

Management Council Meeting Minutes



Special Session – MCE Management Council

July 21, 2020 @ 1:00 PM

Attending: Anne Klase, Danielle Cox, Dave Jenkins, Jack Weber, Janet Lane, Janell Johnson, Judge Lisa Broten, Mark Rowley, Melvin Forbes, Nicole Copeland, Senator Peters, Stephen Sanders, Steve Shiloh, Tom Hickey, Commissioner Wayne Hill, and Ashley Lohr

DOC Commissioner Update - Commissioner Hill

- Moving forward with everything COVID
 - Doing well with numbers of positive cases in DOC
 - Many contributions from MCE
 - Hand Sanitizer
 - Sneeze Guards
 - Face Shields
- Effective July 1st, Secretary Green appointed as CEO of MCE
 - On behalf of Secretary Green – earned all of this plus; he has stepped up to the plate on so many levels. We have become the standard for best practices nationwide thanks to things he has helped us initiate. His team, all of MCE are being creative and bringing life to these items. Totally phenomenal. He has earned everything – hats off. Congratulations and job well done!
 - Stephen Sanders - Commissioner Hill and Members – it is a privilege to be in this position. Everyone contributes; I could not be successful without our team. Commissioner, Secretary, and DSO - thanks to all for support. We are working together against a common enemy. When we challenge our team – they say yes we can. I will do everything in my power to serve. Thank you all.
 - Secretary Green – Fortunate to have Stephen Sanders, the Management Council and MCE. Proud of the work we do together. Stephen is a proven leader. His performance has been nothing but exceptional. Congregate communities are no different than the communities we all live in. MCE is a drastic and constant piece of the puzzle. The individuals that work for MCE have done a wonderful job.
 - Mr. Sanders did a phenomenal job making hand sanitizer – simply amazing.
 - 51 sanitizers came off the market because they didn't do it right – MCE did.
 - The MCE culture goes way back. MCE is nimble, innovative and productive
 - **The Council has no objections to the official appointment of CEO, Stephen Sanders.**
- We are working on internal movements: providing quarantine and isolation movements. We are looking at the transfer policy. In the beginning, we had no movement across the agency; we are lessening that. We are moving into lesser security. We are not where we were at the beginning.
- Danielle Cox – is there a possible time for services to reopen?
 - We are following recommendations of MDH; we will look at when they allow us to reopen.

Marketing Presentation – Stephen Sanders and Nicole Copeland

- Nicole Copeland presented video, “Telling Their Stories.”

- Stephen Sanders - This is just the beginning of our story. We want to share more stories like this. We are creating this so it will live on for years. We will show and build on this – these stories never stop. This is why MCE is here. I believe our focus for now should be working on telling these stories. We would like your thoughts and input where we should go.
- Dave Jenkins - We hear, “We are all in this together” an indication of what we do in correctional industries. It is absolutely a team effort. The other part is folks like Jack Weber who give second chances.
- Danielle Cox – amazing ability to showcase the way our pipeline leads to success. Making sure that they are getting these skills. From GED to fulltime work. What an amazing opportunity this leads to.
- Commissioner – grateful that you are showing the full story for men and women; showing they are getting something out of the process. Thank you for your efforts.
- Senator Peters – very supportive of helping you get this message to the right people. Many legislators and groups would be receptive to meeting. I also think we could setup a meeting with universities. This is an opportunity to educate.
- Jack Weber – great idea to put this on YouTube. Reference others who have a negative comment. Particularly in our current lockdown. Business need to share their success stories. “Coming home for good.”
 - We are partnering with DPSCS to do a social media campaign. We will ask if DPSCS can post on their YouTube channel
 - Danielle Cox – Jack, your continued involvement is invaluable
- Melvin Forbes – I received a call from the Black Caucus who reached out to see what our mission is. I believe we have to be more proactive in our strategies. These letters that have come in – this is not the first time; won’t be the last. What we need is more of these folks talking about what we do. Let’s continue to be more proactive. There are opportunities to get our message out and control our own narrative. What we must now do is come up with a continual active strategy.
- Tom Hickey – happy to share the video with procurement staff, this is a reoccurring issue with our students. I appreciate all you are doing to respond.

