



Management Council Report 2024

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Management Council Report

October 1, 2024

Wes Moore
Governor

Aruna Miller
Lt. Governor

Carolyn J. Scruggs
Secretary

Annie D. Harvey
Deputy Secretary of Operations

Phil Morgan
Commissioner of the Division of Corrections

Stephen Sanders
Chief Executive Officer

Ashley Lohr
MCE Management Council Executive Director



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). The Management Council examines the issues identified in its statutory mandate, acting to consult, advise, and support the management team. The Council's oversight responsibility includes monitoring MCE's fiscal situation, sales and marketing initiatives, incarcerated individuals concerns and issues, customer satisfaction, and competition with the private sector.

The following report provides an overview of the FY24 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 incarcerated individuals in a manner that benefits the State and the training of incarcerated individuals 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 incarcerated individuals 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 incarcerated individuals; and
- (ii) coordinating work programs with other rehabilitative programs;

(2) solicit and review information pertaining to concerns of participating incarcerated individuals; 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 incarcerated individuals and increase the ability of incarcerated individuals 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 FY24 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 the Division of Corrections 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

Management Council Membership Roster:

Melvin Forbes, Chairman, Business Community Representative

Ashley Lohr, Executive Director

Justin Hayes, Maryland Comptroller Representative

Phil Morgan, Commissioner of the Division of Corrections

Delegate Mark Chang, Maryland House of Delegates

Senator Alonzo Washington, Senate of Maryland

Vacant, Department of Labor

Krishnanda Tallur, Department of Education

Bethany Young, 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

Special thanks to our former members in FY2024:

Carly Seidman, Governor's Office of Crime Control and Prevention

Justin Hayes, Maryland Comptroller Representative



Council Meetings



Management Council Meeting Minutes

The MCE Management Council meets regularly to discuss MCE Operations. The full minutes from Fiscal Year 2024 can be found on the Maryland Correctional Enterprises website at mce.md.gov. A brief summary of each meeting has been provided below.

September 19, 2023: Virtual Meeting

MCE welcomes new member, Senator Alonzo Washington, to the Council. MCE Chief Administrative Officer discusses progress on the new ERP system, Global Shop Solutions, which is being learned and utilized by over 100 program participants and MCE civilian staff. New Secretary of the Department of General Services, Atif Chaudhry, and the Secretary of the Department of Public Safety and Correctional Services, Carolyn Scruggs, tour MCE business units.

December 19, 2023: Virtual Meeting

The Management Council discusses the large State Office Complex jobs that intends to move several State of Maryland agencies to a new location. These capital projects are tying up much of MCE's funds which has become burdensome to the financial health of the agency. Director of Marketing, Tara Smith, discusses the process that is required of MCE to change pricing on its products and services

March 26, 2024: Virtual Meeting

MCE reported that the MD State Complex Offices are relocating and MCE capital projects division will be providing a large amount of furniture for this project. Legislative updates were shared and informed the council that there are two Bills (SB194 & SB486) that are directed at Maryland Correctional Enterprises and have been crossed over to the House of Delegates. SB194 has crossed over to the Health and Government Operations Committee in the House of Delegates and has a hearing set for March 26, 2024 at 1:00pm. SB486 has crossed over to the Judiciary Committee in the House of Delegates and has a hearing set for Thursday, March 28th at 1:00pm. MCE conducted a Concerns Survey for MCE participants, in regards to health, safety, and training quality. The following questions were asked. Questions 1 through 3 asked the respondents about health and safety practices. Questions 4 through 6 focus on general training quality. Questions 7 and 8 focused on stipend levels and promotional opportunities. Questions 9 and 10 focused on familiarity with other services offered at MCE. The Concerns Survey for 2024, indicated a positive perception from MCE participants.

June 25, 2024: Virtual Meeting

MCE shared updates regarding the passing of SB194. SB194 will require the Department of General Services via the Pricing and Selection Committee, to respond to all waiver requests on behalf of MCE. MCE shared the results of the OLA Audit. The overall results of this Audit were very good for MCE. The only area to be noted in the report requiring a corrective action was in Accounts Receivable. The OLA advised that MCE cannot refer State Agencies to CCU. MCE provided the OLA with a corrective action plan which has been approved. The Council covered the fiscal year numbers and preparations for upcoming audits. Staff conducted a private sector analysis of manufacturing in Maryland. The Council also discussed changes made to the FY25 Catalog.

