

# Department of Corrections

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**Schedule of Travel for Executive Positions  
Calendar Year 2017**

<b>Name:</b> CARRIE BELDEN				
<b>Position:</b> Division Director				
<b>Organization:</b> Division of Probation and Parole				
		Department of Corrections		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
2/1/17		Conduct legislative presentation with Senator John Coghill to discuss the changes and impact of Senate Bill 91	Juneau	344
2/15/17	2/16/17	Attend the House Finance Subcommittee Hearing; conduct legislative presentation on pretrial and electronic monitoring (trip cancelled)	Juneau	11
2/22/17	2/23/17	Conduct annual audit of Region II, Juneau probation office; attend the Alaska Criminal Justice Commission Meeting	Juneau	717
9/19/17	9/22/17	Attend network meeting for probation and parole executives (National Institute of Corrections provided airfare and reimbursed the state for expenses on meals, lodging, baggage fees and parking amounting to \$704)	Madison, WI	
10/8/17	10/14/17	Attend Interstate Commission for Adult Offenders Supervision Meeting (personal deviation on 10/14/17; ICAOS reimbursed expenses on airfare, lodging, meals, baggage fees and surface transportation amounting to \$1,677)	Pittsburgh, PA	278
11/1/17	11/2/17	Attend probation and court meetings	Utqiagvik	757
11/16/17		Attend probation and court meetings	Kotzebue	440
11/30/17		Attend the pretrial meeting with the Dillingham probation office staff (trip cancelled)	Dillingham	25
<b>TOTAL: CARRIE BELDEN</b>				<b>2,572</b>

**Schedule of Travel for Executive Positions  
Calendar Year 2017**

<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
		<b>Name: BRUCE BUSBY</b>		
		<b>Position: Division Director</b>		
		<b>Organization: Division of Institutions</b>		
		<b>Department of Corrections</b>		
1/9/17	1/13/17	Attend meeting with Department of Corrections Commissioner Dean Williams and Spring Creek Correctional Center Superintendent William Lapinskas regarding segregation efforts; conduct site visit of Hiland Mountain Correctional Center (HMCC)	Anchorage; Eagle River	1,294
1/30/17	1/31/17	Conduct meeting at Anchorage central office to correct personnel issues for better management	Anchorage	758
3/13/17	3/17/17	Visit site of Anchorage Correctional Center (ACC) and Goose Creek Correctional Center (GCCC)	Anchorage; Wasilla	1,142
4/3/17	4/5/17	Conduct interviews for the chief time accounting officer position; visit GCCC	Anchorage; Wasilla	901
4/24/17	4/27/17	Visit site of ACC, HMCC, and GCCC; facilitate the deputy director interviews (used unused ticket, new ticket \$240)	Anchorage; Eagle River; Wasilla	994
5/7/17	5/10/17	Attend the pre-planning meeting to discuss the upcoming Norway visit; conduct facility visit of HMCC and GCCC	Anchorage; Eagle River; Wasilla	1,101
5/22/17	5/23/17	Conduct new employee orientation for the new deputy director, Division of Institutions; conduct meeting with HMCC and GCCC staff	Anchorage; Eagle River; Wasilla	785
6/12/17	6/16/17	Conduct site visit of ACC; conduct suicide investigation at Fairbanks Correctional Center (FCC); meet with FCC staff	Anchorage; Fairbanks	1,362
7/5/17	7/7/17	Attend Human Resources meeting and superintendent changeover; meet with staff of ACC and GCCC	Anchorage; Wasilla	1,148
7/11/17		Conduct disciplinary training at Ketchikan Correctional Center	Ketchikan	411
7/24/17	7/28/17	Conduct site visit of ACC; conduct audit of FCC and Wildwood Correctional Center (WCC); site visit of the facilities	Anchorage; Fairbanks; Kenai	1,858
8/14/17	8/25/17	Conduct facility audit of ACC; attend executive meetings; conduct investigation at FCC	Anchorage; Fairbanks	3,549
8/27/17	9/1/17	Conduct incident investigation at Yukon-Kuskokwim Correctional Center on inmate escape	Bethel	2,596

