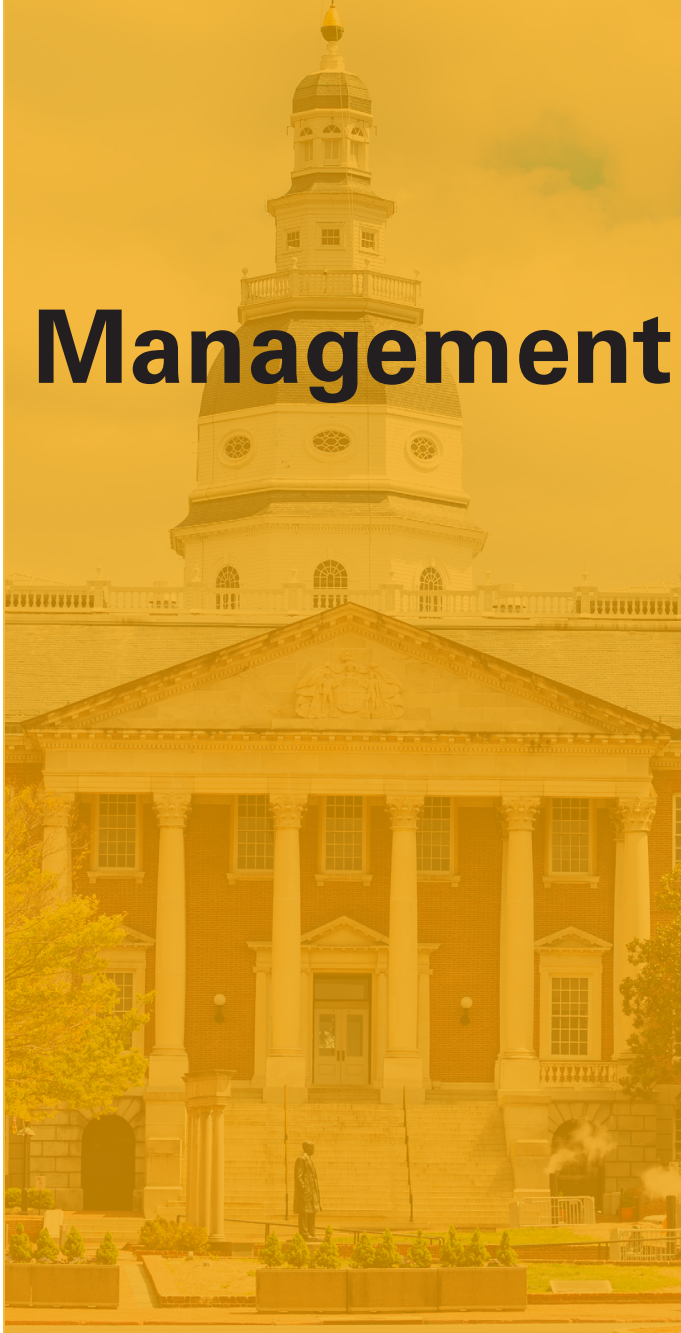




MARYLAND CORRECTIONAL ENTERPRISES



Management Council

2023



www.mce.md.gov



October 1, 2023

Wes Moore
Governor

Aruna Miller
Lt. Governor

Carolyn J. Scruggs
Secretary

Annie O. Harvey
Deputy Secretary of Operations

Phil Morgan
Commissioner

Stephen Sanders
Chief Executive Officer

**INTRODUCTION**

Pursuant to § 3-522 of the Correctional Services Article of the Annotated Code of Maryland, the Department of Public Safety and Correctional Services is required to submit a report on the activities of the Maryland Correctional Enterprises Management Council. The bill language specifically states:

On or before October 1 of each year, the Management Council shall submit to the Governor and, subject to § 2-1246 of the State Government Article, to the General Assembly an annual report summarizing the Management Council's activities and recommendations.

OVERVIEW

The Management Council was established to review and monitor the operations of Maryland Correctional Enterprises (MCE), examining issues identified in its statutory mandate, and acting to consult, advise, and support the management team. The Council's oversight responsibility includes monitoring MCE's fiscal situation, sales and marketing initiatives, inmate employee concerns and issues, customer satisfaction, and competition with the private sector.

The following report provides an overview of the FY23 Management Council activities as well as recommendations for the upcoming fiscal year.



Management Council Overview



Background

The Maryland Correctional Enterprises Management Council was created in 1999 through legislation codified under Sections 3-517 through 3-522 of the Correctional Services Article of the Annotated Code of Maryland.

