

FMC Lexington

Mandatory Program Instructional Schedule

Staff Member Camp	Camp AM 8 am-11am M-F	Camp PM A 12-1:30 pm M-F	Camp PM B 1:30-3 pm M-F	Evening M-F	Total Instructional Hours per Week	Instructional Percentage
Donovan, Kevin		SPC GED 1 12-1:30	SCP GED PM 1:30-3 pm	Cmptr 1 M-H 5:30-8	25	62.5%
Leslie, Catherine	Braille AM (8-11 am)	Braille PM (FMC) 12:30-3:30			30	75%
Staff Member FMC	Period A 7:45-9:30 am M-F	Period B 9:30-11 am M-F	Period C 12:30-2:30 pm M-F	Evening M-F		
Russell, Cynthia Teacher	GED 4 A	GED 4 B	GED 4 C		25	62.5%
Frisby, James Teacher Tuesday Late Night	GED 2A	GED 2 B	GED 2C		22	55%
Cole, James Teacher	GED 10 A	GED 10 B	GED 10 C		25	62.5%
Collins, Kristi Teacher	Parenting M-H	GED 9 B	GED 9 C		23.5	58.75%
Rosa, John Education Specialist Monday Late Night	Resume Writing	Spanish GED 3 B	ESL 3 C		22	55%
Brock, Andrew Teacher Wednesday Late Night	GED 8 A	GED 8 B	GED 8 C		22	55%
Mullins, Eric Teacher Thursday Late Night	GED 6 A	GED 6 B	GED 6 C		22	55%
Whallen, Kevin Teacher	GED 5 A	GED 5 B	GED 5 C		25	62.5%

Rutherford, Robin Test Administrator	Test Administrator	Test Administrator	Test Administrator		Exempt per PS 5300.21, 10a	
Cromer, Robert Vocational Instructor	Masonry AM 8-11 am		Building Trades PM 12:30-3:30		30	75%
Shakelford, Vernon	Hort AM 8-11 am		Hort PM 12:30-3:30		30	75%
Collison, Daniel	Culinary Arts 8 am-3				35	87.5%

Semi-Annual Apprenticeship Meeting

AGENDA

12/10/2013

9:00 a.m.

Warden's Conf.
Room

- Review on the job training hour sheets
- Review work process sheets
- Organize work group to ensure compliance with DOL Standards.



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center

3301 Leestown Road
Lexington, KY 40511-8799

December 10, 2013

MEMORANDUM FOR ALL CONCERNED

FROM:


R. Toy, AW(I&E)

SUBJECT:

Apprenticeship Meeting Minutes

- OIA conducted an audit of the apprenticeship program. The findings suggested there are a few areas needing revitalized.
- The goal is to have consistency amongst the program, i.e. inmate to staff ratios, worksheets need to be the same, and supervisors should submit inmate hour sheets to Vernon Shackelford, Apprenticeship Coordinator.
- A Workgroup will be formulated to assist with having a standard procedure. An institution supplement may also be written.
- Changes may need to be made to the work processes, but be realistic and any change must be approved through the DOL. Individual programs are not permitted to make changes without such approval.
- Please ensure all changes in work processes are submitted through Mr. Shackelford, to the Department of Labor (DOL).
- All hour sheets must match the work process sheet that has been filed with the DOL.
- Mr. Maggard & Mr. Mulvaney will be the Workgroup Chairpersons.
- New apprenticeship applications have been on hold. It is our goal to re-open the process after the first of the year, when a level of consistency has been reached.
- Mr. Toy will send out an electronic version of an hour tracking sheet.

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- Remember, re-entry is our focus. We should attempt to continue our current apprenticeship programs. However, they must comply and meet the standard criteria as established by the DOL.

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Staff in attendance:

Randy Toy

Mark Barnes

Kevin Hicks

Jay Johnson

Earl Shaver

Amanda Price

Kenny Coleman

Terry Day

Freddy Garrido

Wesley Tracy

Jeremy Smith

Vincent Miller

David Carpenter

Vernon Shackelford

Michael Maggard

Grace Kindred

Kelvin Hibbard

Julia Merritt

Winston Lansden

Tamara Lyn

Robert Ranum

Jim O'Donnell

Stephen Chase

Anthony Ferrebee

Lizette Browning

Jeanine Stanley

John Rosa

Robin Eads



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center

3301 Leestown Road
Lexington, KY 40511-8799

February 27, 2014

MEMORANDUM FOR ALL CONCERNED

FROM:

R. Toy
R. Toy, AW (I&E)

SUBJECT:

Apprenticeship Meeting Minutes

- The Department of Labor (DOL) John Delgado and Stephen Steed performed an audit of the Apprenticeship program at FMC Lexington, Kentucky.
- A. The Standards of Apprenticeship were reviewed by line item.
 - Section VI - Apprenticeship Agreement should be printed from the RAPIDS program. FMC Lexington, will implement the use of the said form in RAPIDS immediately.
 - Section VII - The Ratio of Apprentices to Journeymen requires a 1:1 ratio. According to DOL staff this is the lowest standard, and the Bureau of Prisons (BOP) may vary based on ability to manage. However, an addendum must be submitted in writing to the DOL requesting such changes to the ratio of apprentices to journeyworkers.
 - DOL staff noted inmates completing apprenticeship programs with the BOP are not journeymen. However, they do receive a certificate of completion from the DOL. Once released from prison, they inmate would still be required to complete and pass a journeyman exam, as well as go through a proper training period.
 - Section IX - Probationary Period states once selected for an apprenticeship, a probation period of 90 days will occur.
 - Section XII - Credit for Previous Experience if demonstrated, will be granted, if registered with the DOL within 45 days. However, it was suggested there are a few exceptions, which will be reviewed on an individual basis. There must be proper supporting documentation.

- Section XVI - Supervision of Apprentices states, "no apprentice will be allowed to work without direct journeyworker supervision." DOL staff indicate any work performed by apprentices within the institution is considered supervised.
- Section XVII - Records and Examinations were reviewed. It was concluded FMC Lexington will continue to standardize work processes. DOL will provide guidance as needed.
- Section XXV - Responsibilities of the Apprentice shall be established in the rules and policies signed by the apprentice upon entering the program. FMC has the right to determine requirements and rules based on security and safety.
- Mr. Steed indicated Mr. Vernon Shackelford is one of the best coordinators he works with.

B. A Compliance Review took place utilizing a checklist tailored to the DOL, but not specific to the BOP. It is utilized as a guideline.

- It was determined when an apprenticeship vacancy is available; inmates are notified via bulletin boards, electronic bulletin boards and e-mails to journeyman. In addition, open house hours exist daily with the coordinator should inmates have any questions.
- A committee should be formulated to rate and qualify inmates if eligible to participate in the apprenticeship program. The committee should be comprised of, but not limited to the SOE, Apprenticeship Coordinator, and appropriate department head and journeyman.
- The DOL recommended all work processes be uniform and exist electronically. Should the BOP desire to change a work-process, they must be submitted in writing through the Apprenticeship Coordinator to the DOL was provide with copies of local work-processes.
- It was suggested a one page outline be established regarding related training. Each related instruction should be no less than 144 hours, per year. DOL indicated the hours for each training category are approximate.

- While FMC is establishing uniform work-process sheets, the current sheets on record were reviewed by Mr. Steed. All items reviewed contained the essential elements: hour tracking, work-processes, and related training. It was recommended to include an evaluation method on the form. If previous credit is given, it must also be well documented on the tracking sheet.
 - Once the work-process sheets are reviewed, they will be posted on the shared drive for staff accessibility.
 - The DOL suggested inmate apprentices track their own hours. At the end of each month, journeyman verifies and submits to the apprenticeship coordinator by scanning. It was suggested the tracking possibly switch to weekly rather than daily recording.
 - The DOL indicated the ability to utilize documents already created by other correctional facilities, with the idea of making them specific to FMC Lexington.
- C. The meeting was concluded by addressing a current complaint against the apprenticeship program at FMC Lexington.

- FMC Lexington offers diverse apprenticeship training.
- Records maintained are within the CFR and DOL guidelines.
- DOL will investigate/audit when complaints are made or there is an immediate need.
- Overall, FMC Lexington staff are striving to have consistency with the work-process forms, to include training hours, evaluations and related training hours. FMC will ensure the journeyman certifies each work-process log submitted by inmate apprentices.
- The meeting was generally positive. DOL staff indicated there were no major issues needing to be addressed. Minor issues as noted in the minutes are being corrected.

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February 2014

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Staff in attendance:

Randy Toy

Jeff Toney

Brent Mulvaney

Vernon Shackelford

Robin Eads

U.S. Department of Labor Office

Of Apprenticeship:

John Delgado

Stephen Steed