
Policy Number: 201.011
Title: Marc Bloomquist “Bring It In” Day
Effective Date: 4/17/25

PURPOSE: The purpose of this policy is twofold: 1) To memorialize Marc Bloomquist, a dear friend and colleague to many, who died suddenly in his home of a heart attack at the age of 48. Marc exemplified the meaning of staff wellness and worked diligently to provide opportunities for staff to engage in team building, practice self-care, and connect with each other. Marc believed in the importance of well-being and the power of laughter. He often used the terms “team bonding” and “bring it in” to describe the activities he sponsored throughout his supervision area; and 2) To promote staff wellness, connectedness, and space to focus on these activities uninterrupted by daily work for one day per year, to truly pause and focus on the importance and health of staff. In the end, the purpose is to have healthy, motivated staff.

APPLICABILITY: Minnesota Department of Corrections, (DOC) Field Services Staff

DEFINITIONS: None

PROCEDURES:

- A. All DOC field services staff are strongly encouraged to take advantage of the opportunity to participate in this annual event. Staff participation and engagement will improve the overall health and well-being of staff and their ability to work together. Appropriate leave may be requested and used if someone chooses not to attend. On the date of this event, the individual offices participating in this event will be closed with neighboring district/office coverage.
- B. The assistant commissioner of community services and reentry identifies a funding source each fiscal year to cover the costs associated with the Marc Bloomquist “Bring It In” Day.
- C. Each field services area designates staff to form a committee to participate in the scheduling, planning, and overall organization of this annual event. Committees must ensure activities will be such that all staff have the ability to participate in the planned activity and obtain written approval from the director of field services prior to finalizing the event. The Activity/Presenter Approval form (attached) and the Request for Approval to Incur Special Expenses form must both be approved by the director of field services.
 - 1. All activities must be focused on staff wellness, team building, and connecting with one another. Field services areas are encouraged to be creative and develop a safe space for staff to share ideas/concerns/insights with each other as well as create a space for new staff to get to know their peers.

Activities may include but are not limited to any of the following:

- a) **Presenters** – Presenters should connect their message/workshop with workplace wellness, self-care, peer support, resiliency, uplifting messages, and/or culture;

- b) **Team Building** – Activities must promote professional development and a positive workplace culture to improve cohesiveness and performance (for example, personality assessment workshop, ropes course with structured team-building built into the activity, and/or nonprofit community service projects).
- 2. No formal and/or required training may take place on this date. Work phones/computers are set aside on this date, to the extent possible, to focus on the content of the day and connecting with each other.

D. **Budgetary Provisions**

- 1. No lodging costs may be incurred by staff.
- 2. Mileage costs (if incurred) must be absorbed through the field services budget.
- 3. Each field services area will be provided the current lunch per diem for each staff person to plan for a meal. In addition, each field services area will be provided up to \$1,000 for contracted or team-building activities referenced in sections B.1.a) and B.1.b), above.
- 4. Each annual allocation must be spent within the fiscal year from the specified budget allotment.
- 5. Each field services area may choose to combine with another field services area in an effort to share costs, such as the cost of a national or more expensive speaker.
- 6. A tool kit must be established and maintained outlining items such as (but not limited to) the following:
 - a) Special expense forms to be used (attached);
 - b) Activity/Presenter Approval forms (attached);
 - c) Contracts for presenters (not to exceed specified dollar amount unless the request for proposals process is followed); and
 - d) Contracts for team building.
- 7. Documentation
 - a) Approved Request for Approval to Incur Special Expenses forms are to be forwarded to central office financial services, with copies to the relevant field services office(s).
 - b) Budget reports, transfer requests, and any other financial and contract documents are also to be sent to financial services.

- c) In addition, the corresponding approved Bring it in Day Activity/Presenter Approval forms must also be forwarded to central office financial services, with copies to the relevant field services office(s).

INTERNAL CONTROLS:

- A. Approved Special Expense Requests along with the associated Activity/Presenter Approval forms are retained by central office financial services according to the retention schedule.
- B. Budget reports and transfer requests are retained by financial services according to the finance retention schedule, including signed copies.

REFERENCES: [DOC Policy 104.303, "Professional and Technical Services Contracts and Other Agreements"](#)
[DOC Policy 104.460, "Special Expenses"](#)

REPLACES: Policy 201.011, "Marc Bloomquist "Bring It In" Day," 11/9/22.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: [Marc Bloomquist – The Person](#) (201.011A) ([Public pdf of 201.011A](#))
[Activity/Presenter Approval Form](#) (201.011B) ([Public pdf of 201.011B](#))
[Request for Approval to Incur Special Expenses](#) (104.460A) ([Public pdf of 104.460A](#))

APPROVALS:

Commissioner of Corrections