As defined in section 3-521 of the Correctional Services Article:

- (a) (1) The Management Council shall:
- (i) advise Maryland Correctional Enterprises on its specific proposals to establish new industries and improve the quality and quantity of job training programs; and
 - (ii) recommend the establishment and maintenance of industrial plants and service centers to be used for implementing the programs developed by the Commissioner and Chief Executive Officer under § 3-511 of this subtitle.
- (2) Maryland Correctional Enterprises shall operate industrial plants and service centers recommended under paragraph (1)(ii) of this subsection primarily with inmates in a manner that benefits the State and the training of inmates by producing goods or providing services that are practical and adaptable for a prison industry.
- (b) The Management Council shall:
- (1) review the operation of the programs of Maryland Correctional Enterprises to determine whether:
 - (i) there is undue competition with private enterprise and recommend necessary adjustments to prevent undue competition; and
 - (ii) there is any negative impact on workers in the State, including wage depression or job displacement;
 - (2) review the standards for goods and services and the pricing schedules as recommended by the Chief Executive Officer; and
 - (3) review the occupational health and safety record of programs and other working conditions of inmates in the programs of Maryland Correctional Enterprises.

Management Council Overview

(c) The Management Council shall:

- (1) review the success of Maryland Correctional Enterprises in:
 - (i) meeting the employability development needs of inmates; and
 - (ii) coordinating work programs with other rehabilitative programs;
- (2) solicit and review information pertaining to concerns of participating inmates; and
- (3) recommend changes as necessary to meet the goals and objectives of Maryland Correctional Enterprises.

(d) The Management Council shall:

- (1) solicit ideas, proposals, and suggestions from business representatives, nonprofit organizations, government entities, and members of the public as to how Maryland Correctional Enterprises could enhance the work experience of inmates and increase the ability of inmates to obtain gainful employment after release;
- (2) review and recommend opportunities with private sector employers to expand the Prison Industries Enhancement Program;
- (3) review and identify ways to improve the business practices of Maryland Correctional Enterprises in its sales, marketing, inventory, warehousing, and product line operations;
- (4) monitor customer satisfaction with price, quality, delivery, and after delivery service; and
- (5) review and comment on the operating and capital budgets of Maryland Correctional Enterprises, including cash forecasts.

Membership

The membership, appointing authority and term of service for individuals serving on the Council have been established by statute. All members serve a term of three years and continue to serve until a successor is appointed. The following page includes the FY23 Management Council Roster, including all new appointments occurring during the fiscal year.

Meeting Format

At each meeting, members receive a briefing from MCE's CEO, the Commissioner of Correction from the Department of Public Safety and Correctional Services and the Executive Director on pertinent issues related to MCE. Public Safety related initiatives, newsworthy events, research findings, and articles and reports of significance pertaining to the Council's statutory mandate are also provided. Members of MCE's staff are invited to showcase particular industries or to make special presentations on surveys, projects, and topics that impact MCE operations. At each meeting, members provide an update or development in their organization/agency related to the Council's mission, receive updates on continued reentry efforts, and are provided with Customer Council Meeting Minutes.



Management Council Membership Roster:

Melvin Forbes, Chairman, Business Community Representative
 Ashley Lohr, Executive Director
 Justin Hayes, Maryland Comptroller Representative
 Phil Morgan, Commissioner of Department of Public Safety
 Delegate Mark Chang, House of Delegates
 Senator Alonzo Washington, Maryland Senate
 Vacant, Department of Labor
 Krishnanda Tallur, Department of Education
 Carly Seidman, Governor's Office of Crime Control and Prevention
 Judge Lisa Broten, Maryland Judiciary
 Thomas Hickey, University System of Maryland
 Thomas Myers, Organized Labor (Public Sector)
 Vacant, Organized Labor (Private Sector)
 Jack Weber, Business Community Representative
 Janay Harris, Non-Profit Partner (Vehicles for Change)
 Stephen Sanders, CEO, Maryland Correctional Enterprises



Council Meetings

The MCE Management Council meets regularly to discuss MCE Operations. The full minutes from Fiscal Year 2023 can be found on the Maryland Correctional Enterprises website at mce.md.gov. A brief summary of each meeting has been provided below.

September 13, 2022
Via Conference Call

The Council reviewed and discussed financial and operational updates. The CEO discussed the implementation of the new ERP system in October and celebrated the pending graduation for the meat cutting apprenticeship. The Council approved the participant concerns survey format for calendar year 2022.

December 20, 2022
Via Conference Call

MCE reported on the independent auditors initial findings of no deficiencies, ongoing supply chain issues, and provided an update on ERP progress. The Council was also briefed on upcoming projects including the large State Center move. The Council reviewed the findings of the participant survey which mirrored previous years' responses. Mr. Jack Weber invited a guest speaker and former participant to speak on his reentry experience. During the member reports, Thomas Myers was recommended as a new union representative. In addition, the Council welcomed new members Carly Seidman and Krishnanda Tallur.