Open Forum

- Janell Johnson – taking over for Nikki Zaahir; Director of Education – thank you and welcome.
- Steve Shiloh – Stephen has done a very good job under difficult circumstances. 30+ years of experience; over 10+ years with MCE. Embraces the MCE mission – I know he has excellent work ethics and cares about staff. He is an excellent choice. He will take MCE to the next level. Congratulations on your appointment.

Meeting Adjourned at 2:00 PM

MCE Management Council Meeting
September 8, 2020
Via Google Meet

Janet Lane

Tom Hickey

Steve Shiloh

Stephen Sanders

Sarah Myers

Melvin Forbes

Fred Mason

Danielle Cox

Anne Klase

Ashley Lohr

David Jenkins

CEO Update – Stephen Sanders

- Incoming Sales remain slow
 - FY20 55.7 million
 - Profit .9%
 - Audit underway and will be issued by October 1st
- YTD Sales FY2021
 - 7.6 million vs. \$9.9 million – down 23% from last year
- Open Orders – 15 million
 - Deliveries are behind
- ERP
 - Using solesource via Global Shop; utilized in seven other state correctional industries
- 613,000 website sales
- 1 million – quickship sales
 - FY21 – 65,000
- Updates
 - BCCC and Frostburg Complete
 - Morgan almost complete
- Inmate Employment – 608
- 1,493 Inmates on payroll
- 50% of inmate population in order to ensure social distancing and CDC, DPSCS protocols
- 209,000 pieces of protective gear – over 100,000 pieces are masks
- Over 76,000 bottles of hand sanitizer
- MCE making plexiglass desktop sneezeguards
 - 146 making over 2600 sneezeguards for the board of elections
- Election

- Many Plants involved in manufacturing supplies for in-person election
 - Production is strong and exceeding schedule
- Continuing to provide protective equipment for DPSCS
- Tag Plant is working to build license plate stock back up
 - 10 Plants were closed for several months
 - Tag Plant was closed for five months
- All staff required to wear PPE while at work
- Annual Business Luncheon Cancelled
 - Working on plan for virtual luncheon in November
 - Working with Regional Managers and Wardens to make this a reality
- Wayne Hill is the Acting Deputy Secretary of Operations
- Ashley Lohr will be the Acting Chief Operating Officer for MCE
- 22.5% Vacancy Rate
 - HFERs pending for 14 positions
 - Several upcoming retirements
- Tom Hickey
 - Has there been a 50% reduction in inmate employment or are inmates working different shifts
 - Yes, we reduced to allow for distancing; we will slowly bring them back on
 - Hopefully 75 additional inmates will be brought back to work in the upcoming weeks
 - Plants have put Plexiglas barriers between work stations
 - Inmates were selected based on seniority and skill level
 - Inmates continue to be tested for COVID-19; inmates from housing units that have any positive cases are quarantined and not able to work
 - Inmates were initially receiving pay during layoff; however, this stopped after sixty days as cash dramatically dropped
 - Dave Jenkins asked if there were specifics on what percentage of inmates had been laid off during the pandemic
- Melvin Forbes
 - Is there a protocol in place to ensure employees are safe
 - Yes, we are in a good place compared to other Departments in the US
 - Staff are tested monthly (universally); results received in 48 Hours
 - Intake facilities in Baltimore are tested every week
 - 75 inmates and MCE staff tested positive since March
 - No staff or inmates that work for MCE are in the hospital
 - Temperature taken at the door; you are required to answer a questionnaire
 - All employees and workers wear goggles, masks, face shields, etc.
 - A cleaning schedule is implemented including regular deep cleanings

