

# **Vermont Commodity Program – A Vermont Correctional Industry**

*Proposed Contract Language – draft 8/29/15, revised 9/13/15*

## **Introduction**

Salvation Farms envisions creating and integrating the some Vermont Commodity Program (VCP) activities into becoming a new Vermont's Correctional Industries in an effort to reduce food loss on farms and decrease our dependence on food from far away sources. This will make-ing Vermont more independent and resilient while providing valuable workforce development opportunities for our state's incarcerated.

The VCP vision includes raw bulk cleaning, grading and packing of crops and could evolve to include light processing by cooking and freezing, canning, dehydration or other methods of preservation. Resulting products would be supplemental to traditional food-sourcing avenues for institutions and emergency food sites.

As a result of this contract and a collaborative working relationship, the program will function at food industry standards within the structure of a comprehensive and vetted business plan; the Vermont Department of Corrections and Salvation Farms will equip Vermont with a responsive resource, dependent on cross-sector partners and shared infrastructure, to ensure Vermont retain farm surplus currently going to waste.

A major component of the resulting industry will be the enhanced and meaningful work experience provided to inmates that positively impacts Vermont communities all while providing them with marketable food-industry literacy and skills.

The resulting industry business plan and vocational elements, if implemented, will be run under the direction and expense of the Vermont Department of Corrections.

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### Deliverables

*Salvation Farms, as contractor, can be expected to meet the deliverables below only with the direct support and collaboration from key central office staff of the Vermont Department of Corrections, including but not limited to: Corrections Education/Correctional Industries, Program Services Director, Director of Correctional Facilities, Restorative and Community Justice Executive, and the office of the Commissioner & Deputy Commissioner.*

- 1) Develop a Correctional Industry Business Plan to include budgets (revenue & expenses), products, markets, staff, inmate compensation, infrastructure, food liability, labeling, etc. - *Due at the end of the contract year/SFY 16*
  - a. Develop communication protocol and security procedures ~~system~~ for receiving and shipping produce and establish security procedures, and create as regular a schedule as is possible with incoming and outgoing days & times.  
*Deliverables: Documented Processes and Communication Tools*  
*DOC Staff Partners: Director of Facilities, Security, & Correctional Industries Director*
  - b. ~~Establish and~~ Define product sourcing and transportation relationships – draft Memorandum of Understanding for non-profit and for-profit partners  
*Deliverable: Documents*  
*DOC Staff Partners: Director of Facilities, Security, & Correctional Industries Director*
  - c. Develop data tracking and reporting systems for the following:
    - i. Incoming and outgoing products; including compost, culls to DOC facility kitchens, & culls to VCP minimal processing (on & off site)
    - ii. Inmate participation; individuals, hours worked
    - iii. Crops; types, volumes, sources, distribution, and method of transport
    - iv. “VCP Associated Fee” crop specific worksheets*Deliverables: Documented Process & Tracking Tools*  
*DOC Staff Partner: Correctional Industries Director*
  - d. Develop a program and work responsibilities orientation defining inmate commitment - what will happen in what timeframe specific to both work and education  
*Deliverable: Document Components*  
*DOC Staff Partners: Corrections Education & Correctional Industries Directors*

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- e. Define ~~develop~~ inmate crew member on the job training components; ~~on the job and formal certificate trainings~~

Deliverable: Document Components

DOC Staff Partners: Corrections Education & Correctional Industries Directors

- f. Develop Standard Operating ~~on~~ Procedures for the VCP produce raw packing space to include: crop specific packing, worker hygiene, incoming & outgoing product, compost, emergency, crew/inmate movement, etc.

Deliverable: Documents

DOC Staff Partner: Correctional Industries Director

- g. Develop daily procedures specific to DOC facility schedules and needs for the VCP Industry staff when VCP Industry space is in operation; start and end time, paperwork, etc.

Deliverable: Document Procedures

DOC Staff Partners: Director of Facilities, Security, & Correctional Industries Director

- h. Develop a supplies inventory process that meets DOC standard

Deliverable: Documents & Procedure

DOC Staff Partners: Director of Facilities, Security, & Correctional Industries Director

### 2) Develop a Vocational Program Plan - *Due at the end of the contract year*

- a. Develop vocational trainings to include GAP/GHP, ServSafe/GMP, OSHA, 1<sup>st</sup> Aid/CPR; define what is required and what is optional, including testing and/or certification options

Deliverable: Document Modules, Timeline, & Instructors

DOC Staff Partners: Correctional Industries Director, Corrections Education, & Program Services Director

- b. Develop educational offerings to put the VCP work into context including, but not limited to, the following: documentaries, industry guests (in person or Skype), guest instructors, readings, discussions, etc.

Deliverable: Document Modules, Timeline & Instructors/Guests

DOC Staff Partners: Corrections Education & Program Services Director

- c. Develop program evaluation strategies to assess impact of VCP crew participation on inmates including but not limited to voluntary pre- and post-crew participation as well as post- release surveys

Deliverable: Documents

DOC Staff Partners: Program Services Director & Corrections Education

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- 3) ~~Develop an Infrastructure Considerations Document for VCP raw processing and storage with eventual integration of a certified processing kitchen and additional storage infrastructure. (1<sup>st</sup> Draft)~~
- 4) Develop and present a Compost Plan to collect and divert biodegradables from the VCP Industry so to be in compliance with Act 148. - *Due at the end of the contract year*  
Deliverable: Documents  
DOC Staff Partners: Director of Correctional Facilities, Correctional Industries Director, & Corrections Education
- 5) Develop and present a plan to support the VCP Industry with committed VOWP (Work Release, Pre-Trial, etc.) participation in gleaning statewide and participation in Salvation Farms community-based VCP activities - *Due at the end of the contract year*  
Deliverable: Documents  
DOC Staff Partners: Deputy Commissioner, Program Services Director, Corrections Education, Restorative and Community Justice Executive
- 6) ~~Develop a plan to support DOC kitchen staff & crew use of VCP cull (Document)~~
- 7) ~~Develop an Inmate Work and Learn Plan for inmates to move from Master Gardener Program and garden work crew into the VCP Industry/Vocational Program. Incorporate a reentry component that identifies appropriate transitional food system based work opportunities for inmates who successfully worked, learned, and completed the VCP Industry/Vocational Program. (1<sup>st</sup> Draft)~~
- 8) ~~Develop a plan to integrate DOC facility vegetable production washing and packing into the VCP work crew responsibilities and activities; support by defining terms and processes for shared use of space and crew (Document & Present Plan)~~
- 9) Monthly Meetings with Contract Manager and/or key Central Office Staff, to discuss program progress and challenges

### Contractor Rate

A rate of \$60 per hour will be charged to for the service of meeting the above described deliverables regardless of the specific Salvation Farms' team member performing the work.