

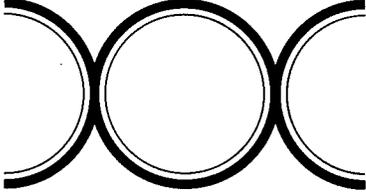
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Minnesota Department of Corrections

The logo consists of three overlapping circles. The left circle is partially cut off on the left side, the middle circle is fully visible, and the right circle is partially cut off on the right side. The circles are drawn with a double-line border.

Prairie Correctional Facility 1995 Report to the Legislature

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Prairie Correctional Facility
1995 Report to the Legislature

The total cost of salaries, printing and supplies
incurred in development and preparation
of this report was \$1,847
(reported as required by M.S. §3.197).

This report will be provided
in alternative format upon request.

Minnesota Department of Corrections
450 North Syndicate Street
300 Bigelow Building
St. Paul, Minnesota 55104
612/642-0200
February 1, 1995

1995 Report to the Legislature

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Appendix A - Letter from Craig Currie, Dorsey & Whitney, to Deputy Commissioner James Bruton (dated January 17, 1994)

Appendix B - Letter from Commissioner Frank Wood to (then) PCF Warden Charles Buchholz (dated August 12, 1994)

Appendix C - Letter from Craig Currie, Dorsey & Whitney, to Commissioner Frank Wood (dated September 16, 1994)

Appendix D - Letter from Warren Spannaus, Dorsey & Whitney, to Commissioner Frank Wood (dated December 22, 1994)

Appendix E - Letter from Commissioner Frank Wood to Warren Spannaus, Dorsey & Whitney (dated January 24, 1995)

1995 Report to the Legislature

Legislative Directive

The 1994 Minnesota Legislature directed the commissioner of corrections to study the feasibility of purchasing the Prairie Correctional Facility in the City of Appleton.

Minnesota Laws (1994), Chapter 636, Art. 1, §5, subd. 5, directs that the study must address "...the availability of the facility; the purchase price of the facility; suitability of the facility for state use; capital and other improvements needed, and their cost, in order to ensure that the facility meets applicable state and federal standards; and operating costs of the facility. The commissioner of administration shall provide assistance to the commissioner of corrections as needed. The study must be

reported by February 1, 1995, to the chairs of the senate crime prevention and house judiciary committees, the chairs of the senate crime prevention and house judiciary finance divisions, and the chairs of the senate finance and house ways and means committee. If the facility becomes available when the legislature is not in session, the governor, after consulting with the legislative advisory commission under Minnesota Statutes, section 3.30, may direct the commissioner to enter into agreements concerning the facility."

This report was developed in response to the legislative directive.

1995 Report to the Legislature

Background

The Minnesota Department of Corrections (DOC) initially became aware of the Prairie Correctional Facility (PCF) in mid-1990 when the City of Appleton formed the Appleton Development Corporation for the purpose of the construction of a prison in Appleton. Bonds for the facility were issued under the Appleton Economic Development Authority. In June, 1990, the issue of the DOC oversight and licensing authority was discussed with the Appleton committee and the Honorable Chuck Brown, State Representative, Appleton. The DOC licensing authority lies in Minnesota Statutes §241.021.

In October, 1990, the Appleton Development Corporation was authorized by the DOC to move forward with the PCF project. Ground-breaking ceremonies were held for the PCF in November, 1990. On March 24, 1993, the DOC formally issued a license to the Appleton Prison Corporation for a capacity of 256 adult males. In July, 1993, the DOC authorized the facility capacity to increase to 516.

In March, 1993, the Appleton Prison Corporation signed a contract with the Commonwealth of Puerto Rico for the placement of inmates at PCF. The first inmates arrived at PCF in April, 1993. In July, 1994, PCF and the State of Colorado entered into a contract to house inmates for Colorado at PCF.

The facility has been visited by members of the Senate and the House, the commissioner of corrections, and the department's deputy commissioners.

As of February 1, 1995, the population at PCF was 514 inmates, broken down as follows:

State of Iowa	2
Puerto Rico	38
State of Colorado	474

1995 Report to the Legislature

Evaluation of Facility

A tour of the PCF was conducted on October 26, 1994, by a representative of the Minnesota Department of Administration's Division of State Building Construction and the DOC's institution support services director. The purpose of the tour was to review the facility to determine its condition and the issues and costs involved in converting it to a medium-security state correctional facility.