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<b>Name:</b> BRUCE BUSBY				
<b>Position:</b> Division Director				
<b>Organization:</b> Division of Institutions				
		Department of Corrections		
Dates Traveled		Purpose of Trip	Destination	Travel Total
Begin	End			
9/13/17	9/20/17	Meet with Seward Correctional Center (SCC) staff; conduct reviews of SCC	Seward	1,623
9/22/17	10/1/17	Participate in viewing the Norway prison system set up to look at incorporating their system to what works for the Department of Corrections (third party directly paid for lodging, reimbursed the state for airfare and agent fee amounting to \$1,631)	Oslo, Norway	1,082
10/10/17	10/13/17	Conduct superintendent interviews; facilitate the academy presentation (trip cancelled; unused ticket transferable to be used in the future)	Anchorage; Palmer	4
<b>TOTAL: BRUCE BUSBY</b>				<b>20,608</b>

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<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
<b>Name: KAREN CANN</b>				
<b>Position: Deputy Commissioner</b>				
<b>Organization: Department of Corrections</b>				
1/30/17	2/1/17	Meet with Juneau central office staff; work with Department of Corrections Commissioner Dean Williams during the legislative session meetings	Juneau	885
3/9/17	3/10/17	Visit site of Yukon-Kuskokwim Correctional Center, Bethel probation office, and Bethel court office; meet with Mayor Richard Robb and Chief of Police Burke Waldron regarding Representative Zach Fansler intent language for electronic monitoring at Bethel	Bethel	635
3/23/17	3/24/17	Facilitate space reviews of the new office for pretrial; meet with Fairbanks Correctional Center staff; conduct interviews of applicants for the probation officer III recruitment	Fairbanks	406
4/4/17	4/7/17	Meet with Juneau central office staff, and Juneau probation office staff; attend community meetings; conduct interviews for probation officer III recruitment	Juneau	1,122
4/18/17	4/20/17	Conduct reentry coalition presentation; meet with Juneau probation office staff regarding electronic monitoring, pretrial supervision and sex offender treatment	Juneau	868
5/5/17		Attend the mayors meeting	Kodiak	535
8/30/17		Look for possible locations of the new pretrial office at Juneau	Juneau	503
11/1/17	11/2/17	Meet with Utqiagvik probation office staff to discuss the probation and pretrial duties	Utqiagvik	846
11/13/17	11/15/17	Speak with probation office staff and community jails regarding probation and pretrial duties	Ketchikan; Sitka	1,211
11/16/17		Meet with Kotzebue probation office staff and community jails regarding probation and pretrial duties	Kotzebue	602
11/29/17	12/1/17	Attend the Council on Domestic Violence and Sexual Assault Board Meeting	Kodiak	756
<b>TOTAL: KAREN CANN</b>				<b>8,369</b>

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<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
<b>Name: GERI MILLER-FOX</b>				
<b>Position: Division Director</b>				
<b>Organization: Division of Pretrial Services</b>				
<b>Department of Corrections</b>				
1/10/17	1/11/17	Visit community jails; attend community meetings	Kotzebue; Fairbanks	165
1/18/17	1/20/17	Meet with Juneau central office staff; conduct research for possible physical locations of a new division for the Department of Corrections	Juneau	804
1/31/17	2/4/17	Facilitate legislative presentations; attend state office meetings	Juneau	1,286
2/5/17	2/6/17	Meet with Fairbanks Mayor Jim Matherly and Fairbanks Chief of Police Eric Jewkes; meet with University of Alaska Fairbanks Justice Department Mike Daku; meet with medical specialist Paul Finch	Fairbanks	510
2/15/17	2/18/17	Conduct presentation about the pretrial services unit, electronic monitoring and progress report on the development of the division	Juneau	1,049
3/5/17	3/7/17	Conduct review of the Fairbanks office for purpose of remodeling	Fairbanks	654
3/9/17	3/10/17	Visit of Yukon-Kuskokwim Correctional Center, Bethel probation office, and Bethel court office; meet with Mayor Richard Robb and Chief of Police Burke Waldron regarding Representative Zach Fansler intent language for electronic monitoring at Bethel	Bethel	624
3/23/17	3/24/17	Facilitate space reviews of the new office for pretrial; meet with Fairbanks Correctional Center staff; conduct interviews of applicants for the probation officer III recruitment	Fairbanks	395
4/4/17	4/8/17	Meet with Juneau central office staff, and Juneau probation office staff; attend community meetings; conduct interviews for Probation Officer III recruitment	Juneau	1,244
4/12/17	4/13/17	Meet with medical specialist Paul Finch, Junior, Physician Assistant to talk about vivitrol; meet with Fairbanks Mayor Jim Matherly and Fairbanks Chief of Police Eric Jewkes	Fairbanks	528
4/18/17	4/20/17	Conduct presentation on Reentry Coalition; meet with Juneau probation office staff regarding electronic monitoring, pretrial supervision and sex offender treatment	Juneau	853