Council Vacancies – Dave Jenkins

- Three vacancies on the Council
 - House of Delegates
 - Public Union Representative
 - Private Union Representative

- Nominee for Non-Profit Representation; Janell Johnson

Inmate Concerns Survey – Dave Jenkins

- Annual Requirement to conduct a survey; this is done randomly
 - Due to COVID precautions, surveys will be sent out electronically and we will randomly select inmates to participants
 - Plant Supervisors will email results back to headquarters
 - Survey is a 10% sample of the inmate workforce
 - Many fewer surveys due to the decreased inmate workforce
 - A minimum of five surveys will be collected per plant
 - Survey tallying will be conducted at Headquarters
 - It remains unknown how the COVID pandemic will impact survey responses
 - We allow a space for additional comments
 - Stephen noted that inmates are receiving higher pay during the pandemic
 - Tag Plant inmates earning in August:
 - Highest - \$755.44
 - Middle - \$626
 - Low - \$92; new inmate that did not work the full month of August
 - DSO Hill
 - Applaud Stephen and team for bringing us back online as safely as possible
 - Very impressed with measures that were taken to ensure safety of staff and offenders; we are looking at ways to increase numbers

Management Council Member Reports

- DSO Hill
 - We are looking at bringing things back online and rearranging the Department
 - Looking at flexible work schedules
 - Several changes in the upcoming months
 - We are doing well with COVID containments; well below projections
 - Everyone is doing a phenomenal job maintaining health
 - We ask for continued support during transition
- Janet Lane
 - Reentry Update
 - Congratulations to Ashley
 - I have a goal to setup external reentry savings plan or program
 - Assisted 47 people with home plans from July – September
 - Working with data team to resolve any OCMS issues
 - Working with Case Management with early releases
 - Joined the Hagerstown Reentry partnership
 - CARES
 - MCIH is considering video classes for CARES; looking for a larger classroom to conduct class with safe social distancing
 - We feel it is important to allow real-time instruction

- New Baltimore Reentry Program
 - Focus on employment skills
 - Project Evolution Partner
 - Make hygiene kits which have been donated to community partners and local detention centers
 - Looking to move to tablet learning for CARES
 - Reentry blog will be posted on our website
- Tom Hickey
 - Shared videos with USM Communications Office
 - Very well done; it will help us send the students the message
 - Towson University has transitioned to all online learning
 - Majority of courses are online; some students need to live on campus – international students, etc.
 - We are doing everything we can to keep students safe on campus
- Steve Shiloh
 - Congratulations to Ashley
- Sarah Myers
 - Busy; several vacancies
- Melvin Forbes
 - Work with several innovative companies; there are some robotic elements that I think will be beneficial to MCE
 - Thanks to MCE for all you do
- Mark Rowley
 - No Report
- Jack Weber
 - Working with Home Detention; very collaborative
 - Thrilled MCE is still operating
 - Wayne Hill – In the process of transferring Home Detention under DOC
- Fred Mason
 - First day of school for most of public school system
 - Planning for in-person instruction when deemed safe to do so
 - Opportunities to reach out to the school systems; individual schools are responsible for own procurement
- Senator Peters
 - Figuring out how to conduct session for 2021
 - All meetings include public; committee meetings done by Zoom
 - We technically have to be in the chamber for the last vote on the third reading of the bill
 - Most likely will hold hearings via zoom; testimony may be held remotely; it will be a challenge

- We were be pre-filing and limiting bills. Majority of bills will be due prior to January in order to have a hearing
- COVID has brought on several monetary concerns
- Capital Programs are going well
- We will power through

- Anne Klase
 - FY2020 Reports will be due shortly
 - Tax Returns being processed and office continues to provide services

- Danielle Cox
 - Western region returned to facilities
 - Thank you MCE for protective equipment; all schools now have PPE
 - Jessup Region returning today
 - Central and Baltimore returning in upcoming weeks
 - Thank you to DPSCS for making that process run smoothly
 - SOP created for teachers to follow; classroom sizes will depend on the size of the room; max of ten people
 - Students have to sign pandemic school rule procedure; making it as safe as possible

Next meeting scheduled for December 8, 2020.