The facility is located on 70 acres of land within the City of Appleton. With a recent addition for program space, the facility contains 166,000 square feet. Recently two previously constructed dormitory areas were converted to program space without a capacity reduction. At this time, the facility has a capacity of 516 inmates. The capacity of the facility, if it were converted to state use, would include both medium and close-security beds. The estimated bed capacity under this configuration is 96 close-security and 372 medium-security beds, for a total of 468.

The facility is made up of the primary administration area, with the central corridor meeting a T corridor leading to the two housing pods. Each pod is made up of four housing units

which are double stacked, with a central control observation post in the middle of each pod. Each living unit contains cells, showers, janitor closets, washers and dryers, and day space. An outside exercise area and two gymnasiums are included in the facility.

As previously mentioned, two dormitories were converted to program space as well as a space of approximately 2,500 square feet which is used by the facility for programming. The facility also added a 120 x 50 foot space off the main corridor for programming. This space appears to have limited adaptive program use for the DOC due to its low and unfinished ceilings, limited water and waste capacity, and limited electrical service.

It should be noted that all meals in the facility are served on individual trays delivered to each cell. It is suggested that an alternative should be explored. It also should be noted that the current visiting room contains 720 square feet. This would be inadequate for a visiting space for the DOC.

The condition of the building is such that it is convertible to a state correctional facility.

1995 Report to the Legislature

Suitability for State Use

Key factors in acquiring the PCF for state use include:

- Use of the PCF at Appleton would provide immediate relief for the DOC's current prison crowding problem.
 - a) Use would involve no lengthy delays that would result from planning and construction of a new facility.
 - b) There would be no lengthy delays resulting from the phaseout of patients from regional treatment centers (RTCs) to provide space for conversion to correctional use.
 - c) The PCF can be brought on line relatively quickly.
- Much of the necessary equipment and furnishings are already available at the Appleton site.
- A work force is in place at the PCF, and much of the recruitment and hiring activity required at a newly opened facility would be greatly reduced.

Other factors in acquiring the PCF for state use include:

- Planning for construction of the PCF never included its use by the DOC. Since its inception, PCF was designed to be used by other states and jurisdictions.
- Since the PCF was never intended to be used as a state facility, its configuration does not meet state needs unless additional construction costs are incurred. It would cost a minimum of \$11 million to provide

adequate visiting and industry/vocational space and appropriate security. (A very preliminary estimate based on an initial analysis was \$5.4 million.) Reduced inmate idleness by keeping inmates productively occupied in programs is essential to prison control and management.

- The state legislature and the DOC currently have in place a long-term plan to provide needed prison bed space by converting under-utilized RTCs and constructing a new close-security prison.
 - a) Utilizing state-owned RTCs lessens the negative economic impact on the communities in which they are located as the facilities are downsized. Layoff costs are reduced, and new jobs become available for displaced state workers.
 - b) The planned construction of a new prison is for 800 close-security beds. With the expansion of the DOC's three medium-security facilities, it has been determined that the need for medium-security beds will be met.
 - c) Also, given the reality that there is an ever increasing number of inmates convicted of more serious offenses, the DOC's future need is clearly for more close-security beds.
- The PCF location at Appleton is a serious issue which creates difficult problems, such as significantly increased transportation costs and increased security risks.
 - a) Travel time from the Twin Cities, the area from which most inmates originate, is seven to eight hours round trip, not including time to load and secure inmate passengers.

1995 Report to the Legislature

- b) The lengthy travel time on a two lane, non-freeway roadway, which includes many stops and slow speeds in various municipalities, creates potential security risks while transporting inmates. There is no 65 mile-per-hour, nonstop freeway corridor between the Twin Cities and Appleton.
- c) Following is an estimate of the transportation cost projected over a 20-year period which totals over \$17 million.

<i>Year</i>	<i>Transportation Costs (in thousands) *</i>
1996	\$605
1997	626
1998	648
1999	671
2000	694
2001	719
2002	744
2003	770
2004	797
2005	825
2006	853
2007	883
2008	914
2009	946
2010	979
2011	1,014
2012	1,049
2013	1,086
2014	1,124
2015	<u>1,163</u>
Total	\$17,110

*Based on two-member team, 24 hours/day, 7 days/week, plus vehicles. Three and one-half percent increase added per year.

