

Management Council Meeting Minutes



Maryland Correctional Enterprises**Location: Virtual****Date: March 21st, 2023****Time: 10:00am****Attendees:**

Stephen Sanders	Ashley Lohr	Adam Cummings	Janet Lane
Jack Cuning	Justin Hayes	Thomas Myers	Mark Rowley
Carly Seidman	Brandi Cahn	Phil Morgan	Jillian Storms
Joseph Cox	Charles Smith	Christine Cunningham	Janay Harris

Meeting Commences at 10:00AM**CEO Update - Stephen Sanders**

- Welcome everyone.
- As of March 15, 2023 the total number of participants are at 1041. We have remained over 1k for the entire FY.
- YTD sales are at \$34 million vs. \$33.1 million through end of last March.
- New Department Secretary, Ms. Carolyn Scruggs; Acting DSO, Ms. Annie Harvey.
- WE have a new COO – Charles Smith. Thank you to Ashley Lohr for all of the time she spent as the Acting COO.
- Vacancy rate of 21.98% is the lowest since November of 2017.
 - 11 Candidates in Background
 - 2 Internal Promotions
 - 4 Pending Recruitments
- MCE working closely with DGS on the State Center move projects. We expect POs to come in for these projects in the next three months. Agencies are currently working with our design team for quotes.
- MCE presented at the SPAG (Senior Procurement Advisory Group) meeting on 3/16 with BISM and Employment Works in order to educate state procurement staff on preferred provider law. Group received the information very well. We will begin presenting to this group twice a year and will be making a training video for procurement staff to utilize.

- Significant leak at 115 Furniture plant has prompted a temporary closure; we are in the process of moving product to a temporary location to maintain production. Repairs will take a minimum of 90 days as we will need a new roof.
- Catalog price changes for FY24 will be submitted to the Pricing and Selection Committee next month – due to several factors we will be increasing the price of over 300 items.
- Research and Development position coming on board in April – we have been trying to hire this position for several years and are excited to have someone officially on board
- Rent for current HQ is doubling.
- ERP PM Contract was renewed by Board of Public Works.
- Several staff attending NCIA conference in April - Janet Lane is presenting on our reentry program and Ricky Budoy is presenting on IT security for CIs.
- Regional Manager Steve Compton is being recognized as a member of the National Staff Award Honor Roll for exceptional performance over the past year.
- Per the Council's recommendations, MCE will be conducting a staff and participant survey for the suggestion of a new name.
- New Meat Cutting Apprenticeship has started with 13 participants.
- CARES classes have begun at MCI-J.
- MCE undergoing PIE audit; results so far have been positive, but we are awaiting the official results.
- MCE officially received a 100% on our ACA Audit for the fourth time.
- The Current budget bill allocates \$60.4 million in special funds to MCE.

Question from Jack Weber – Regarding the roofing issue. Have you considered utilizing the roofing program to help with the roofing situation.

Answer from Stephen Sanders – We have had bids go out to several contractors through DPSCS procurement. We will certainly look in to the possibility of having people through the roofing program take the job.

Question by Jack Weber – Regarding the new ERP system. Is the new system up and running? Are we able to tell what inventory we have all over the state?

Answer by Stephen Sanders – We have been launched and are entering phase 2 of Global Shop Solutions. We have an excellent handle on inventory. We are working out the bugs, as to be expected, but yes, we are now fully utilizing GSS.

Question by Jack Weber – Regarding open purchase orders, are you able to have a finger on the pulse of your working process?

Answer by Stephen Sanders – We look per each individual plant location. The system is setup like a fulfillment center through the warehouse. We are able to look into each shop and look at the specifics.

Question by Jack Weber Can you track your current POs/open orders? Orders that you've quoted but haven't received the order yet.

Answer by Mark Rowley – Yes we can track what we've quoted on the ERP. We are off paper and on GSS.

Question by Jack Weber – Do we have legislative representatives from the Senate and the House of Delegates? Is anyone appointed?