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<b>Name:</b>		<b>GERI MILLER-FOX</b>		
<b>Position:</b>		<b>Division Director</b>		
<b>Organization:</b>		<b>Division of Pretrial Services</b>		
		<b>Department of Corrections</b>		
<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
5/21/17	5/24/17	Visit Ketchikan Correctional Center; visit local law enforcement regarding the community jail; meet with the local native groups to discuss working together with future projects on transitional services	Ketchikan; Craig	2,478
6/3/17	6/7/17	Attend the National of Institute Corrections (NIC) Pretrial Executive Conference (third party directly paid for airfare and reimbursed the state for lodging, meals and surface transportation amounting to \$711)	Indianapolis, IN	15
8/3/17	8/4/17	Conduct site visits of the Juneau pretrial office locations	Juneau	832
8/6/17	8/11/17	Attend the NIC orientation for new pretrial executives (airfare paid by 3rd party and reimbursed state for expenses on meals, hotel and surface transportation amounting to \$1,226)	Denver, CO	
9/17/17	9/22/17	Attend the Southeast Conference Annual Meeting in Haines; review office space in Juneau; meet with Administrative Services Director April Wilkerson (drove state vehicle placed at Juneau ferry)	Haines; Juneau	1,219
9/24/17	9/29/17	Attend the NIC Pretrial Executive Networks (airfare paid directly by 3rd party and reimbursed state on lodging; meals and surface transportation amounting to \$766)	Tucson, AZ	87
10/18/17	10/20/17	Visit site of Fairbanks Pretrial Office; meet with locals of Fairbanks	Fairbanks	467
10/31/17	11/7/17	Conduct training at Cordova community jail; facilitate a press release	Cordova	2,649
11/9/17	11/11/17	Attend legislative session meetings (trip cancelled)	Juneau	4
12/4/17	12/5/17	Conduct training with community jail on pretrial assessments and supervision	Kotzebue	852
12/17/17	12/20/17	Meet with Fairbanks probation office staff; attend training with North Slope Borough regarding pretrial assessment	Utqiagvik	1,205
<b>TOTAL: GERI MILLER-FOX</b>				<b>17,920</b>

**Schedule of Travel for Executive Positions  
Calendar Year 2017**

<b>Name:</b> CLARE SULLIVAN				
<b>Position:</b> Deputy Commissioner				
<b>Organization:</b> Department of Corrections				
<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
6/21/17		Attend the signing of House Bill 23	Fairbanks	289
8/6/17	8/10/17	Meet with Director of Administrative Services April Wilkerson to discuss budget; meet with Division Director of Institutions Bruce Busby regarding institutions; meet with Juneau central office staff	Juneau	1,350
8/13/17	8/14/17	Meet with Wildwood Correctional Center Superintendent (WCC) Shannon McCloud to talk about the upcoming Norway prison visit; visit inmate employer locations at Kenai; meet with WCC staff	Kenai	397
8/18/17	8/19/17	Investigate incident at Fairbanks Correctional Center	Fairbanks	244
9/5/17	9/8/17	Meet with Director of Administrative Services April Wilkerson about budget issues and short staff	Juneau	1,190
10/2/17	10/5/17	Meet with Director of Administrative Services April Wilkerson; attend budget meetings with the Office of the Governor (trip cancelled)	Juneau	4
10/15/17	10/19/17	Attend the Alaska Federation of Natives Annual Convention with Department of Corrections (DOC) Commissioner Dean Williams; attend meeting regarding the DOC budget; conduct interviews of applicants for the legislative liaison position	Juneau	929
11/5/17	11/8/17	Attend legislative session meetings	Juneau	1,297
<b>TOTAL: CLARE SULLIVAN</b>				<b>5,700</b>