MCE Management Council Meeting

Tuesday, December 8, 2020

Meeting called to order at 11:00 AM

Attending: Daniel Atzmon, Tom Hickey, Wayne Hill, Tyrese Jackson, Dave Jenkins, Janell Johnson, Anne Klase, Janet Lane, Ashley Lohr, Senator Peters, Mark Rowley, Stephen Sanders, Jack Weber

CEO Update – Stephen Sanders

- FY'20 Sales- \$55.8 million- \$78K profit (\$.5 million pension adjustment)
- FY'21 YTD Sales through November- \$20.2 million, down \$5.5 million, or 21%
- Open Orders - \$12.7 million
- ERP -Waiting for a date to go in front Public Works
- Statewide lockdown
 - Tag Plant Open
 - Secretary's leadership has been phenomenal; we locked down to protect inmate population and DPSCS employees
 - Tag Plant and Meat Plant are open for essential operations
 - We are reopening based on data within the population
- 87 Inmates on payroll, 37 added today
- 23% vacancy rate
- We were notified by MVA and MDOT that MCE will no longer print registrations for stickers; another detrimental impact of the pandemic
- MCE received our annual independent audit report from Clifton Larson with no adverse findings

DPSCS Update – ADSO Hill

- Working to protect our vulnerable populations and tracking active cases within the Department
 - We are doing everything we can to follow protocols – PPE, Sanitizing, social distancing.
 - Virtual learning where we can
 - Church services, etc. have been suspended until it is safe to resume
 - Recreation has started again, but numbers are limited
 - We are moving along
- Cannot thank the Secretary enough for being an advocate for Public Safety
- Forward thinking has kept of safe; doing well compared to other states. Imperative that we do not lose sight of fighting the virus
- We cannot go back to full staffing until we have a control on the virus
- Facilities on modified movement
- Doing everything we can to make sure inmates can get outside; just a slower pace while keeping a safe distance
- Expedited release process: Releasing certain populations; looking at men and women who have a release date within 25 days. Anything we can to reduce numbers and likelihood of contact.

- CEO Sanders noted that Department has displayed great decision making and support for the MCE Team

Concerns Survey – Dave Jenkins

- Report includes method of how surveys were distributed, number of surveys distributed and a summary of responses that were received.
- The final chart is an average of all scores
- All plants above average in all categories. Most are in 7-8 range, which is excellent
- Safety was the highest of all ratings; average was almost 9
- Procedures changed dramatically; done virtually
- The 2021 survey will be delayed to the summer so the surveys are not done concurrently
- Meat Plant scored the highest; what is different is it is our only registered apprenticeship program
- Metal Plant has an active PIE program; both are responded to positively
- MCE has done a lot with inmate wages; however, these efforts have not resonated. Ratings for salaries are still the lowest.
- Jack Weber – employee that worked for MCE for several years recently hire at Uptown Press. Can we look at making payments towards Medicare to make inmates eligible to receive benefits?
- Mark Rowley– Inmate workers are not classified as employees so they do not pay the associated taxes.
- Dave Jenkins – A savings plan was recommended several years ago. Men that have been around for a substantial period have been able to save considerably.
- Stephen Sanders – We are unable to increase wages during a pandemic. Several inmates working on large projects have earned up to 800-900 per month. Based solely on the survey, we are not prepared for raises and bonuses.

Reentry Update – Janet Lane

- MCE Reentry assisted 51 individuals with home plans since the last meeting
 - Two men releasing this month have employment lined up
 - We received institutional permission to provide handouts for CARES classes; class recipients will receive workbooks, folders and pads; questions related to material will be answered through internal mail. We have 17 active participants.