Answer by Ashley Lohr – We have requested an appointment from the Senate. Delegate Mark Chang, from the House of Delegates, has been with us and is very helpful. He has been vital to MCE during the legislative session.

Legislative Update – Ashley Lohr

- Good morning. We are excited to have some new folks with us.
- Several bills have been introduced that may have an impact on MCE.
- HB0646 – Bill by Senator Hayes regarding MBE procurements was filed, but we did not give a position in favor or against the bill. We have concerns that it may be misinterpreted, but we did not oppose it.
- HB1057 & SB941 – hourly stipend \$5/hour. Submitted written testimony – would increase our expenses by at least \$15 million per year, if we continue on our projected path. We did not oppose this bill. We indicated that we would lose our self-supporting ability, we asked to have the funds come from the general fund.
- We operate on a very low profit margin. We have a lot of money tied into capital projects.
- HB1123 which mandates minimum wage for participants would increase our expenses by at least \$45 million per year.
- These bills have not been voted on.

Transition and Education Stipends – Stephen Sanders

- We propose for all participants who while working dedicate their free time to education (get a diploma – we will add a \$100 bonus into their account). Encourages and recognizes education accomplishments.
- Continue to look at ways to increase inmate stipends. Increase earnings into their accounts. Made some changes over the last FY to enhance that. FY22 program

participant stipends were at 1.7 million. Estimate that number will be 2.1 million in FY23.

Reentry Update – Janet Lane

- We welcome Charles Smith.
- C.A.R.E.S classes are in process at MCI-J. 5 people are taking the full curriculum, 18 are taking Healthy Relationships & 20 are taking Money Management. Employment Readiness has finished. Healthy Relationships and Money Management are both running for the next few weeks.
- 11 men graduated our meat cutting apprenticeship program in January. A few had transferred or released by the time of the graduation, but we mailed their certificates to them. There are many employment opportunities for them.
- To date, 181 people have received mentoring & leadership classes. The goal of this class was to encourage mentoring, team leadership, and teaching skills. The last class on 3/3 combined # 119 & more of # 115. We have a third group from # 115 to teach. There is also a group at MCI-J who are on a waitlist. Certificates for the 3/3 class will be awarded soon. All others have received their certificates.
- 21 MCE people are releasing in March. Three have too little time with MCE to receive assistance. One of the men we are assisting is a JRA person who has a court date on 3-31. He has been with MCE for 12 years in # 142, has his Goucher 4 year degree, and his Peer Recovery certificate. He also completed our Mentoring & Leadership classes.
- We had a meeting with an alternative energy company, but they do not seem to be set up at this time for any training.
- A company named Dickerson Transmissions contacted us. We arranged a tour with Mr. Dickerson at JCI where we might have space to provide training for re-manufacturing auto transmissions, but we are not sure that this company is ready to go at this time. They have invited us to tour their warehouse.
- We had a meeting with No Struggle No Success in Baltimore. They appear to have comprehensive reentry program including referrals for housing. They can also provide employment readiness classes.
- As Stephen said, Reentry is attending the NCIA Conference in Bellevue Washington in April and I will be presenting at a workshop on Reentry expansion strategies.
- We are hoping to expand our P.I.E.C.P program this Summer at MCI-W with a Revit program.