- d) Given the facility's size, there would be daily trips transporting inmates to and from other DOC institutions for court appearances and medically related services. This would greatly increase costs as well as security risks.
 - e) Most inmates are from the Twin Cities metropolitan area. Data indicates less than four percent (less than 90) of state prison inmates are committed from counties within a 75-mile radius of Appleton. Nearly half of Minnesota inmates are people of color, and 84 percent of inmates of color are from four Twin Cities metropolitan counties.
 - f) The Appleton location would make it more costly and very difficult for families to visit inmates at a time when they are getting closer to release. Maintaining family ties is an important factor in an inmate's successful adjustment to the community after incarceration.
 - g) Location of facilities near the general Twin Cities metropolitan area helps ensure the availability of a work force that more closely matches the cultural and racial diversity of the offenders placed in the facility.
- Medical care that is now provided cost effectively through the DOC's secure unit at the St. Paul Ramsey Medical Center (SPRMC) would not be readily available to PCF inmates due to the distance involved. Kidney dialysis and other special health care needs are provided through SPRMC. Medical care provided at other facilities would not be as cost-effective and would require security staff accompanying inmates at all times.

1995 Report to the Legislature

With the aging inmate population due to longer sentences, medical care needs and costs are increasing significantly. Ensuring that they are readily available at low cost is essential.

- More than 21 percent of Minnesota inmates are sex offenders, and a very high percentage have serious chemical dependency problems. Availability of experienced and qualified specialists to provide programming is essential to help reduce the risk offenders present to the public when they reach their release dates. These types of services are readily available in the Twin Cities area.
- Some medium-security inmates who are approaching their release dates will resist transfer to PCF because they will be farther from their home communities. This resistance could be disruptive if it leads to disciplinary action and the transfer to crowded maximum or close-security facilities, thereby defeating the purpose of adding medium-security beds at PCF.

1995 Report to the Legislature**Conversion Cost Estimate**

The estimated cost to convert PCF to state use is:

<i>Need</i>	<i>Estimated Cost</i>
Industry/vocational building:	
- Construction	\$3,500,000
- Fit up	270,000
- Equipment	1,000,000
Expand visiting room	500,000
Computer equipment	352,000
Telephone/conference system	162,000
Upgrade perimeter/internal security	1,250,000
Dining room	1,000,000
- Serving line	<u>300,000</u>
Subtotal	\$8,334,000
Art (1%)	83,000
Architects and engineers (10%)	834,000
Furniture and equipment (10%)	834,000
Testing (1%)	83,000
Contingency (10%)	<u>834,000</u>
TOTAL	\$11,002,000

1995 Report to the Legislature

Following is a summary of the per bed conversion and/or expansion costs at other DOC medium-security facilities. For comparison purposes, the PCF is shown at a \$19 million purchase price and a \$15 million purchase price.

Facility Bed Conversion Costs

<i>Facility</i>	<i>Amount (in thousands)</i>	<i># of Beds</i>	<i>Cost Per Bed</i>
MCF-Faribault			
Phase I - began 1989	\$21,600	522	
1994 bonding	10,000		
1994 bonding/renovation	<u>832</u>	<u>300</u>	
Total Faribault	\$32,432	822	\$39,455
MCF-Lino Lakes	\$11,345	545	\$20,817
MCF-Moose Lake			
Phase I - began 1993	\$ 9,600		
1994 bonding	19,000		
Operations (equipment)	<u>3,000</u>	<u>623</u>	
Total Moose Lake	\$31,600	623	\$50,722
PCF - Appleton			
Opt. I (\$19,000 + \$11,002)	\$30,002	468	\$64,107
Opt. II (\$15,000 + \$11,002)	\$26,002	468	\$55,560

1995 Report to the Legislature**Operating Cost Estimate**

The capacity of the facility if it were converted to state use would include both medium and close-security beds. The estimated bed capacity under this configuration is 96 close-security and 372 medium-security beds, for a total of 468. Following is a summary of preliminary DOC operating cost estimates for PCF:

<i>Activity</i>	Estimated Costs (in thousands)			
	<i>FY 1995</i>	<i>FY 1996</i>	<i>FY 1997</i>	<i>Biennium</i>
Warden and planning staff (6.0) (four months)	\$425			
Start-up supplies, vehicles, industries ¹		\$1,717	\$800	\$2,517
Operating costs (96 close; 372 medium; total = 468) ²		14,515	14,918	29,433
Support costs ³		1,190	1,223	2,413
Moving costs (15 positions @ \$6,100)		92		92
Transportation (two-member team, 24 hours/day, 7 days/ week, vehicles, etc.)		<u>605</u>	<u>626</u>	<u>1,231</u>
Total estimated operating costs	\$425	\$18,119	\$17,567	\$35,686

¹Start-up for facility first year is \$1 million (less than normal start-up costs; assumes some furniture, equipment and supplies will be included in purchase price); industries start-up supplies, and expense are \$717 in 1996, \$800 in 1997.

