**Correctional Education Council (CEC) Board Meeting Minutes**

**June 27, 2022**

**Google Meet & Conference Call**

**Council Members**

Deputy Secretary Dave McGlone, Secretary Robert Green, Jack Weber, Danielle Cox, Secretary James Fielder, Michele Savage, Michael DiGiacomo, Jennifer Gauithier, Dr. James Klauber, Mary Ann Thompson, Theresa Shank

**Staff and Guests**

Alyssa Webster, Andre James, Antoin Quarles, Carolyn Scruggs, Casey Tiefenwerth, Deron Crawford, Ellen Bredt, Ellie Marts, Edward W. Schwabeland, Dr. Erica Dubose, Henry Franklin, Janay Harris, Janell Johnson, June Brittingham, James E. Rzepkowski, Jack Weber, Laura Martin, Leza Griffith, Logan Dean, Marsha Briley, Mary Keller,Marshall M. Lawrence, Matthem McKinney, Michele Compton, Patrick Hruz, Richard McCarthy, Tricia Hopkins, Dr.Tamara Barron, Tawanda Reddin

**Absent**

Antoine Payne

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Maryland Department of Labor (MD Labor) Deputy Secretary David McGlone called the meeting to order at 10:01 a.m. A quorum was reached.

**Welcome**

MD Labor David McGlone welcomed attendees to the meeting and thanked everyone for taking time out of their busy schedules to participate. Everyone that attended in person went around and introduced themselves by name and title. Deputy Secretary McGlone also took the time to introduce two new members; Mary Ann Thompson, President of the Maryland Correctional Administrators Association, and Dr. Jim Kaluber, President of Hagerstown Community College as well as Ms. Teresa Shank who will serve as an alternate for Dr.Klauber in the case that he is not able to attend.

**Approval of Minutes**

A motion to approve the March 14, 2021, minutes was made and seconded. Secretary Robert Green motioned to adopt the minutes and it was seconded by Secretary James Fielder. The minutes were approved at 10:04 a.m.

**Updates from DPSCS (Secretary Robert Green)**

Secretary Robert Green welcomed all attendees and thanked them for coming together for this meeting.

* Visited vehicles for change last week
  + opened a new facility
* Last week graduated 40 peer recovery specialists
* Recognized Dr.Klauber and his commitment to workforce development on behalf of Hagerstown Community College.
* Maryland Municipal League (MLL)
  + We had a great session with a reentry/ workforce development focus
  + Shared the work we do in Maryland’s 157 municipalities across the state and shared data.
    - MOUs with local colleagues, counties and jurisdictions and received a lot of great feedback
  + Will be doing the same thing at the Maryland Association of Counties (MACo) meeting.

**Correctional Education Updates**

Danielle Cox, Director of Correctional Education (CE) at MD Labor’s Division of Workforce Development and Adult Learning (DWDAL) opened the floor for staff to share CE updates concerning staff vacancies, GED numbers, Special Education, Career and Technical Education (CTE), and transitional programming.

**Staff Vacancies (Danielle Cox)**

Danielle Cox reported on updates from Jack Cunning, Field Director of CE at MD Labor’s DWDAL.

* The following position have been filled since our last CEC meeting on March 14, 2022:
  + Office Secretary III at RCI
  + Librarian at MCI-J
  + Special Education Teacher at ECI-E
  + Graphic Arts APC Teacher at WCI
* The following positions have candidates identified and are waiting for DPSCS background checks to be completed:
  + Principal at MCI-H
  + Warehousing instructor at RCI
  + Warehousing instructor at OSTC
* The following positions are posted at present: CE is having a great deal of difficulty in filling these positions.
  + Electrical instructor at MCTC
  + Auto Mechanics Instructor at MCTC
  + School Psychologist at HQ
  + Special Education Teacher at MCI-H
  + Special Education Teacher at MCTC
* The following positions will be posted shortly:
  + Printing and Graphic Arts instructor at OSTC
  + OS III at ECI
  + ABE Teacher at PATX
  + ABE Teacher at MCI-W
  + Principal at MCI-W
* There are a total of 10 vacant positions at the present time.

**Special Education (Danielle Cox)**

Danielle reported on updates from Katherine Lander, Special Education Coordinator of Correctional Education (CE) at MD Labor’s Division of Workforce Development and Adult Learning (DWDAL).