Member Reports:

- Anne Klase – nothing new to report at this time. Processing checks
- Tom Hickey – Fully transitioned to online learning. Some students are living on campus if students do not have an option. Some medical courses still being taught in person. With production lines shutting down, will MCE be able to get the furniture in time for the building opening?
 - Stephen noted that MCE will be able to satisfy orders for August or June timeframe. We will assess and report after the meeting.

- Janell Johnson– Returning from two week pause; several employees tested positive for COVID. Thankfully we are back. Entry-level programming started. Please let us know if you have any eligible candidates. There has been a decline in referrals from the Labor vocational program.
 - Senator Peters – Program is very popular in general assembly. Are you planning to have additional sites?
 - Training program on Eastern Shore and working on getting a program in PG County – still working on a site. Please send information on your program; I represent PG County; we need to put in a request for some capital.
 - Trying to find companies like Vehicles for Change and others that offer reentry programs that we can provide state capital to. Would like to commit funds to reentry.
 - Jack Weber – Associated Builders and Contractors, Civic Works in Baltimore, Vehicles for Change and transition houses; I have several recommendations that I will share with you.
- Daniel Atzmon – Glad to be a part of the group; not too much of an update at the moment. As we gear up for General Assembly, hope to have an update on grant announcements, etc. Would certainly welcome a tour.
- Ashley – Welcome to Tyrese Jackson; she will be taking over administrative duties for the Council

Meeting adjourned at 12:00 PM

MCE Management Council Meeting

March 9, 2021

Via Google Meet

Meeting Called to Order at 11:00 AM

Attendees:

Dave Jenkins

Lisa Broten

Ashley Lohr

Stephen Sanders

Anne Klase

Annie Harvey

Daniel Atzmon

Danielle Cox

Fred Mason

Jack Weber

Janet Lane

Joseph Cox

Melvin Forbes

Thoomas Hickey

Welcome

Public Safety Update – DSO Hill

- Good morning everyone; Ms. Annie Harvey will be Acting Commissioner. She is on the call and will be representing the Division of Correction in future meetings.
- DOC Overview
 - Vaccinations have begun for staff and offenders according to MDH guidelines
 - 65+ inmate population
 - Approximately half of the Correctional staff has received the vaccine
 - We continue to test on a monthly basis
 - Graphics is shutdown, but will be back open on Monday. We are moving slowly to ensure we maintain safety of staff
 - Shutting two facilities – do not have dates, but will be closed by FY22. We are slowly depopulating EPRU and SMPRU
 - Still receiving intakes from local facilities
- Mr. Hill has been promoted to DSO; Annie Harvey will be Acting Commissioner
- DPSCS continues to monitor legislation that will impact the Department
- Melvin Forbes recommended setting aside a time for the board to discuss mental health issues. What can MCE do to help that situation.

CEO Update – Stephen Sanders

- Thank you for joining us today – hard to believe a year has passed since the pandemic began.
- We are fortunate to work side by side with DPSCS
- March 2020 there was a shortage of PPE, we produced face masks, hand sanitizer, face shields and other PPE
- Since the onset, we have produced over 324,000 units of PPE
 - Over 107,000 face masks to inmates
 - Correctional Staff face mask distribution