²Close-security at \$92.70/day; medium-security at \$82.75/day.

³Support costs include inmate health care, internal discipline, etc.

1995 Report to the Legislature**Availability of the Facility**

As indicated, the Appleton Development Corporation issued bonds for the construction of PCF under authority of the Appleton Economic Development Authority. First Trust National Association are the trustees for holders of the City of Appleton, Minnesota Correctional Facility Revenue Bonds, Series 1990 A & B (Appleton Prison Corporation).

The association has a first mortgage lien on the facility and has advised Corrections Commis-

sioner Wood that \$19,000,000 would be the amount of payment necessary for the trustees to release and/or transfer its liens or other interests in the facility (see Appendix D).

The trustees also indicate that the trustees will fully cooperate in any state executive and/or legislative process or proceeding directed toward the state's acquisition of the facility resulting in payment to the trustees of the amount specified above.

DORSEY & WHITNEY

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MINNEAPOLIS, MINNESOTA 55402-1498
(612) 340-2600
FAX (612) 340-2868

CRAIG CURRIE
(612) 340-6391

ROCHESTER, MN
BILLINGS
GREAT FALLS
MISSOULA
DES MOINES
FARGO

January 17, 1994

Mr. James H. Bruton
Deputy Commissioner
Minnesota Department of Corrections
300 Bigelow Bldg.
450 North Syndicate Street
St. Paul, Minnesota 55104

Re: Appleton Prison Corporation Facility

Dear Mr. Bruton:

In response to your request for a written description of the proposals of majority-position Bondholders regarding potential State of Minnesota acquisition of the correctional facility (the "Facility") located in the Appleton, Minnesota and owned by Appleton Prison Corporation, I have enclosed herewith descriptions of the two proposals presented at our last meeting in December, as provided to me by such Bondholders. While these proposals were last made by the majority-position Bondholders and a written response from the Department was requested by the Bond Trustee, I believe a basis for adjusted proposals can continue to be examined by both sides.

Representatives of Bondholders have asked me to convey their strong desire to continue discussions with the Department of Corrections and other State officials regarding this matter. The Bond Trustee and Bondholder representatives have had discussions with State Representative Chuck Brown of Appleton regarding political considerations that may affect State acquisition of the Facility. We are hopeful that common interests between the State and Bondholders can be pursued, and a mutually acceptable arrangement developed for State acquisition of the Facility. We request further discussions with the Department to explore how differences in our positions, and potential political concerns, might be resolved.

DORSEY & WHITNEY

Mr. James H. Bruton
January 17, 1994
Page 2

As always, thank you for your attention and assistance in this matter. Please advise myself or David Bloom at First Trust National Association regarding any future meetings or other discussions that can be undertaken in furtherance of our mutual interests.

Very truly yours,



Craig Currie

CC/cjs
Enclosure

cc: Mr. David Bloom
Mr. Jay Hromatka
Mr. Neil Crowder
James Hirsh, Esq.

APPLETON PRISON CORPORATION —
STATE OF MINNESOTA ACQUISITION PROPOSALS

Immediate Purchase

Pursuant to 1994 State Bonding Legislation, the Facility would be purchased for a single cash payment in the amount of \$25,000,000 as soon as reasonably feasible following the effective date of such legislation and prompt letting of the related Facility Bonds. The State would purchase the Facility from its current owner, Appleton Prison Corporation and all purchase proceeds would be paid to First Trust National Association, as trustee for, and to be distributed to, all Bondholders. As part of this arrangement, prior to such Facility purchase, the Minnesota Department of Corrections would place prisoners for incarceration at the Facility to the extent of available beds up to full occupancy thereof, with a per diem payment per prisoner of \$50.

Facility Lease with Option to Purchase

Pursuant to 1994 Legislation, the Minnesota Department of Corrections would enter into a full net lease of the Facility, providing the Department with complete possession, use and control of the Facility for utilization by the Department in its correctional programs. The lease term would be for ten years at rental payments annually of \$3,000,000 and at the end of the 10-year lease, the State of Minnesota would have the option to purchase the Facility for a cash price of \$12,500,000. Prior to the time of initial lease closing, the Department would place its prisoners at the Facility on the same terms as described above.