Training Participation

AS OF JUNE 30, 2024

BUSINESS UNITS FY 2024

TRAINING PARTICIPATION

BUSINESS UNITS FY 2024	TRAINING PARTICIPATION
Jessup Correctional Institution	
Wood – office, lounge and dormitory furniture, tables, library shelving	100
Tag – metal motor vehicle license tags and picnic furniture	76
Sew – incarcerated individual uniform items and DPSCS officer uniform items	86
Maryland Correctional Institution – Jessup	
Graphics I – complete line of forms, reports, custom printing, magazines and related special products, four color printing	73
Graphics II – envelopes, business cards, letterhead, etc.	40
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	52
Mailing and Distribution – bulk mailing, distribution service, data entry	26
Design and Planning – office design using CADD (Computer-Aided Design/Drafting) system	10
Work Release Program - Fiscal, design, and customer services training	3
Maryland Correctional Institution – Hagerstown	
Metal ¹ – shelving, beds, tables, wastebaskets, chairs, benches, lockers, storage, Flexstation office furniture	61
Laundry – industrial cleaning of laundry for institutional and non-profit entities	20
Upholstery – task seating, side chairs, lounge furniture, multi-purpose seating	54
Meat – ground beef, chopped steaks, meat loaf, roasts, chops, ribs, hotdogs, lunch meats, sausage	59
Hagerstown Warehouse – backhaul operations and shipment of products produced in Hagerstown	29
Roxbury Correctional Institution	
RCI Graphics – file folders, interoffice envelopes, report covers, vinyl binders, production of MVA vehicle registrations and special orders	79
Maryland Correctional Training Center	
Partition – work stations, office panels, sight screens, System XXI, PowerWorks	25
Brush & Carton – utility brushes, corrugated cartons, and furniture assembly Cleaning Products – all-purpose and germicidal cleaners	20
Western Correctional Institution	
WCI Furniture – laminated component parts and various furniture items (Volition, Aristotle & Darwin office furniture)	44
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	74
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	28
Central Maryland Correctional Facility	
Laundry Operations ² – industrial cleaning of laundry for institutional and non-profit entities	115
Jessup Area	
Central Warehouse – shipment of all products produced at Baltimore metropolitan area prisons, moving, labor, and courier service	20
Total	1,150

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

² Includes laundry collection workers from Jessup Correctional Institution



PARTICIPANT CONCERNS SURVEY

THE FY'24 MCE PARTICIPANT CONCERNS SURVEY FINDINGS



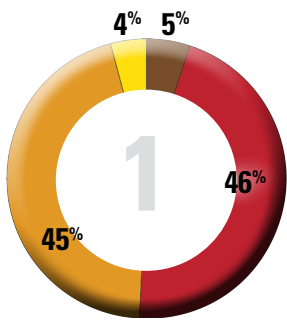
ABOUT US

The summary of the FY2024 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 these areas of concern.

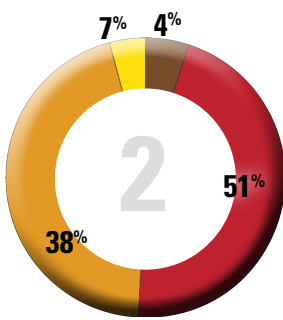
METHOD

This year's survey maintained the 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.

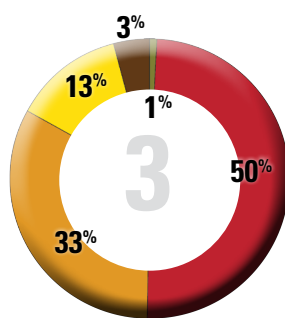
Strongly Agree Agree Neutral Disagree Strongly Disagree No Response



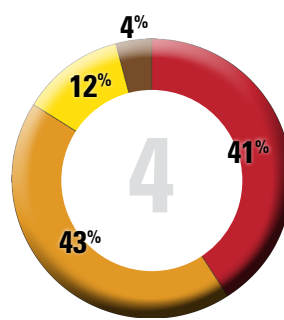
MCE prioritizes health and safety practices within my business unit.