Members Reports

- **Carly Seidman:** We have a few updates. We have many funds and grants available until March, 31st and they are as follows: Body Armor for Local Law Enforcement (BARM), Community Grant Program Fund (CGPF), Domestic Violence Unit Pilot Program (DVUP), Internet Crimes Against Children (ICAC), Law Enforcement Training Scholarship Program (LETS), Maryland Criminal Intelligence Network (MCIN), and the Performance Incentive Grant Fund (PIGF).
- **Brandi Cahn:** We do manage the performance grant fund, March 31st is close out date. Directly relates to reentry, so please reach out to us after the meeting.
- **Jack Cuning:** Thank you for the invite. I look forward to learning more. It is great to see some familiar faces. I have met many different people at this meeting.
- **Jack Weber:** I have hired over 125 returning citizens. Interested in the reentry grant and would like to see if it can fit with anything Janet does. Glad that the Ipads are being launched.
- **Janay Harris:** At Halethorpe location, we have 192 ASE certifications. That is very impressive. 18 interns have graduated and been placed. 17 interns currently enrolled. We have rolling enrollment. We have a few seats open. April 6th we will attend MCI-W for a resource fair.
- **Jillian Storm:** I do not have an update for you. I am new to the position. We do have school facilities that utilize MCE services. I will try and see how I can update on any cross figures at the next meeting.
- **Phil Morgan:** It is exciting times for DPSCS. Our previous Secretary, Robert Green, kept everyone safe and brought us out and moving forward. Secretary Scruggs has a lot of enthusiasm and has done an incredible job. Thank you to everyone.
- **Thomas Myers:** Thank you for this opportunity. I am a metal shop floor supervisor. I do not have anything to add right now, but thank you again for this opportunity.

Ashley Lohr: We have a vacancy for the chair position. If you are interested, please let me know and we will hopefully be able to elect a chair at the next meeting. I would like to introduce Charles Smith, our new COO.

Charles Smith: Hello everyone. I am really happy to be here and it is a great opportunity. I appreciate the opportunity to serve.

Stephen Sanders: Ashley is moving to DPSCS HR. She will remain as the Director of the Management Council. We wish her the best of luck. Her position and all that she has done will leave a gigantic hole. Ashley carried several positions on her back through the pandemic. We do not have enough time to list all of her accomplishments.

Ashley Lohr– Thank you for a great nine years and doing something great for the state. I look forward to the next meeting!

[Meeting Concluded at 11:00AM](#)

[Upcoming Events:](#)

Management Council Meeting: June 20, 2023

Maryland Correctional Enterprises**Location:** Virtual**Date:** June 20th, 2023**Time:** 10:00am**Attendees:**

Stephen Sanders	Ashley Lohr	Adam Cummings	Janet Lane
Jack Weber	Tom Hickey	Thomas Myers	Carly Seidman
Krishnanda Tallur	Melvin Forbes	Phil Morgan	Christine Cunningham
Rachel Underwood	Justin Hayes		

Meeting Commences at 10:00AM**CEO Update - Stephen Sanders**

- Good morning and welcome to the last Management Council meeting for FY23. I am proud to report that MCE is on track to meet or exceed the Critical Criteria that we use to measure our success as written in our Managing for Success Report. These are our key indicators of our success.
- As of Friday, June 16, 2023 MCE sales were at \$2,128,752.
 - YTD Sales: Currently at \$48,791,627 compared to \$50,247,565 at end of FY22.
 - We are currently behind last year's total sales by approximately \$1,455,938.
 - With two weeks to go, we feel confident that we will make or exceed FY22 figures.
- As of June 15, 2023, MCE has 1097 IPs (incarcerated persons) participating in our program. Our target for FY23 is 1100 program participants. We feel confident based on the data before us that we will make or exceed this goal as well.
- As of June 16, 2023 the MCE vacancy rate is down to 20%. This time last year, our vacancy rate was approaching 30%. (2 pending resignations/transfers, 4 pending start dates, 3 candidates in background, and 7 pending recruitments).
- In line with the State of Maryland's initiative to reduce carbon emissions. MCE and DGS are in the process of installing ten EV charging stations at MCE HQ. MCE has received delivery of two Chevrolet Bolt EVs. Just waiting for the charging stations to be powered before we incorporate the use of these new EVs into our fleet operations.

- After the pandemic, we have had to realign our production lines to return to business as usual. We have achieved this task.
- Our fiscal team is in the process of conducting the year-end inventory of raw materials, work in process, and finished goods as we speak.
- This has been a year of transition for MCE as we moved from our legacy AS400 system to the new Global Shop Solutions ERP system.
- We are preparing for two audits in the coming months. Both the State legislative auditors will be on sight as well as the financial auditors.
- I hope that you have found this report interesting. Are there any questions?

Melvin Forbes: Is the ERP meeting our expectations?