The above descriptions set forth, proposals as made to the Department of Corrections in December of 1993. The Department has requested that it provide its response to such proposals in writing, but the Bond Trustee and the majority-position Bondholders do not intend that the above proposals be final, take it or leave it positions. The Bond Trustee and the Bondholder representatives request that, if the above proposals present problems or difficulties for the Department of Corrections, discussions should continue and every effort be made to resolve such problems or difficulties.

August 12, 1994

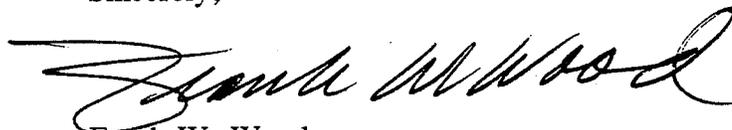
Warden Charles B. Buchholz
Prairie Correctional Facility
445 South Munsterman, Box 157
Appleton, Minnesota 56208-0157

Dear Warden Buchholz:

Pursuant to your request, this letter will serve as Department of Corrections' licensing approval to house up to 106 female adult prisoners at Prairie Correctional Facility (PCF) contingent upon PCF's compliance with all physical plant and programming conditions as set forth and approved by the Department's Inspection and Enforcement Unit. The Inspection and Enforcement Unit's expectations have been set forth in a letter from Mr. Falenschek, Detention Program Manager, to you dated Monday, August 8, 1994. A copy of that letter is attached for reference purposes. Also attached is your revised license as requested.

If you have any questions concerning the requirements of the Inspection and Enforcement Unit, please feel free to contact Mr. Falenschek.

Sincerely,



Frank W. Wood
Commissioner

cc: Deputy Commissioner Bruton, Institutions
Deputy Commissioner Mulcrone, Community Services
Dennis Falenschek, Detention Program Manager
State Representative Chuck Brown, Legislative District 13A

LICENSE TO OPERATE ADULT CORRECTIONAL FACILITY

Issued By
the State of Minnesota
Department of Corrections

LICENSEE: Appleton Prison Corporation NAME OF FACILITY Prairie Correctional Facility
LOCATION OF FACILITY 445 South Munsterman, P. O. Box 157, Appleton, Minnesota 56208-0157

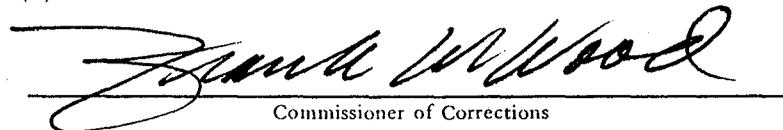
SPECIAL CONDITIONS UNDER WHICH THIS LICENSE IS GRANTED:

LICENSE CAPACITY: Five Hundred Sixteen (516) Total: Four Hundred Ten (410) Males and One Hundred Six (106) Females

SPECIAL CONDITIONS: Female capacity approval subject to compliance with conditions as set forth in Mr. Falenschek's letter of August 8, 1994 to Warden Buchholz. Compliance shall also occur within timelines established by the Department of Corrections on mandatory standard deficiencies cited during the July 1994 Prairie Correctional Facility inspection.

This license is issued by the Commissioner of Corrections under authority granted by Minnesota Statutes 241.021 Subd. 1.(1) upon the recommendation of his staff that named facility is entitled to such license by substantially operating in accordance with this Statute and such other regulations as deemed appropriate by the Commissioner of Corrections.

This license shall be in effect from August 8, 1994 to August 7, 1995 unless revoked under authority of Minnesota Statutes 241.021 subd. 1. (4).


Commissioner of Corrections

Appendix C

DORSEY & WHITNEY

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(612) 340-6391

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SEP 16 1994

September 16, 1994

Commissioner Frank Wood
Minnesota Department of Corrections
300 Bigelow Building
450 North Syndicate Street
St. Paul, Minnesota 55104

Re: Appleton Prison Corporation -- Prairie
Correctional Facility

Dear Commissioner Wood:

As we agreed at our meeting on September 7, 1994, First Trust National Association, as Trustee for holders of the City of Appleton, Minnesota, Correctional Facility Revenue Bonds, Series 1990 A & B (Appleton Prison Corporation), hereby advises your office that in connection with any sale or other transfer of the Prairie Correctional Facility to the State of Minnesota, holders of Bonds in excess of a majority principal amount outstanding have determined that \$19,000,000 would be the amount of payment to the Trustee necessary for the Trustee to release and/or transfer its liens and other interests in the Facility. Also, please be advised that should installment or deferred payments over a period of years be contemplated in connection with such Facility sale or transfer to the State, the initial present value of such future payment stream would have to be equal to \$19,000,000 calculated with a discount interest rate equal to the Bond interest rate of 9.75%.

