

Roberta Gaither

Objective Commission Member, Milwaukee Commission on Domestic Violence and Sexual Assault

Experience 2009-Present DOC: Division of Community Corrections

Regional Chief

- Under the general direction of the Administrator and Assistant Administrator, this position effectively recommends statewide policies and procedures and has complete administrative responsibility for the management of regional staff and resources necessary to implement the Department and Division of Community Corrections mission, goals and objectives within Milwaukee County, region three.
- Working relationships are maintained with public and elected officials, state and community agencies, service vendors, community leaders and all elements of the criminal justice system to enhance service delivery and resolve problems within the region.
- This position also monitors and controls the operating budget of the region, oversees regional programs and administrative processes to accomplish division goals, provides ongoing administration and supervision of unit offices, oversees the probation and parole and intensive sanctions programs, and administers the regional Affirmative Action and Civil Rights Compliance plans.

2005-2009 DOC: Division of Adult Institutions

Deputy Warden

- Direct supervision of Corrections Unit Supervisors, Corrections Program Supervisor, Corrections Security Director, Nursing Supervisors, and Education Director. Indirect supervision of approximately 400 employees.
- Extensive experience supervising professional level staff, with utilization of performance evaluations (PPD-Performance Planning and Development), with equal access to relevant training and opportunities for staff.
- Conduct regular staff meetings and individual interactions with assigned staff, including the ability to communicate adverse decisions and differing opinions in a positive, professional manner.
- Experience in researching, analyzing and evaluating complex public policy issues reaching diverse conclusions.

- Strong written and verbal communication skills, Experience using a personal computer including advanced word processing and presentations tools.
- Conduct rounds of various institution areas to ensure security and treatment needs are being addressed.
- Familiarization with staffing patterns with revision as needed.
- Involvement in first step grievances and active participation in labor management meetings, as well as contract bargaining.
- Ensure compliance with Affirmative Action, Civil Rights, Equal Employment Opportunities, the American Disabilities Act., civil service and contractual personnel procedures.
- Ensure staff that any type of harassment prejudices or unfairness by staff or to inmates will not be tolerated.
- Extensive experience in disciplinary actions, resignations and dismissals, which are reviewed to ensure equal opportunity and fairness to all staff/applicants. Proven ability in providing appropriate positive and corrective feedback, handling disciplinary actions, and working with staff to improve performance.
- Participates, develops and reviews the overall security plan and implementation for the Milwaukee Secure Detention Facility (MSDF).
- Ensure that security policies and procedures are updated and in compliance with DOC Administrative Rules.
- Ensure that all institution security systems remain operational.
- Ongoing monitoring of relevant staff's compliance with POSC, CPR, first aid, weapon re-qualification and other current / annual training.
- Coordinate, review and participate in the implementation of intake policies and procedures specific to MSDF, in conjunction with municipal counties law enforcement, Division of Community Corrections, Dodge and Taycheedah Correctional Institutions.
- Extensive experience in interviewing process and participation on interview panels, with a strong commitment to hiring, retaining and mentoring a diverse workforce.
- Respond to inmate complaints; interact with the Inmate Compliant Examiner and Warden when needed.
- In cooperation with the Warden and management staff, revised and implemented a mission statement for MSDF, consistent with DAI goals and mission statement.
- Participation in the Community Advisory Board, experience in speaking to community groups , conducting public meetings and discussions to public organizations including federal, state and/or local agencies for the Institution. I
- Interaction with the Milwaukee County Circuit Courts, attorneys, public and private agencies, volunteers and inmate family members.

- Extensive experience and skill in establishing and maintaining effective interpersonal working relationships with elected and appointed officials at the local and state levels; governments; non-profit leaders and local, state, federal, tribal and non-profit staff.
- Participation in revising, developing and implementing current treatment policies and procedures, including AODA / ATR/Reentry for the institution.
- Ensure the availability of proper medical and dental care, using standard medical practices in close cooperation with the Bureau of Health services.
- Participation in the implementation of the Institution budget with the Warden and Correctional Management Services Director.
- Respond to correspondence and complaints, prepare and present reports for the Warden as directed.
- Assume acting Warden duties, as assigned by the Warden.