- 5,710 cases of hand sanitizer – production has currently ceased
 - COVID Signage
 - Plexiglas Sneeze Guards
 - Many items for the elections produced by MCE with the cooperation of DPSCS
- We continue to watch our financial situation closely
- Many plants put on lockdown in November to contain the virus
 - Only Meat Plant and Laundry remained open during initial shutdown
 - 23 out of 26 plants are now operational; remaining three will reopen on Monday
 - All Plants working overtime to do best we can for our customers
- Thank you to DPSCS for support
- Only 38 DPSCS employees with active cases; 29 inmates
- Since last March, there have been over 6,000 recoveries including DPSCS staff, inmates and contractors
- As of March 1st, 621 inmates are on payroll. It will be a struggle to get back where we need to be, but safety is our top priority
- Toured JCI yesterday, inmate participants are glad to be back
- 455,000 incoming orders vs. 4.9 last march
- Open Orders are at \$12.8 million, several large jobs on the books. Comfortable with the a
- Sales end of February - _____
- 4.8% profit
- ERP – we received approval from BPW to work with Global Shop Solutions
- Received notice from OIG that we have taken corrective actions to investigate all inventory variance. OIG found us in compliance.
- Thank you all for your particip[ation].
- Welcome and congratulations to DC Harvey
- Great opportunity for positive change
- Hickey - Minimum wage bill – we are monitoring the bill daily; we have an outreach. List of contacts to discuss the bill. A lot of inaccuracy regarding MCE. Bill is still in committee and has not been voted on. Similar bills have been submitted across the country. MCE cannot afford to pay minimum wage.
- Inmates currently do not pay room and board or provide their own food and clothing. MCE does not have control of commissary. Necessities are provided by DOC.
- Recommending sharing the video with the legislators; that has been done. Two more success stories have just hit – former employee became Manager of Home Depot. Another gentleman got a job with a big warehousing chain in July and has already been promoted.
- Jack Weber – they were probably confusing deductions with MCE. I am willing to chat with legislators in regards to MCE. I have several stories I can discuss. MCE is part of Restorative Justice. Other states have a horrible image.
- Melvin Forbes – we need to work on sharing the great work we do. We need to have more of an offensive posture regarding legislation. We are the model of what other states should be following. Videos are great and needed, but also seen as a commercial. We need the legislators to come see what we do. We can utilize technology to do this.

- Suggestion to visit was made by committee chairperson. Now that we are seeing the end of COVID, we can do that.

Inmate Concerns Survey – David Jenkins

- Survey responses have been collected and a summary of responses will be distributed to plants
- Looking to go to hybrid model next year
- Survey will be conducted in September
- With a smaller workforce, we may exclude people that were selected from the previous year's survey.
- New format will be discussed at the June meeting
- May change questions and solicit information regarding bonuses, etc.
- Look at changing the format

Councilmember Updates

- Anne Klase – busy with taxes and relief act distribution
- Daniel Atzmon – busy as always; we will keep everyone posted on expungement and victim restitution workgroup. If anyone is interested, we would love to hear from you. We will regroup after General Assembly.
- Danielle Cox
 - Bill to increase mandatory education days – favorable response from legislature
 - Western Region Schools opening back up on March 29th
 - DPSCS working with us to get updated wiring
- Joseph Cox – one problem we continue to have issues with MCE being excluded from bonus programs and MCE. Recommend that they consider being reclassified as correctional officers
- Fred Mason – very busy; school construction decisions will follow legislative session. Working with Maryland Stadium Authority on how programs will flow. Will be a more continuous process.
- Jack Weber – as we move from the COVID period, I see that as a business we need to adjust things. Concerned for MCE in general. Recommend
 - Warehousing and transportation doing well. Like to see ERP up and running. Looking forward to finalization of the vaccine. Hoping for pent up demand. Concern we will not see that. A lot to post-COVID period.
 - Transitional House doing well – 6 vacancies available
- Lisa Broten – Judge Broten had to leave the call but wanted the members to be aware of the status of Maryland's District Courts in terms of Covid-19 restrictions. As of 3/15/21, the District Courts moved to Phase 4 of a 5 stage resumption of service with the courts and offices open. Essentially, District Court is fully operating, but with smaller and staggered dockets to keep the number of people in the courthouses and courtrooms at a safe level. COVID-19 requirements and protocols (questions, temperature checks, masks and social distancing) are still in force. Anyone experiencing COVID-19 symptoms or recently exposed to someone with COVID-19 will be denied access to the courthouses. On the COVID-19 questionnaire, a question has been added asking if you have been fully vaccinated. The Circuit Courts will resume hearing jury trials on 4/26/21.

