOUTH SERVICES**

Responsible for the management of a 150-bed female youth training center. Areas of supervision include the operation of Financial Services, Education, Alcohol and Drug Treatment, Program Support, Treatment Services and Facility Support Departments. Accountable for capital and operating budget preparation (\$9.5 million+). Develop policies and procedures to comply with Federal, State

and local youth detention/training standards. Manage staff of 250 employees; direct supervision of six (6) Department Heads.

Major Accomplishments: Successfully maintained re-accreditation from American Corrections Association. Successfully developed and implemented an Alcohol and Drug Treatment Program; successfully converted campus from an all female campus to a Co-Ed. Facility. Facility converted back to single sex campus due to increased need for female bed space. Developed and implemented mental health program servicing inpatient and outpatient youth.

1984 – 1988

**DISTRICT DIRECTOR, COLUMBUS, GEORGIA
GEORGIA DIVISION OF YOUTH SERVICES**

Responsible for the management of a twenty-five (25) county area, which included two 30-bed Co-Ed, short term detention facilities; eighteen (18) community based probation offices; and three (3) community based treatment and rehabilitation centers. Accountable for capital and operating budget preparation (2.5 million). Operation of all administrative services, personnel, staff development and client services. Develop policies and procedures to comply with Federal, State and local youth juvenile justice standards. Manage staff of 133 employees; direct supervision of five (5) managers.

1980 – 1984

**DIRECTOR, REGIONAL YOUTH DEVELOPMENT CENTER, MACON,
GEORGIA
GEORGIA DIVISION OF YOUTH SERVICES**

Responsible for the management of a forty (40) bed short term Co-Ed youth detention facility. Responsible for all areas of operations.

1979 – 1980

**DIRECTOR, REGIONAL YOUTH DEVELOPMENT CENTER,
EASTMAN, GEORGIA
GEORGIA DIVISION OF YOUTH SERVICES**

Responsible for the management of a thirty (30) bed short term Co-Ed youth detention facility. Responsible for all areas of operations.

1976 – 1979

**ASSISTANT DIRECTOR, REGIONAL YOUTH DEVELOPMENT
CENTER, MACON, GEORGIA**

GEORGIA DIVISION OF YOUTH SERVICES

1974 – 1976

**COUNSELOR, REGIONAL YOUTH DEVELOPMENT CENTER,
MACON, GEORGIA
GEORGIA DIVISION OF YOUTH SERVICES**

EDUCATION:

Associate of Arts 1970, Brunswick Junior College, Brunswick, Georgia
Bachelor of Arts 1973, Mercer University, Macon, Georgia
Masters of Public Administration 1983, Georgia College, Milledgeville, Georgia

CERTIFICATIONS:

Department of Justice PREA auditor (Juvenile Facilities)
American Corrections Association auditor (Juvenile Facilities)
Georgia Peace Officers Standards & Training Certificate (POST)
Georgia Peace Officers Standards & Training Council General Instructor
Certificate
Certified Divorce Mediator

AFFILIATIONS:

American Corrections Association and a former Member of Delegate Assembly
National Association of Juvenile Correctional Agencies
Georgia Juvenile Services Association
Georgia Corrections Association

COMMUNITY ACTIVITIES:

Board member First Choice Community Health Center
Leadership Macon
Alpha Kappa Alpha Sorority
Jack and Jill of America, Inc.
Macon Chapter of Links, Inc.
Macon 2000 Partnership Steering Committee
Macon Chamber of Commerce Quality of Life Committee

REFERENCES:

Commissioner Albert Murray-Georgia Department of Juvenile Justice
YSI Regional VP-John C. Allen
Additional References upon request

Dorothy Xanos

Extensive experience in the development and administration of organizations including human resource management, compliance with quality assurance, data analysis, and public relations.

YOUTH SERVICES INTERNATIONAL, INC/CORRECTIONAL SERVICES CORPORATION/YOUTH SERVICES INTERNATIONAL **Sarasota, Florida**

CONSULTANT:

2012 - Present

Primary responsibilities:

- Development of new business proposals.
- Identify areas in need of improvement and provide technical assistance to staff at facilities.
- Coordinate and assist with the preparation of accreditation for facilities.