Finally, please keep in mind that the Trustee does not own the Facility, but has a first mortgage lien thereon, and any transfer of the Facility to the State will require that (i) Appleton Prison Corporation cooperate in conveying title to the Facility property and assets to the State or (ii) the Trustee commence and complete mortgage foreclosure proceedings against the Facility prior to conveyance to the State.

DORSEY & WHITNEY

Commissioner Frank Wood
September 16, 1994
Page 2

The Trustee will fully cooperate in any State executive and/or legislative process or proceedings directed toward the State's acquisition of the Facility resulting in payment to the Trustee of the amount specified above. Thank you for your continued consideration in this matter.

Very truly yours,



Craig A. Currie

CAC/slg

DEC 27 1994

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 FAX (612) 340-2868

WARREN SPANNAUS
 (612) 340-8790

ROCHESTER, MN
 BILLINGS
 GREAT FALLS
 MISSOULA
 DES MOINES
 FARGO

December 22, 1994

Honorable Frank Wood
 Commissioner of Corrections
 300 Bigelow Building
 450 N. Syndicate
 St. Paul, Minnesota 55107

Dear Commissioner Wood:

Some time back Craig Currie and I met with you concerning the State of Minnesota's interest in purchasing the Prairie Correctional Facility which is located in Appleton, Minnesota.

After considerable consultation between a number of interested parties, Craig and I relayed to you a figure of \$19 million at which First Trust would sell the Facility following mortgage foreclosure. You indicated that the proposal would be passed on to Governor Carlson's office. First Trust believes this is a reasonable figure that is considerably less than the original cost of the Facility and far less than what a new facility would cost the State, even if retrofitting costs are added.

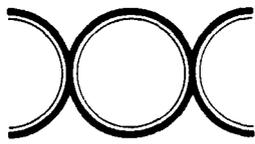
As you recall, we decided to wait until December concerning any State action on our request. Please let me know of any further development.

Thank you for all your time and many courtesies on this matter. It is appreciated.

Sincerely,


 Warren Spannaus

WRS/os



January 24, 1995

Warren Spannaus
Dorsey & Whitney
Pillsbury Center South, 220 South Sixth Street
Minneapolis, Minnesota 55402-1498

Dear Mr. Spannaus:

As a follow-up to our conversations in my office on October 12, 1994, and January 19, 1995, regarding Craig Currie's September 16, 1994, letter offering to sell the Appleton facility to the State of Minnesota for \$19,000,000 and your December 22, 1994, letter, it is necessary to outline for the record the current status of the First Trust offer.

You will recall at our October 12 meeting that I outlined the most likely scenario for review of the offer. In that conversation I speculated that I would be asked in December of 1994 (after the election) to discuss with key legislative leaders their receptivity to the offer and determine if there was support for the State's acquisition of the Appleton facility by both Governor Carlson and the legislative leadership. I indicated that a counteroffer could be made sometime after completion of the legislatively-mandated Appleton feasibility study (see attached legislative language) and review of that study by the Governor's Office and key legislative leaders. Those meetings have taken place, and I did advise you at our January 19 meeting that the initial reactions to the First Trust offer by Senator Merriam, Representative Kalis and the Governor's staff were less than enthusiastic. The department, however, included the Appleton acquisition as one of six options or a combination of those options to be considered in addressing the state's projected prison bed needs (see "options" on pages 2-3 of the attached January 3, 1995, department prison population background).

I also advised you in our January 19 meeting that the feasibility study on the Appleton facility requested by the legislature is scheduled for completion and delivery to the legislature on Wednesday, February 1, 1995. It would be reasonable sometime during the 1995 session for the legislature to evaluate the options for housing the inmates based on the current projections, and near the end of the session (May, 1995) decide how the State will accommodate the projected inmate population increase.

Deputy Commissioner Bruton will send you a copy of the feasibility study when it is completed, and will keep you and Craig Currie advised of the committee meetings on Appleton of which we have advance notice. You may want to have a representative at the meetings to monitor the committee deliberations or provide testimony, depending on the chair's preference.

Warren Spannaus
January 24, 1995
Page two

If you have questions at any point, don't hesitate to contact me or Deputy Commissioner Bruton who also serves as the department's legislative liaison.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank W. Wood". The signature is fluid and cursive, with a prominent flourish at the end.

Frank W. Wood
Commissioner

FWW:sb
attach.

cc: Deputy Commissioner Bruton