- Melvin Forbes – World is changing – can we get involved with healthcare?
 - MCE can be the model to lead the world in technological advances, as we move forward, we need to look at what MCE can be doing
 - Kudos to MCE employees for doing an incredible job during the pandemic – CEO Sanders and staff have done an excellent job on how they handle the pandemic. Love being a part of this board
- Tom Hickey – in the midst of the legislative session – no recommended reductions to budget. We sustained \$117 million budget reduction, we are looking to fight that. Capital budget hearings this afternoon.

Reentry – Janet Lane

- Writing a piece for NCIA focusing on Plant Manager; he indicated one of the meat cutters that went through our apprenticeship is working at Whole Foods and has hired five additional workers that went through our program
- Continue working with returning citizens to connect with County resources
- Working with DPP to track MCE releases
- Getting closer with starting remote learning CARES program. Designated area will allow for social distancing

Next meeting will be June 8th. We would like to invite members on a tour when it is safe to do so.

Meeting adjourned at 12:24 PM

MCE Management Council Meeting

June 8, 2021

Via Google Meet

Meeting Called to order at 11 AM

Attendees: Annie Harvey, David Jenkins, Stephen Sanders, Senator Douglas Peters, Judge Lisa Broten, Danielle Cox, Joe Cox, Tom Hickey, Jack Weber, Fred Mason, Anne Klase, Mark Rowley, Nicole Copeland, and Ashley Lohr

Acting Commissioner Annie Harvey – DPSCS Update

- 14,039 inmates within the Department of Corrections
- Looking to open in-person visits for inmates in recent future
- Looking to transition pre-release to home detention
- Hoping to start basketball again for inmates
- Looking forward to inviting volunteers back to the institution
- Thanks to excellent staff
- Secretary and Department are very interested in reentry and looking for more opportunities to enhance reentry efforts
- DPSCS closed two pre-release units and will focus efforts on strategies to help pre-release inmates obtain post-release employment

CEO Stephen Sanders

- Thank you to Council for support
- \$41.2 million vs. \$49 million in FY20
- 604,000 profit through April
- The pandemic has made it difficult for us,
- OO - \$14.7 million
- Inventory conducted later this month
- GSS is currently being updated with our IT team. Our goal is to implement new ERP by September 2021 – aggressive, but welcome goal
- Several ongoing and pending large project deliveries scheduled for the remainder of the year
- YTD incoming sales \$40 million
- 343,000 in web sales vs. \$613,000
- Inmate Employment – 776 as of June 1
 - Goal is to exceed 821 participants by the end of June
- 91% of all MCE program participants have been vaccinated
- 90% of staff vaccinated
- Hand sanitizer operation has closed and will be permanently closed due to declining sales
 - Since inception, we produced over 90,000 bottles of hand sanitizer

- Over 330,000 pieces of PPE..... need notes from Stephen
- Although many was used for public safety, we also delivered PPE items throughout the state
- 26.4% vacancy rate; we are actively seeking to fill these vacancies
- We have produced a soundproof communication booth for inmates to communicate with attorneys. First booths have been installed at BCBIC.
- We anticipate delivery of 20 of these units
- We are looking to enhance our culture to be better able to share our mission with external stakeholders and the legislature. Looking to change our outside perception.
- MCE will report on daily pay for the year
- Thomas Hickey asked when tours would be possible again. The DOC will seek guidance on when tours can be conducted again.
- We are also looking to adjust our pay structure
 - Eliminate unskilled and skilled
 - Three Pay Categories
 - Team Member 1, 2 and Team Leader
 - Lowest wage will be \$0.33 an hour; incentives and bonuses will continue
 - We will lower our participation numbers to match declining population
- Senator Peters – I think we should try to include one or two legislators in the process. Include members of the finance committee. I am happy to set up a meeting and invite them in on the conversation. Recommend separate meeting with education.
 - We will contact our legislative team to see if we can arrange a meeting.
- Joe Cox – Recommend investigating how to include MCE Officers in the hiring and retention bonus
 - Commissioner Harvey noted that the Secretary is looking to expedite hiring across the board