* New Hires
  + Special Education (SPED) Data Manager, Cliff Nolan. He will remain PT and be the SPED IEP Specialist too. He joined the CE team 6 weeks ago and has done an outstanding job compiling and analyzing data for the 25-page SPED Compensatory Service Report.
  + SPED Teacher/Case Manager (CM), Ginger Wilson. She joined the ECI-East team last week and comes with years of experience.
* Open SPED Positions
  + 2 SPED Teacher/CMs
  + Social Worker, AACC (FT): Position to fulfill counseling sessions and attend IEP meetings
* July 27 - 28, 2022, PD for SPED CM (example topics)
  + Team building session with Ms.Marnetta Sanders from HQ
  + Discuss the design and implementation of a Certificate of Accomplishment program for students who are unable to earn their GED (i.e. per their IEP)
  + Review MOIEP changes that will be implemented 7/1/2022
  + Dr. Dial, CE Psychologist, will explain the Psychological Report
  + SEL (Social Emotional Learning) discussions
* MD CE SPED Policy & Procedure Manual
  + In the final draft review stage
  + Next step, submit to the Labor AG
* Eligibility Determination for Compensatory Service Report
  + Report prepared for CE and MSDE to reflect all SPED student’s potential and determined Compensatory Services and how those eligible will receive their services
  + It relates to current students, DPSCS released students and Aged Out students (21 years old)
* Exit IEP Meetings
  + Relates to students Aging Out of SPED 6/30/22 (they have turned 21 during the FY22 school year)
  + Eligibility Determination occurs at each IEP meeting
* Grant Fund Spending during FY22
  + IEP related service providers: PT Psychologist, PT Speech Pathologist and FT Social Worker
  + Book purchases
    - Library sets of novels
    - Classroom sets for group & individual reading
  + PD: i.e. COABE, SEL, Cultural Competency
  + Study Buddy devices for ABE Literacy & Beginning Basic Level
    - Hand held devices, English and Math content cartridges, that provide lessons and multiple choice quizzes
    - At least 10 devices per school

**Academic Updates (Patrick Hruz)**

Patrick Hruz, Academic Coordinator of Correctional Education (CE) at MD Labor’s DWDAL,reported on academic updates.

* TABLET Program updates:
  + The 236 additional tablets for the Transition Program are ready to be distributed. We will start with Group 1 schools who are currently up and running with tablets. We are currently putting together a plan for distribution.
  + “APDS Analytics” is now available to the HQ Coordinators. This tool provides user data/detailed information both by total system, school, and student.
  + “APDS Analytics” training was provided by Riecie Warren and APDS on Friday, June 24.
  + Easier Help Desk process – now teachers and principals can simply email their needs and a Help Desk Ticket will automatically be generated.
  + Patrick Hruz shared some data points gathered from the TABLET Program:
    - 578 active user accounts
    - TABE Academy – most accessed
    - GED Academy – second most accessed
    - Math – subject area most accessed
* Integrated Education and Training (IET) Pilot Program Updates:
  + The program with OCTAE is now complete. They will be providing a national report to address best practices in developing IET Programs in correctional settings.
  + Recently – discussions were held with each program and their principal and teachers, as well as Hagerstown Community College to debrief the following: What went well? What were our challenges? How did we and/or how would we address these challenges? Who/What/When/Where are IET’s valuable in corrections? What were the outcomes? Partnering with external program vs. internal program?
  + Currently – looking at this feedback and what data/outcomes are available to develop a summary of our IET Pilot Programs.
  + MCTC – Hill – Manufacturing
    - Concluded
  + MCIW – Hospitality
    - Completed
  + Correctional Education, along with the Technical Assistance Team from the Office of Career, Technical, and Adult Education (OCTAE) has and continues to learn a lot through the national “Integrated Education & Training in Corrections” Technical Assistance Pilot Program.
    - * Maryland is 1 of 6 state programs that are providing feedback to OCTAE with “lessons learned”, successes, challenges, and ideas so that they can provide guidance to future IET programs in Corrections.
* Academic Progress Data
  + As of Monday, June 27, 2022 – 174 students have earned their GED.
  + 84% pass rate for MD Correctional Education (up from 74% in March)
  + 76% National pass rate (up from 73% in March)
  + 12% of our students who earned the GED are “College Ready” (up from 7% in March) and 4% are “College Ready + College Credit” (up from 2% in March)
  + The Pipeline to the GED =
    - 114 students have passed 1 part of the GED (up from 72 in March)
    - 71 students have passed 2 parts of the GED (up from 59 in March)
    - 56 students have passed 3 parts of the GED (up from 39 in March)
* End of FY 22
  + Closeout to the LACES Federal Data Reporting System
  + Survey – currently being completed by Academic Program teachers and principals surrounding professional development needs for FY23