VICE PRESIDENT CONTRACT COMPLIANCE:

2008 – 2012

Primary responsibilities:

- Coordinate and finalize the development of new business proposals.
- Identify areas in need of improvement and provide technical assistance to staff at facilities.
- Coordinate and assist with the preparation of accreditation for facilities.
- Assist with the establishment of new facilities, creating policies and procedures, hiring and training staff and performing other administrative duties.
- Conduct internal investigations of alleged complaints within a facility.
- Participate in quality assurance peer reviews for the Bureau of Quality Assurance, Department of Juvenile Justice, State of Florida.

COORDINATOR QA & COMPLIANCE MONITORING:

2005 – 2008

Primary responsibilities:

- Review facility operations and provide technical assistance to staff to comply and maintain quality assurance standards within the facilities.
- Initiate and complete special projects in various facilities identified by the corporate management team.
- Assist with the establishment of new facilities, creating policies and procedures, hiring and training staff and performing other administrative duties.
- Conduct internal investigations of alleged complaints within a facility.
- Coordinate and assist with the preparation of accreditation for facilities.

ASSISTANT SR.VP JUVENILE DIVISION:

2004 - 2005

Primary responsibilities:

- Supervise projects assigned from the corporate management team consisting of reviews of facility operations, quality assurance, education, Medicaid, assisting with the establishment of new facilities, creating policies and procedures, hiring and training staff and performing other administrative duties.
- Coordinate and assist with the preparation of accreditation for facilities.
- Coordinate and provide ongoing training for Facility Administrators

**DIRECTOR OF QUALITY ASSURANCE/
QUALITY ASSURANCE SPECIALIST:**

2000 – 2004

Primary responsibilities:

- Development of policies and procedures, schedule, coordinate, and provide technical assistance for the facilities.
- Conduct scheduled mini-mock reviews of various program areas within the facilities, analyze data, and report trends and problems to the facility administrators.
- Complete comprehensive reports on a weekly basis for corporate management staff.
- Assist on special projects for the corporate management staff consisting of reviews of facility operations assisting with the establishment of new facilities, creating policies and procedures, hiring and training staff and performing other administrative duties.

***STATE OF FLORIDA DEPARTMENT OF JUVENILE JUSTICE/HEALTH
REHABILITATIVE SERVICES & DEPARTMENT OF LABOR***

**Bureau of Quality Assurance, Ft. Lauderdale, Florida
SENIOR HUMAN SERVICES PROGRAM SPECIALIST:**

1996 – 2000

Primary responsibilities:

- Schedule, coordinate, and supervise on-site quality assurance reviews of regional programs.
- Conduct entrance and exit conferences with the program administrators; analyze data collected during the review identifying trends and problems that require special evaluation; and complete comprehensive reports within specified time frames.

Case Management, Naples, Florida

DELINQUENCY CASE MANAGEMENT COUNSELOR:

1990 – 1996

Primary responsibilities:

- Counseling involving casework with youth who are alleged to have committed delinquent acts or statute offenses and are in need of diversion, delinquency supervision and treatment or delinquency commitment services.
- Attend court appearances to provide recommendations on disposition of cases.
- Complete special assignments related to quality assurance reviews and committee work involving funding allocation.

Job Service, Naples, Florida

EMPLOYMENT COUNSELOR:

1989 – 1990

Primary responsibilities:

- Provide counseling in group settings concerning employment interest, aptitude assessment (GATB), resume' writing, vocational choice, change or adjustment.
- Prepare and maintain counseling records.
- Establish and maintain relationships with community social service agencies.