March 21, 2023
Via Conference Call

MCE welcomed newly appointed Secretary Carolyn Scruggs and discussed recent presentations and work being done in conjunction with other Maryland Preferred Providers. Staff provided legislative updates and impacts for the agency and the implementation of college bonuses for program participants. MCE also introduced new Chief Operating Officer, Charles Smith and welcomed Brandi Cahn, Jack Cunning, and Jillian Storm.

June 20, 2023
Via Conference Call

MCE shared updates and projections for the end of the fiscal year and preparations for upcoming audits. Staff conducted a private sector analysis of manufacturing in Maryland. The Council also discussed changes made to the FY24 Catalog. Mr. Melvin Forbes was voted to serve as Chair of the Council.



Training Participation

AS OF JUNE 30, 2023

BUSINESS UNITS FY 2023

	TRAINING PARTICIPATION
Jessup Correctional Institution	
Wood – office, lounge and dormitory furniture, tables, library shelving	102
Tag – metal motor vehicle license tags and picnic furniture	81
Sew – inmate uniform items and DPSCS officer uniform items	85
Maryland Correctional Institution – Jessup	
Graphics I – complete line of forms, reports, custom printing, magazines and related special products, four color printing	67
Graphics II – envelopes, business cards, letterhead, etc.	35
Quick Copy Service – digital b/w and color, high speed digital printing, binding, finishing, packaging, shipping, collating, stapling	15
Maryland Correctional Institution for Women	
Sew/Flag – shirts, gowns, bathrobes, flags, aprons, embroidery, sweatshirts	45
Mailing and Distribution – bulk mailing, distribution service, data entry	32
Design and Planning – office design using CADD system	11
Work Release Program - Fiscal, design, and customer services training	2
Maryland Correctional Institution – Hagerstown	
Metal ¹ – shelving, beds, tables, wastebaskets, chairs, benches, lockers, storage, Flexstation office furniture	45
Laundry – industrial cleaning of laundry for institutional and non-profit entities	17
Upholstery – task seating, side chairs, lounge furniture, multi-purpose seating	50
Meat – ground beef, chopped steaks, meat loaf, roasts, chops, ribs, hotdogs, lunch meats, sausage	54
Hagerstown Warehouse – backhaul operations and shipment of products produced in Hagerstown	31
Roxbury Correctional Institution	
RCI Graphics – file folders, interoffice envelopes, report covers, vinyl binders, production of MVA vehicle registrations and special orders	77
Recycling and Agriculture – recycling of aluminum and steel cans, cardboard, paper, pallets, and plastic	0
Maryland Correctional Training Center	
Partition – work stations, office panels, sight screens, System XXI, PowerWorks	19
Brush & Carton – utility brushes, corrugated cartons, and furniture assembly Cleaning Products – all-purpose and germicidal cleaners	18
Western Correctional Institution	
WCI Furniture – laminated component parts and various furniture items (Volition, Aristotle & Darwin office furniture)	42
Eastern Correctional Institution	
Furniture Restoration – refinishing/restoration of wood, metal, and upholstered furniture	34
Textiles – towels, washcloths, hats, uniform clothing/shirts, embroidery, sewn, and RF Seal mattresses	80
Laundry Operations – industrial cleaning of laundry for institutional and non-profit entities	7
Patuxent Institution	
Sign & Engraving– street signs, custom made signs to order, vehicle wraps, plaques, picture frames and laser engraving	31
Central Maryland Correctional Facility	
Laundry Operations ² – industrial cleaning of laundry for institutional and non-profit entities	114
Jessup Area	
Central Warehouse – shipment of all products produced at Baltimore metropolitan area prisons, moving, labor, and courier service	21
Total	1,115

¹ Includes twelve Prison Industry Enhancement Certification Program (PIECP) workers

