

# Salvation Farms' Vermont Commodity Program Integration at SESCO

*Proposed Contract Language – draft 7/21/14*

## Introduction

Salvation Farms envisions creating and integrating the Vermont Commodity Program (VCP) into Vermont's Correctional Industries in an effort to reduce food loss on farms and decrease our dependence on food from far away sources, making Vermont more independent and resilient.

The VCP vision includes raw bulk cleaning, grading and packing of crops as well as light processing by cooking and freezing, canning, dehydration or other methods of preservation. Resulting products are supplemental to traditional food-sourcing avenues for institutions.

As a result of this contract and a collaborative working relationship, the program will function at industry standards within the structure of a comprehensive and vetted business plan; the Vermont Department of Corrections and Salvation Farms will begin equipping Vermont with a responsive mechanism, dependent on cross-sector partner roles and shared infrastructure, to ensure Vermont retain a majority of its' farm surplus.

A major component of the program is to engage inmates in a meaningful work experience that positively impacts Vermont communities all while providing them with marketable food-industry literacy and skills.

## Deliverables - Contractor will...

### 1) Crew – Work

- a. Develop and present to inmate work crew members a program and work responsibilities orientation defining the inmate commitment and what will happen in what timeframe pertaining to both work and education (*End of Year 1, Document Components*)
- b. Provide inmate crew oversight and management; includes meeting with SESCO VOWP Supervisor & Assistant Superintendent to discuss program/crew needs and/or concerns
- c. Develop and implement inmate crew member training; on the job and formal certificate trainings (*End of Year 1, Document Components*)
- d. Attend recommended DOC specific trainings when able

### 2) Crew – Education

- a. Develop, integrate and/or deliver, and maintain vocational trainings to include GAP/GHP, OSHA, 1<sup>st</sup> Aid/ CPR; define what is required and what is optional, including testing and/or certification options (*End of Year 2, Document Modules, Timeline & Instructors*)
- b. Develop, integrate and/or deliver, and maintain educational offerings that place the VCP work into context including but not limited to the following: documentaries, industry guests (in person or Skype), guest instructors, readings, discussions, etc. (*End of Year 2, Document Modules, Timeline & Instructors/Guests*)
- c. Develop and institute program evaluation strategies that meet DOC approval to assess impact of VCP crew participation on inmate crew members including but not limited to voluntary pre- and post-crew participation as well as post- release surveys (*End of Year 1, Documents*)

### 3) Systems – Work Space

- a. Develop, integrate, and maintain Standard Operational Procedures for the VC P produce packing space (“Produce Barn”) at SESCOF to include: crop specific packing, hygiene, incoming, outgoing, compost, emergency, crew/inmate movement, etc. *(End of Year 1, Annually Document New Crop SOPs)*
  - b. Develop, integrate, and maintain daily on-site procedures specific to SESCOF schedule and needs for the VCP Director when Produce Barn is in operation; start and end time, paperwork, etc. *(End of 1<sup>st</sup> Quarter Year 1, Document Procedures)*
  - c. Adapt, institute, and maintain Produce Barn supplies inventory process, meeting SESCOF/DOC standards *(End of 1<sup>st</sup> Quarter Year 1, Document Procedures)*
  - d. Maintain supplies inventory
- 4) Systems – Product Movement & Inventory
- a. Develop, institute, and follow communication systems for informing and obtaining approval for all incoming and outgoing product, create as regular a schedule as is possible, i.e. when renovation is complete schedule regular incoming and outgoing days & times. *(End of 2<sup>nd</sup> Quarter Year 1, Document Process and Communication Tools)*
  - b. Coordinate and maintain product transportation arrangements
- 5) Systems – Reports/Reporting
- a. Report monthly to DOC activities associated with invoices
  - b. Develop, implement, and refine as needed data tracking and reporting systems for the following: *(End of Year 1, Document Process & Tracking Tools)*
    - i. Incoming and outgoing products; including compost & culls to SESCOF kitchen
    - ii. Inmate participation; individuals, hours worked
    - iii. Crops; crops sources, distribution, and method of transport
    - iv. Funding acquired to support VCP integration into SESCOF work and learn opportunities
- 6) Systems – Communication
- a. Lead and support the integration of VCP activities and communication into DOC/SESCOF practices
  - b. Some funding communication - Monthly reporting applied, denied, and received (in brief summary attached to invoice and activities report)
  - c. Quarterly Meetings with Contract Manager and on-site supervisor and/or key Central Office Staff, to discuss program progress and challenges
- 7) Integration, Expansion, & Stabilization - With Contract Manager, SESCOF & Central Office Staff
- a. Develop, present, and refine a Correction Education Integration Plan to include: *(1<sup>st</sup> Draft End of Year 1, 2<sup>nd</sup> Draft End of Year 2)*
    - i. VCP Educational Curriculum; instructors, module development, certifications, etc.
    - ii. VCI Business Plan development and strategic planning for integration; budgets, revenue, products, markets, staff, inmate compensation, infrastructure, food liability, labeling, etc.
  - b. Develop, present, and refine Infrastructure Build-out Plan - needs, timeline, cost, etc. for VCP raw processing and storage with eventual integration of a certified processing kitchen and additional storage infrastructure. *(1<sup>st</sup> Draft End of Year 1, 2<sup>nd</sup> Draft End of Year 2)*
  - c. Create an Inmate Work and Learn Plan – integrate, with DOC Staff, structure for inmates to move from Master Gardener Program and garden work crew into the Vermont Commodity

- Vocational Program and crew. Incorporate a reentry component that identifies appropriate transitional food-system based work opportunities for inmates who successfully worked and learned on the VCP crew and completed the Vermont Commodity Vocational Program. (*1<sup>st</sup> Draft End of Year 1, 2<sup>nd</sup> Draft End of Year 2*)
- d. Develop and implement a plan to support SESCOF staff & kitchen crew on VCP cull utilization, i.e. VCP crew prep VCP culls. (*End of 2<sup>nd</sup> Quarter Year 1 Document & Begin Implementing Plan*)
  - e. Develop a plan to integrate SESCOF vegetable production washing and packing into the VCP work crew responsibilities and Produce Barn activities; support by defining terms and processes for shared use of space and crew (*End of Year 2, Document & Present Plan*)
  - f. Develop and present a Compost Plan to collect and divert biodegradables from SESCOF Garden, Kitchen and the Produce Barn so to be in compliance with Act 148. (*End of Year 1, Document*)
  - g. Create and present plan to connect the VCP activities at SESCOF to VOWP participation in gleaning statewide (*End of Year 1, Document*)
  - h. DOC will provide the contractor staff with work stations that include computer with internet access and phone for one primary program (Dir.) and one secondary administrative (Ex. Dir.) (*End of 1<sup>st</sup> Quarter Year 1*)