Stephen Sanders: I am pleased with it. It is user friendly. It takes time to learn and adjust, but we are in the process. The information we seek is more readily available than it ever has before. We are currently working with GSS to create an additional dashboard of our hot topic items. They are working on getting this going. We are very happy that we made the jump. There is a lot to it and all is well at the moment.

Jack Weber: Do we know what the retained earnings are for the fiscal year?

Stephen Sanders: We are currently concentrating our efforts on end of the year inventory. Mr. Rowley is out getting inventory together within the shops, but when we have that information, we will send it out to you.

Jack Weber: With retained earnings, using it to fix budget gaps, we need to protect against that, retained earnings have to be put in for future development and address machine depreciation. With the new administration, and the way things are working, maybe this is a good time to attempt to have MCE become a quasi-private governmental agency.

Stephen Sanders: We will certainly look at it. I believe Towson had put a plan together in the past. Perhaps we can revisit and reuse that information.

Melvin Forbes: We should discuss this as a board. We should review the pros and cons and make sure they meet the philosophy of the new administration. We should have a discussion around that.

Private Sector Analysis – Ashley Lohr

- We have looked at the private sector.

- Based on 2021 data via the National Association of Manufactures, MCE has a minimal impact on the State's private sector, as MCE accounts for less than 1% of Maryland's manufacturing output (0.19%).
- In addition, the Bureau of Labor Statistics reports that there is a 35% vacancy rate for manufacturing across the country. Given this statistic, as well as an average compensation exceeding \$99,000 annually within the State of Maryland, manufacturing remains a viable option for post release employment for returning citizens.

FY24 Catalog and Product Review – Nicole Copeland (Ashley Lohr Covering)

- Over the past 2-3 years where we have been updating much of our pricing. This is partially due to raw material prices fluctuating.
- About 300 pricing changes will occur in the FY24 catalog. All pricing is reviewed by the Pricing and Selection Committee before we are able to set our prices.

Reentry Update – Janet Lane

- We have completed the C.A.R.E.S workshops at MCI-J and awarded the certificates. As always, a big note of gratitude to our Marketing Department for the outstanding certificate quality. Incidentally, one of the men who participated in the C.A.R.E.S workshops is now in treatment and his certificate was mailed. That man also received a Goucher academic award, as did another MCE program participant. Although those men could not attend the Goucher ceremony in person, I attended and met with their families.
- We awarded 84 JSTP Mentoring & Leadership certificates with the Department of Labor to participants from the three JCI shops. I want to thank #149 for the beautiful job they did on the certificates. So far, 365 people have completed the Mentoring & Leadership classes. A class will be held at MCI-J and we have had a request for a class from #111 at Patuxent.
- We are in the process of designing a special curriculum for WCI #146 based on survey results taken in the shop. We are collaborating with our employment readiness/money management teacher from Horizon Goodwill and we will augment the classes by providing a cognitive behavioral class. We are aiming for a mid-July start date.
- I am not sure if you are aware of the amazing fabrication work that is occurring at Metal I and II where they are retrofitting school buses with handicap access. They requested that we look into a Certified Welding program. Christine and I met with Danielle Cox, the DPSCS Director of DOC ED and Hagerstown Community College. HCC is going to seek Pell grant funding for the program and provide a teacher. One of our peer shop welders

can also assist in teaching. This program will take several months to implement, but we are hopeful and excited that it will commence by January 2024.