**Schedule of Travel for Executive Positions  
Calendar Year 2017**

<b>Name:</b> APRIL WILKERSON				
<b>Position:</b> Division Director				
<b>Organization:</b> Division of Administrative Services				
Department of Corrections				
<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>			
4/26/17	4/28/17	Attend meetings about the Fiscal Year 2018 budget and supplemental strategy	Anchorage	774
10/4/17	10/6/17	Attend the House Subcommittee Meeting on Criminal Justice Reform	Anchorage	786
10/10/17	10/11/17	Attend the Federal Bureau of Investigation Criminal Justice Information Services Security Policy Meeting	Anchorage	514
12/13/17	12/15/17	Prepare for the upcoming legislative sessions; conduct budget review and supplemental meetings; attend the Alaska Correctional Officers Association and the Collective Bargaining Unit Supposal discussions	Anchorage	818
<b>TOTAL: APRIL WILKERSON</b>				<b>2,892</b>

**Schedule of Travel for Executive Positions  
Calendar Year 2017**

Dates Traveled		Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
Begin	End								
Name: DEAN WILLIAMS Position: Commissioner Organization: Department of Corrections									
1/3/17	1/4/17	Meet with Administrative Services Director April Wilkerson to discuss budget and various projects for the Department of Corrections (DOC) and to prepare for the upcoming legislative sessions	Juneau		542	90	169	11	812
1/10/17	1/11/17	Visit community jails; attend community meetings (due to weather condition, flight was diverted to Fairbanks, employee was aboard with the Department of Public Safety King Air aircraft )	Nome; Kotzebue; Fairbanks			90	30		120
1/15/17	1/20/17	Attend legislative session meetings	Juneau		477	250	450	15	1,192
1/24/17	1/27/17	Attend legislative session meetings	Juneau		632	210	270	15	1,127
1/29/17	2/4/17	Attend legislative session meetings	Juneau		624	374	540	15	1,553
2/6/17		Meet with Fairbanks Mayor Jim Matherly and Fairbanks Chief of Police Eric Jewkes; meet with University of Alaska Fairbanks Assistant Professor, Justice Department Mike Daku; meet with medical specialist Paul Finch, Jr, Physician Assistant regarding possible vivitrol availability at Fairbanks	Fairbanks		194	45		15	254
2/8/17	2/10/17	Attend the Rockefeller Fund Prison Reform Convening; attend legislative session meetings (trip to New York, NY was cancelled due to weather, employee did not make it out of Seattle but re-routed to Juneau, third party reimbursed state for airfare and lodging amounting to \$458)	New York, NY; Juneau		512	161	90	19	782
2/12/17	2/17/17	Attend legislative session meetings	Juneau		589	298	450	15	1,352

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Calendar Year 2017**

Name:		DEAN WILLIAMS							
Position:		Commissioner							
Organization:		Department of Corrections							
Dates Traveled Begin	End	Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
2/20/17	2/24/17	Attend legislative session meetings	Juneau		560	238	360	4	1,162
2/26/17	3/3/17	Attend legislative session meetings	Juneau		619	330	450	15	1,414
3/5/17	3/10/17	Attend legislative session meetings	Juneau		577	298	450	4	1,329
3/13/17	3/17/17	Attend the Fairbanks Sobering Center Declaration of Support signing; attend legislative session meetings	Fairbanks; Juneau		1,011	254	345	19	1,629
3/20/17	3/24/17	Attend legislative session meetings	Juneau		564	270	360	15	1,209
3/27/17	4/10/17	Attend legislative session meetings	Juneau		691	870	1,260	26	2,847
4/12/17	4/13/17	Meet with Paul Finch, Junior, Physician Assistant to talk about Vivitori; meet with Fairbanks Mayor Jim Matherly and Chief of Police Eric Jewkes	Fairbanks		378	90	136	15	619
5/5/17		Attend the mayors meeting	Kodiak		491	45		15	551
5/9/17		Attend the pre planning meeting for the upcoming travel to Norway with the Prison Law Group	Fairbanks		515	45		8	568
5/10/07		Conduct a tour with the Prison Law Group of the Alaska prison and jail system	Nome		344	45		4	393
5/21/17	5/24/17	Visit site at Ketchikan Correctional Center, visit community jail	Ketchikan; Craig		1,372	210	741	30	2,353
5/31/17	6/7/17	Attend the National Governors Association Expanding Opioid Treatment Meeting (employee has personal deviation on 6/1 - 6/2/17, employee reimbursed state with \$2 for personal, third party paid for airfare)	Boston, MA		253	371	914	8	1,546