EDUCATION

Bachelor of Science (BS), Social Work & Criminal Justice
Associate of Science, Paralegal Studies

Proposed West Virginia PREA Audit Schedule

Facility/Location	Post Notice Date	Pre-Audit Questionnaire Due Date	On-Site Audit Date (s)	PREA Auditor's Summary Report Due Date
DOC, Stevens and McDowell				
Anthony Correctional Center White Sulphur Springs, WV	1/6/15	1/20/15	2/17-18/15	4/16/15
Beckley Correctional Center Beckley, WV	1/8/15	1/22/15	2/19-20/15	4/18/15
Charleston Correctional Center Charleston, WV	1/6/15	1/20/15	2/17-18/15	3/20/15
Martinsburg Correctional Center Martinsburg, WV	3/3/15	3/17/15	4/14-15/15	5/15/15
Stevens Correctional Center Welch, WV	4/6/15	4/20/15	5/18-19/15	6/18/15
McDowell County Correctional Center Welch, WV	4/8/15	4/22/15	5/20-21/15	6/20/15
Denmar Correctional Center Hillsboro, WV	8/3/15	8/17/15	9/14-15/15	10/15/14
Huttonsville Correctional Center Huttonsville, WV	8/5/15	8/19/15	9/16-18/15	10/18/15
Northern Correctional Center Moundsville, WV	8/31/15	9/14/15	10/12-13/15	11/12/15
Ohio County Correctional Complex Wheeling, WV	9/2/14	9/16/14	10/14-15/15	11/14/15
Parkersburg Correctional Center Parkersburg, WV	9/21/15	10/5/15	11/2-3/15	12/3/15
St Mary's Correctional Center St Mary's WV	9/21/15	10/5/15	11/4-5/15	12/5/15
Pruntytown Correctional Center Grafton, WV	11/30/15	12/14/15	1/11-12/16	2/11/16

Proposed West Virginia PREA Audit Schedule

Facility/Location	Post Notice Date	Pre-Audit Questionnaire Due Date	On-site Audit Date(s)	P)REA Auditor's Summary Report Due Date
Salem Correctional Center Welch, WV	12/2/16	12/16/16	1/13-14/16	2/13/16
Lakin Correctional Center West Columbia, WV	12/21/16	1/4/16	2/1-2/16	3/3/16
Mt Olive Correctional Complex Mt Olive, WV	1/25/16	2/8/16	3/7-9/16	4/8/16
Juvenile Services				
Sam Perdue Juvenile Center Princeton, WV	4/10/15	4/24/15	5/22/15	6/22/15
Tiger Morton Juvenile Center Dunbar, WV	1/8/15	1/22/15	2/19/15	3/21/15
Vicki V. Douglas Juvenile Center Martinsburg, WV	3/5/15	3/19/15	4/16/15	5/16/15
J.M. "Chick" Buckbee Juvenile Center	3/7/16	3/21/16	4/18/16	5/18/16
Donald R. Kuhn Juvenile Dx & Detention Julian, WV	9/8/15	9/22/15	10/20/15	11/21/15
Gene Spadaro Juvenile Detention Center Mt Hope, WV	9/7/15	9/21/15	10/19/15	11/18/15
Northern Regional Juvenile Center Wheeling, WV	9/4/15	9/18/15	10/16/15	11/15/15
Lorrie Yeager Jr. Juvenile Center Parkerburg, WV	9/25/15	10/9/15	11/6/15	12/6/15
Kenneth "Honey" Rubenstein Juvenile Center Davis, WV	12/4/15	12/18/15	1/15/16	2/14/16
Robert L. Shell Juvenile Center Barboursville, WV	9/4/15	9/18/15	10/16/15	10/15/15

CRFQ

RFQ No. 0608-COL150000019

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: _____

Authorized Signature: _____ Date: 11/25/14

State of Florida

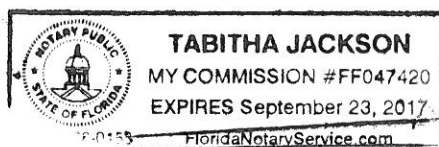
County of Lake, to-wit:

Taken, subscribed, and sworn to before me this 20th day of September, 2014

My Commission expires September 23, 2017

AFFIX SEAL HERE

NOTARY PUBLIC



Purchasing Affidavit (Revised 07/01/2012)

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Correctional Management & Communications Grp, LLC
(Company)

[Signature] President & CEO
(Authorized Signature) (Representative Name, Title)

352 988-5921 352 988-5924 11/28/14
(Phone Number) (Fax Number) (Date)