- We are so happy to report that thanks to Christine working diligently with our retail electrical vendor, a new P.I.E.C.P program will be coming to MCI-W in the form of Revit computer aided design. The vendor is paying for the program. Our own Dorian Randolph is familiar with the program, and complete training will be included.
- The next new workshop curriculum we are planning for all interested participants who is what I currently call Life Skills and Mensch Training. Like Mentoring & Leadership, this class can be for all shops.
- Our second Alumni meeting will be held next week. We invited twenty people are to attend.
- My original goal was to work toward MCE providing a fully comprehensive reentry program beginning with the structure and foundational shop training and participation. During the next fiscal year, we will be disseminating a short MCE assessment aimed at identifying basic items the individual needs or wants to address. In addition, Christine and I met with an organization who will provide us with a social worker trained in providing trauma informed programming. The first class we will offer is Intro to Trauma. This class will address trauma from all angles. The organization is seeking funding for this program so it will be provided to MCE at no or minimal cost.
- Over the past fiscal year, we have officially assisted 117 individuals, which included three juvenile lifers (JRA) two of whom were released. A third MCE man earned parole and has a modification hearing today. Many call us from the community. 150 MCE participants released over the past fiscal year. Many factors affect whether individuals receive letters and resources from us.

Election of Chairperson – Ashley Lohr

- We have to elect a Management Council member. Our Executive team suggests Melvin Forbes to be the new Chairperson. He has been an avid supporter and our longest standing board member. He is our nomination.
- Are there any objections to Melvin Forbes being the Chairperson?
- Melvin Forbes is affirmed as the MCE Management Council Chairperson with no objections.

Melvin Forbes: It has been wonderful to work with you all. I hope to serve as your Chairman and to help see us through the future. Thank you all for your hard work. I am honored and thank you for the confidence.

Members Reports

- **Melvin Forbes:** Nothing from me, just wanted to say, “thank you for the nomination”.
- **Commissioner Morgan:** No report. Proud to hear about all the other reports. MCE is doing a remarkable job. We are 2 weeks from the new FY24!

Stephen Sanders: Through the pandemic we have found value in doing things virtually. We have relied on it for the Management Council meetings. Eventually, we will filter in some in-person meetings. Thank you (DSO, Commissioner, and Secretary) for partnering with us and working together.

- **Carly Seidman:** Good morning. Several updates regarding grants:
 - *The Residential Substance Use Treatment Grant Program (RSAT) NOFA has been extended until July 6th,* which assists state and local government agencies in the development of substance use disorder treatment programs for pretrial defendants, individuals in correctional and detention facilities, and citizens in need of post-incarceration treatment and community reintegration assistance.
 - *Adult Day Reporting Center Grant Program (DRCE) NOFA will be released soon for FY24, with a quick turnaround for a deadline.* The NOFA announces a total of \$270,000 dollars. The primary purpose is to enable a local jurisdiction to implement a Day Reporting Center to provide community-based services and treatment to offenders under parole/probation or pretrial supervision, *of offenders sentenced directly to a Day Reporting Center* in order to reduce recidivism, jail/prison populations, and corrections related costs.
 - Last week our office notified our FY24 Performance Incentive Grant Fund grantees that they will receive funding. We allocated approximately \$16 million dollars to 48 grantees.
- **Jack Weber:** With the transition house, we have 15 men living here. New folks that are coming out and home. We have 2 men who served 40+ years and have continued to grow on the outside. The reentry connection that Janet is working with is so critical to our mission. The bottom line mission. I am grateful for that. I see positive results taking place and lives are transforming across generations.
- **Tom Hickey:** – The Moore Administration has green lighted the Annual Small Business Summit. It will be held on Tuesday, September 26th, 2023 at Turf Valley in Howard County. Thank you to who assisted College Park with the issues they were having. It appears the issues are resolved. There is a new account manager for MCE.
- **Krishnanda Tallur:** – Congratulations to the Agency for the accomplishments this year. Partner and agency that is ready to assist the education of the incarcerated.
- **Thomas Myers:** – Congrats to Mr. Melvin Forbes. Ms. Lane, thank you for bringing up the certified welder program. It would be great for the metal shop and our participants

who are close to getting out on the street. We need more welders, this is something that have a big impact. Thank you to everyone for what you do.

[Meeting Concluded at 11:00AM](#)

[Upcoming Events:](#)

MCE Annual Luncheon: Friday, September 29, 2023 at 6680 Sykesville Road, Sykesville MD 21784 (Sykesville Freedom District Firehouse). Starting at 9:00am.

Management Council Meeting: Tuesday, September 19, 2023 at 10:00am. (Virtual)