Mark Rowley – Inmate Compensation

- We conducted a study on inmate wages, evaluated shops and pay to include giving them a percentage increase.
 - .17 to .33 bottom line; 15% given to all other inmates
 - Inmates also receive incentive pay which increases hourly rate
 - We anticipate expenses will increase by
 - \$2.7 million budget for inmate compensation
- May investigate inmate savings as well
- This will be further discussed with DPSCS management and members of the legislature

Nicole Copeland – Catalog Review

- Revising catalog to update cover – revised layout to be engaging and easier to read
- Update cover and product/ service lines
- Price increases in several items including officer products, cleaner
- ANSI will have a separate catalog which we are preparing now
- We will only print 250 catalogs as in person meetings are still low
- Our PDF catalog file will be more interactive with links from the PDF – PDF will take you directly to the website link for ordering
- Looking to make website more ADA accessible
- Tom Hickey – what cost increases are we seeing in the catalog?

Ashley Lohr – Manufacturing in Maryland and PIE Update

- MCE has found no negative impact on Maryland’s private manufacturing sector based on data from the National Association of Manufacturers.
- MCE’s active PIE program continues to do well and is looking to expand. We have another meeting with a potential PIE partner tomorrow

Dave Jenkins – Concerns Survey

- Will conduct survey as mandated
- We will try to select inmates who have not participated in previous years
- Any comments suggestions or concerns
- The MC members supported a hybrid model for the 2021 concerns survey with replacement of respondents who had been surveyed in 2020.

Member Reports

- Danielle Cox
 - Back in Western and Eastern Region schools
 - Central Region back end of May
 - All schools operational in some capacity; hoping for more in-person instruction in the fall
 - Inability to do testing for occupational programs is still a concern; no paper and pencil testing for occupational certification. Working with DPSCS to implement online testing (plumbing, roofing, auto, etc.) Difficulties due to network and security capabilities
 - Senate and House passed legislation to increase required school days to 240. This requirement begins on October 1st.
 - MCE Meat Cutting apprenticeship may qualify for diminution credits under a new law. The Department of Labor is working with the Department to see who qualifies.
 - Dave reminded the members that MCE has a registered apprenticeship program (meat cutting) and indicated that he would follow up with the

team implementing the new cut time law on MCE's workers receiving the cut time credits.

- Vehicles for Change
 - Scheduling a symposium on June 10th regarding impact of transportation issues and employment
- Tom Hickey
 - Back to in-person office working July 4th (one day a week)
 - Return fulltime in September; all staff must be fully vaccinated
 - Look forward to scheduling a tour for procurement directors and students
- Fred Mason
 - Wrapped up FY22 Improvement Cycle – will be an opportunity for MCE to reach out to schools
 - Built to Learn Act wrapping up – working with MD Stadium Authority on MOU. Funds can be used for furniture and equipment
- Jack Weber
 - Important to share the good stories – we have a lot
 - Focus on individual lives
 - Great job market – when we have returning citizens, job opportunities appear that have not in the past
 - Six openings at transitional house
 - MCE graduate doing well – incarcerated for 44 years
 - Jack indicated several openings for releases needing housing. Dave indicated that he would make sure that Janet Lane knew about this opportunity.
- Joe Cox
 - Believe it is important for MCE to be included in retention bonuses
- Judge Broten
 - Catching up on backlog

 - Meeting Adjourned at 12:15 PM - Dave reminded the members of our next meeting on 9/14