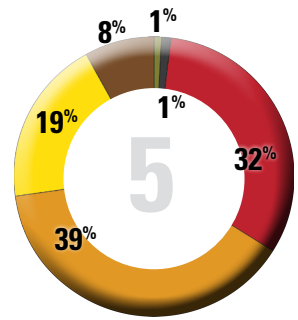
I have received adequate training on safety practices on applicable equipment and machinery.



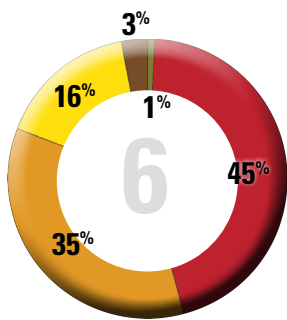
I do not feel there is a high risk of injury while participating in programming.



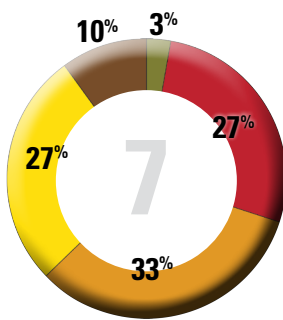
I am satisfied with the level of training I receive within my business unit.



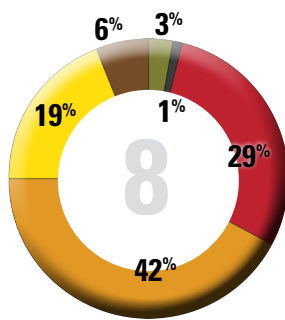
I feel the technical skills I am learning in MCE programming are in alignment with my professional goals.



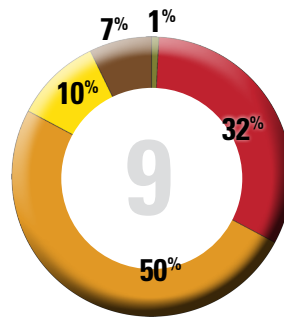
I feel the soft skills (communication, teambuilding, conflict resolution, etc.) I am learning in MCE programming are helping to prepare me for personal and professional success.



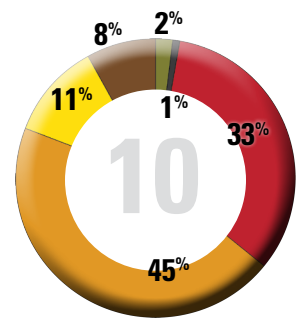
I am satisfied with the training stipend I receive for MCE programming.



I am satisfied with the promotional and growth opportunities available to me through MCE.



I am aware of reentry services and post-employment opportunities that may be available to me.



I am familiar with the MCE CARES curriculum and program.



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Fiscal Year 24 Management Council Recommendations



1. The MCE Management Council recommends exploring ways to enhance cash flow to remain self-supportive during peak production schedules. MCE will explore different avenues in achieving this, including requesting funding upfront for large scale projects to purchase the raw materials required.