2001–2005 DOC: Division of Community Corrections

Corrections Field Supervisor

- Supervised a comprehensive unit of 11 neighborhood supervision agents; the Program Support Supervisor/Office Manager.
- Monitored the budget for Holton St. Suite 210- seven units.
- Monitoring of agent's compliance with DCC procedures and policy through monthly unit meetings, individual monthly staffings, case audits and custody staffings, as needed.
- Reviewed court documents, court-ordered financial obligations and supervision fee collection.
- Responded to written correspondence, including on behalf of the Regional Chief or DCC Administrator.
- Develop and completed performance evaluations (PPDs) for staff.
- Served on interview panels for DCC personnel, including agents, program assistants and field supervisors.
- Responded to first-step grievances in accordance with the Wisconsin State Employees' Union contract.
- Investigated work-rule violations and conducted employee disciplinary hearings with recommendations for appropriate actions.
- Ensured compliance with Affirmative Action, Civil Rights, Equal Employment Opportunities and the American Disabilities Act.
- Ensure staff compliance with office safety procedures.
- Chair-person of Region 3 Female Offender Work Group at inception, 2004. Implementation of a wrap-around approach to supervision, including inception of Wiser Choice.
- Executive Board Member of Enhanced Supervision for female parolees in collaboration with the Division of Workforce Development.

- Co-chair of the Holton Street Community Advisory Board at inception, 2001.
- Chair-person of Region 3 Victim's Committee, 2001-2002. Implemented the initial Crime Victim's Rights Week Open House.
- Represented the Division of Community Corrections as a Hearing Magistrate in numerous preliminary revocation hearings.
- Represented the Division of Community Corrections at various community events, providing training and information.
- Participated in bidding process for purchase of service monies; Region 3 female AODA halfway houses.

1990-2001 DOC: Division of Community Corrections

Probation/Parole Agent

- Lead agent capacity at the State Office Building-Intake Unit, Kenilworth and Hampton Field Offices.
- Seven (7) years experience, as a PSI writer, with excellent writing and communication skills.
- Four (4) years experience in the field offices, including two years with a specialized parolee caseload.
- Previously served as the liaison to the Milwaukee County Circuit Courts, the Honorable Kitty Brennan, the Honorable Diane Sykes and the Honorable Jeffrey Conen.
- Served as agent trainer at Agent Basic Training, as offered through the Madison Training Center, 1999-2001.
- Participated in regional committees for computer planning and purchase of service.
- Supervised offenders on probation and parole by maintaining offender contacts in office, at employment and conducting home visits.
- Conducted searches and seizures in accordance with DCC policy; prepared case plans and held offenders accountable for complying with the goals and objectives of DCC supervision.
- Issued apprehension requests and placed offenders in custody when appropriate.
- Conducted violation investigations, providing written disposition documentation and, if appropriate, conducted revocation hearings.
- Provided appropriate sanctions, such as Electronic Monitoring.
- Determined and collected court-ordered financial obligations.
- Knowledgeable of and referred offenders to, appropriate community-based programming.

Education

2000 University of WI-Milwaukee B.S., Criminal Justice
 2012 Marian University; M.S., Criminal Justice Leadership
 2004 Wisconsin Women in Government; Graduate Seminar La Follette School of Public Affairs- Madison, WI
 2003 Leadership Development Program; Department of Corrections- Madison, WI

Interests

American Probation and Parole Association (APPA), American Correctional Association (ACA), Wisconsin Correctional Association (WCA), Wisconsin Coalition Against Domestic Violence (WCADV),

Warden Floyd Mitchell

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References**Administrator Denise Symdon**

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