DEPARTMENT OF CORRECTIONS

Policy Number: 201.011
Title: Marc Bloomquist "Bring It In" Day
Effective Date: 11/9/22

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 in fun and healthy ways. 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.

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. Staff surveys will be obtained following each event to evaluate the effectiveness of specific activities and/or presenters. The deputy commissioner of reintegration and community services identifies a funding source each fiscal year to cover the costs associated with the Marc Bloomquist "Bring It In" Day.

B. 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. The date and agenda for this annual event must be provided to staff at least 90 days in advance of the event.

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** – Wellness, resiliency, self-care, re-charging/energizing, and/or uplifting messages;

   b) **Team Building** – Insights personality workshop, ropes course, and/or community service/outreach project.

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.

3. Each field services area is responsible for documenting activities for this day to be shared with other field services areas and housed in a central repository (for example, pictures, documents, andspeakers).

C. **Budgetary Provisions**

1. No lodging costs may be incurred by staff.

2. Mileage costs (if incurred) will be absorbed through the field services budget.

3. Each field services area will be provided $41 per staff person to plan for a meal and/or team building activities as well as for any costs related to applicable supplies for these activities. In addition, each field services area will be provided $1,000 for any contracted speaking engagements/presenters.

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) Contracts for presenters (not to exceed specified dollar amount unless the request for proposals process is followed): and

   c) 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.

INTERNAL CONTROLS:

A. Approved Special Expense Requests 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.

ACA STANDARDS: None

REFERENCES: DOC Policy 104.303, Professional and Technical Services Contracts and Other Agreements
DOC Policy 104.460, Special Expenses

REPLACES: 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)
Request for Approval to Incur Special Expenses (104.460A)

APPROVALS:
Deputy Commissioner, Reintegration and Community Services
Deputy Commissioner, Facility Safety and Security
Assistant Commissioner, Organizational and Regulatory Services
Assistant Commissioner, Chief of Staff
Assistant Commissioner, Health, Recovery, and Programming
Assistant Commissioner, Education and Interagency Partnerships