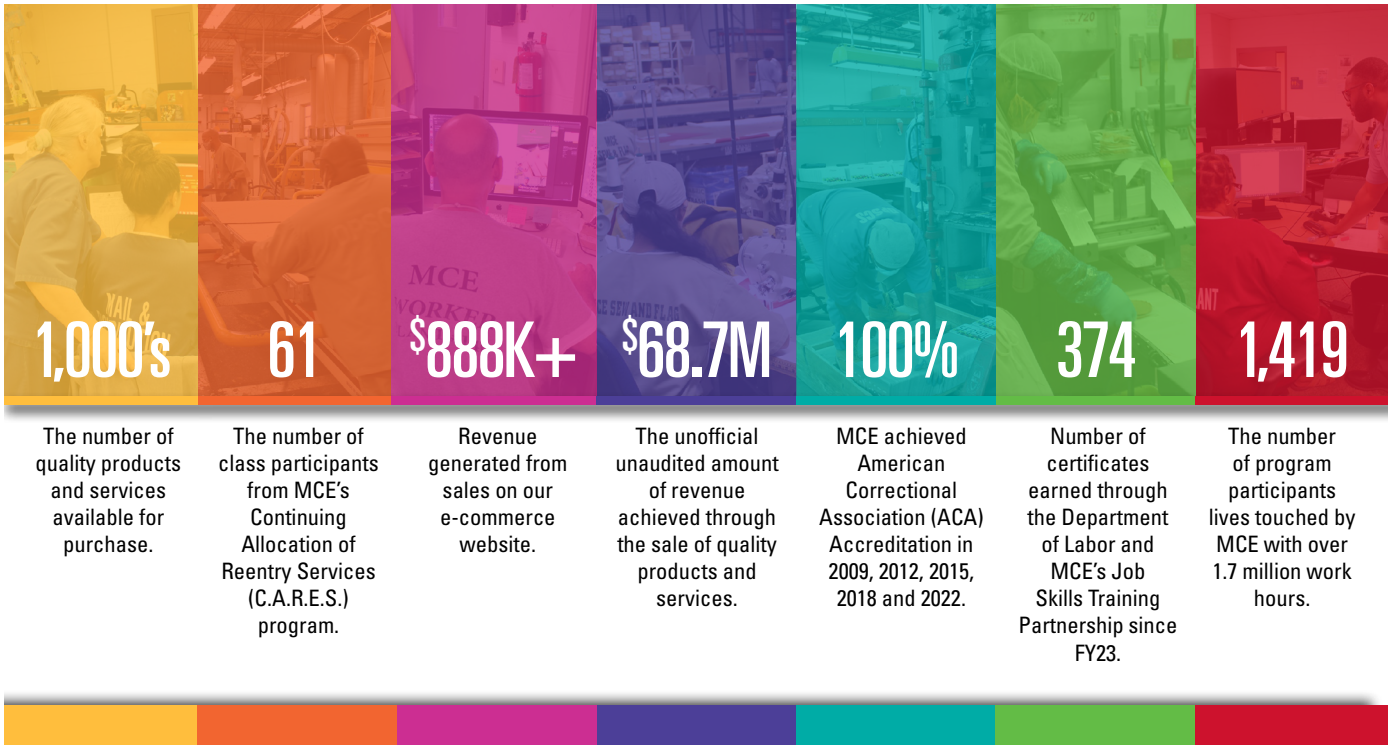
2. The MCE Management Council recommends investigating current and future Prison Industry Enhancement Certification Program (PIECP) opportunities. The expansion of PIECP offer unique opportunities that fulfill the core mission of MCE. There is also a restorative justice aspect that benefits Maryland further.



3. The MCE Management Council recommends the continued expansion of reentry efforts. The reentry program should be continuously monitored for accessibility, functionality, and improvement.



AT A GLANCE | FY24



Mission Statement

Maryland Correctional Enterprises provides structured programming for participants by improving interpersonal skills and employability upon release, enhancing safety and security by reducing prison idleness, and producing quality goods and services while remaining a financially self-supporting State agency.

Vision Statement

Transforming lives through mentoring, providing marketable skills, and instilling positive work ethics to contribute to a safer community.

Community Service

MCE participates in outreach initiatives such as the annual Bea Gaddy Thanksgiving Dinner and Father O'Neill Charities Bicycle Program partnership with the Department of Public Safety's Division of Parole and Probation.

Line	Code	Quantity	Unit Price	Total Price	Material Code	Material Description
1	(X)	0.0000	0.0000	0.0000		
2	(Y)	0.0000	0.0000	0.0000		
3	(Z)	0.0000	0.0000	0.0000		
4	(C)	0.0000	0.0000	0.0000		

```

Sherwood Control Hosting version 6.11)
JOB INFO START
Job Name: Canton Desk Shells HV
Materials:
(1) 1 1/8 MCPB (Actual Thickness 29mm)
JOB INFO END
[INITAPL]
M0BPSTRTIME,SURL1
[ASKMASTERBOARD=1]
[CURRENT_SHEET=1]
[RECUR_SHEET=0]
[RUN_FLYCUT=0]

```

Control Panel:

- Emergency Stop (Red)
- Feed Rate (Dial)
- Block Step (Button)
- NC Reset (Button)
- Feed Rate (Button)
- Block Stop (Button)
- Feed (Button)

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