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Calendar Year 2017**

Dates Traveled		Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
Begin	End								
6/29/17		Meet with Tanana Chief Victor Joseph and with Tanana staff for reentry efforts	Fairbanks		204	45		4	253
7/11/17	7/12/17	Meet with Mayor Richard Beneville and City Manager Thomas Moran	Nome		655	90	250	4	999
8/7/17	8/10/17	Meet with Administrative Services Director April Wilkerson to discuss budget and various projects for DOC; meet with Institution Directors Office Division Director Bruce Busby; meet with Juneau central office staff	Juneau		563	210	567	11	1,351
8/14/17		Meet with Wildwood Correctional Center Superintendent Shannon McCloud to talk about the Norway visit; meet with WWCC employees; visit inmate employer locations at Kenai	Kenai		103	45		22	170
8/16/17	8/22/17	Attend the Association of State Correctional Administrators summer conference; conduct presentation on a topic, A Crisis of Confidence-When Trust Breaks Down in the Correctional System.	St. Louis, MO		1,196	351	1,408	4	2,959
8/29/17		Attend cabinet meeting with Governor Bill Walker	Bethel		356	45		4	405
8/30/17	8/31/17	Present the Denali Awards to employees of Spring Creek Correctional Center (state vehicle used)	Seward			90	255	4	349
9/17/17	9/21/17	Attend the Southeast Conference Annual Meeting in Haines	Haines		473	304	647	33	1,457

**Schedule of Travel for Executive Positions  
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Name:		DEAN WILLIAMS							
Position:		Commissioner							
Organization:		Department of Corrections							
Dates Traveled Begin	End	Purpose of Trip	Destination	Conference Fees	Transportation Costs	M & IE	Lodging Expenses	Other Expenses	Travel Total
9/23/17	10/1/17	Participate in viewing the Norway prison system set up with their recidivism rates as one of the lowest in the world for Alaska to attempt incorporating what they have done for their system that works for DOC (lodging and some meals were provided by the third party; reimbursed the state on airfare amounting to \$1,880)	Oslo, Norway		116	705			821
10/2/17	10/4/17	Meet with Administrative Services Director April Wilkerson regarding DOC budget; attend meeting with the Office of Management and Budget regarding Fiscal Year 2019 budget (trip cancelled)	Juneau					4	4
10/8/17	10/9/17	Conduct interview of applicants for the Legislative Liaison position	Juneau		555	90	179	11	835
10/10/17	10/12/17	Attend local community meetings regarding substance abuse treatment center	Nome		291	150	370	11	822
10/15/17	10/17/17	Attend the Bristol Bay Reentry Task Force meeting	Dillingham		606	150	400	11	1,167
10/23/17		Visit the new pretrial office at Fairbanks; meet with Special Assistant Trina Bailey; present certificate of awards to Fairbanks Correctional Center staff; attend the Alaska Council on the Homeless meeting	Fairbanks		227	45		4	276
10/27/17	10/28/17	Attend legislative session meetings	Juneau		616	90	179	15	900
10/29/17	11/4/17	Attend legislative session meetings; conduct media release for pretrial agreement	Juneau; Cordova		564	390	711	22	1,687

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<b>Name:</b>		<b>DEAN WILLIAMS</b>							
<b>Position:</b>		<b>Commissioner</b>							
<b>Organization:</b>		<b>Department of Corrections</b>							
<b>Dates Traveled</b>		<b>Purpose of Trip</b>	<b>Destination</b>	<b>Conference Fees</b>	<b>Transportation Costs</b>	<b>M &amp; IE</b>	<b>Lodging Expenses</b>	<b>Other Expenses</b>	<b>Travel Total</b>
<b>Begin</b>	<b>End</b>								
11/5/17	11/15/17	Attend legislative session meetings; attend the 50 State Summit on Public Safety (for out of state trip, third party provided lodging and reimbursed state for some portion of meals and surface transportation amounting to \$190)	Juneau; Washington D.C.		1,171	709	263	15	2,158
11/19/17	11/20/17	Attend budget meeting with the Office of the Governor	Juneau		628	90	142	11	871
<b>TOTALS: DEAN WILLIAMS</b>				-	<b>14,611</b>	<b>6,469</b>	<b>10,142</b>	<b>358</b>	<b>40,296</b>

M & IE column contains meals and incidental allowance

Other Expenses column includes E-Travel Office service fees, hotel charges (such as phone, computer, and internet usage), and other incidental expenses