² Includes laundry collection workers from Jessup Correctional Institution

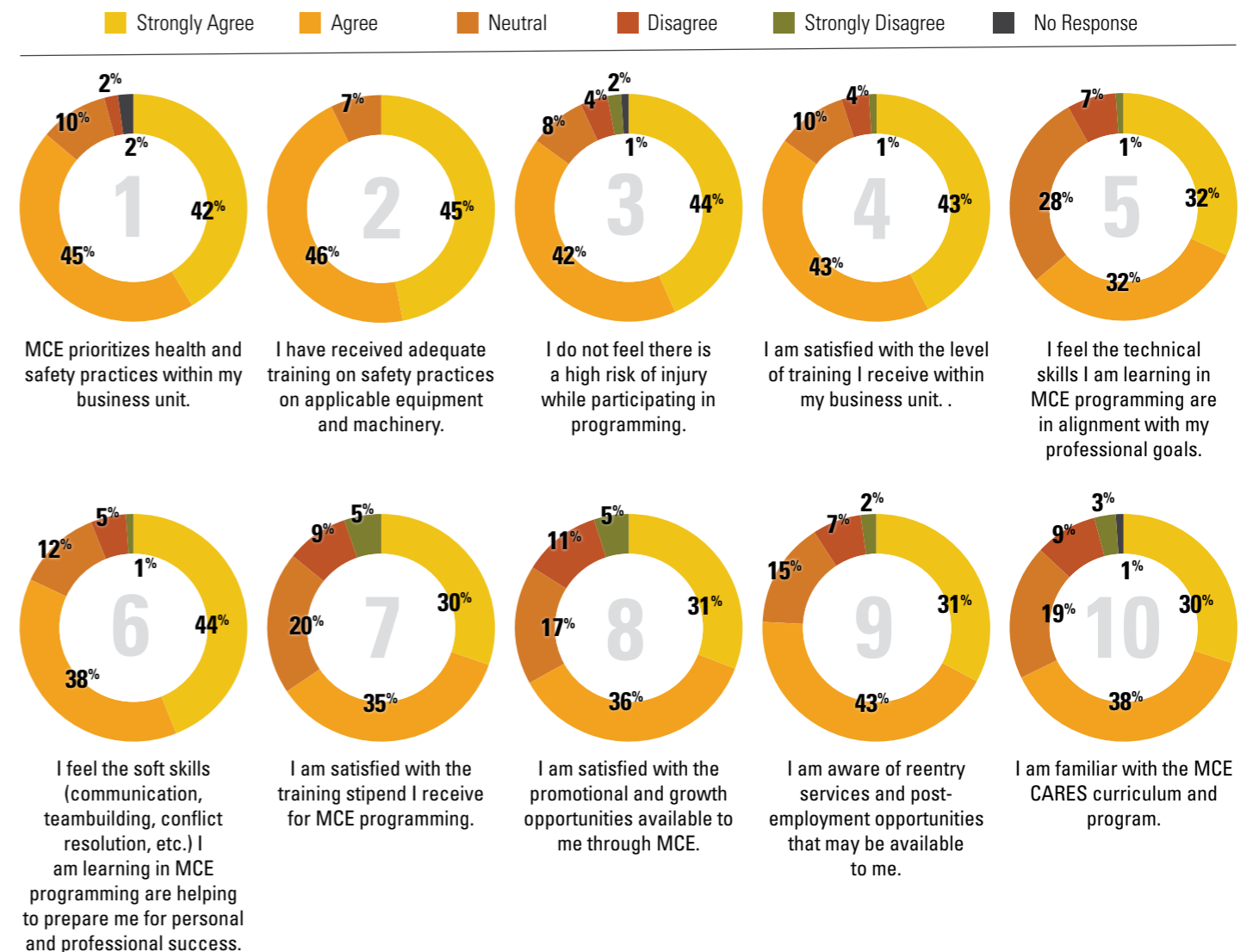
Participant Concerns Survey

ABOUT US

The summary of the 2022 concerns survey provides feedback on the annual survey conducted earlier this year. The survey was administered to a randomly selected sample of MCE participants to obtain information regarding four areas of concern: plant safety, training opportunities, wages, and promotional opportunities. Our participants were also given the opportunity to raise concerns not addressed in the categories provided.

INSTRUCTIONS

This year's survey format transitioned to a five statement rating system where participants were asked to identify their opinion on each identified topic with the statements, Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree. For each question, a "Strongly Agree" selection indicated a favorable rating in the subject area while "Strongly Disagree" indicated an unfavorable rating. The ratings for each question are presented below.



Fiscal Year 23 Management Council Recommendations



1. The MCE Management Council recommends the continuation of reentry efforts to include the expansion of CARES programming for MCE participants, continued communication to second chance employers, and coordination of the newly developed mentorship program.



2. The MCE Management Council recommends investigating current and future Prison Industries Enhancement (P.I.E.) opportunities based on the economic climate. P.I.E. should be reviewed and monitored for future opportunities with MCE. We plan to increase marketing efforts on this program to enable us to involve more participants.



3. The MCE Management Council recommends the continued expansion of early programming to improve the financial literacy of the MCE workforce in preparation for release. The program should be continuously monitored for accessibility, functionality, and improvement.



AT A GLANCE FY23

1000's

The number of quality products and services available for purchase.

300+

The number of graduates from MCE's Continuing Allocation of Reentry Services (C.A.R.E.S.) program.

1M

Revenue generated from sales on our e-commerce website.

50.2M

The amount of revenue achieved through the sale of quality products and services.

100%

MCE achieved American Correctional Association (ACA) Accreditation in 2009, 2012, 2015, 2018 and 2022.

131

Number of certificates earned through the Department of Labor and MCE's Job Skills Training Partnership since FY22.

1400K+

The number of program participants lives' touched by MCE with over 1.7 million work hours.

Management Council Report 2023





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Designed & Printed by MCE

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