**Occupational Updates (Dr. Tamara Barron)**

Dr. Tamara Barron, Occupational Coordinator for CE at MD Labor’s DWDAL, reported on Career and Technology Education (CTE) updates.

* FY22 Updates:
  + Correctional Education’s (CE) CTE (Career and Technology Education) training programs are fully operational, and students are completing training at record numbers due to the return from COVID.
  + We are very excited to continue to be fully up and running again!
* MSDE/Perkins Grant Updates:
  + Due to COVID delays, MSDE approved a spending extension for FY22 grant funding to acquire needed instructional materials and tools & equipment for CTE programs.
  + The FY23 Perkins grant application is pending approval
* National Certification Updates:
  + CE HQ is working to process completion certificates and the certificates will be forwarded to the appropriate schools as they are processed in the queue.
  + In the event that students are released prior to receiving their certificates, the certificates will still be forwarded to the school, copied and filed, and forwarded to Case Management to be provided to the student at their address on file.
  + Among our numerous national certifications in various fields such as Automotive, Hospitality, Computer Technology (MOS certification), Construction Trades, Correctional Education is very excited to report that approximately 233 trainees/students in both our CTE schools as well as the pre-release institutions have successfully completed national Flagger training and certification (Construction Traffic Control Safety Technician). They represent:
    - The Occupational Skills Training Center (OSTC) (111)
    - Maryland Correctional Institution for Women (MCIW) (14)
    - Dorsey Run Correctional Facility (DRCF) (53)
    - Central Maryland Correctional Facility (CMCF) (55)
  + These individuals will receive their national credential from ATSSA (The American Traffic Safety Services Association) and are also entered into the ATSSA national registry.
  + The Labor staff, Re-Entry Navigators, as well as DPSCS re-entry staff will be working together to identify employers to partner with regarding employment opportunities.
* Technology Updates:
  + MD Labor Correctional Education staff (myself, Dr. DuBose, Danielle Cox, Jim Boden, and principals) continue to work with the DPSCS IT Team to coordinate online testing for national certification and workforce development activities.
  + All testing labs have been wired.
  + Labor Correctional Education staff members are working with DPSCS staff and the IT engineers to install computers and ensure that testing is secure.
  + The DPSCS and Labor technology committee continues to meet weekly to address any technical issues.
  + On Wednesday, June 29, 2022, Western Region construction trades teachers and Lead Teachers will be participating in online testing training to ensure secure testing conditions, as this entire process is new.
* Additional Updates:
  + The JSTP Program (on-the-job-training) continues to operate despite COVID limitations.
  + The joint Cemetery Restoration Project (P.R.I.N.C.E.) continues to meet and coordinate with Labor HR to finalize the hiring process for the trainer.
    - The team has also discussed with DPSCS institution leadership as well as the principal to identify training space and program needs. More information will follow at our next CEC meeting.

**Transitional Updates (Dr.Tamara Barron)**

Dr. Erica DuBose, Transition Coordinator of CE at MD Labor’s DWDAL, reported on transition updates.

* Students and Certificate Updates:
  + All Correctional Education’s Transition classes are up and running under Covid-19 safety protocols. There is a current class average of between 5-10 students and as of May 31, 2022, 942 certificates have been earned for FY22. We doubled the number we had at the end of February. Classes are moving along very nicely
* Technology Updates:
  + CE continues to work with DPSCS staff on technology needs and upgrades. We are currently waiting for the ForcePoint to be installed so that the computers can be used. Additionally, we are preparing to roll out the tablets to the transition students. We will be conduction training for teachers in August 2022
* Vacancies:
  + We are currently restructuring and consolidating certain positions in CE. the positions and
* Reentry Practitioner Symposium 2022:
  + We have had to revamp our plans for the Symposium as several people from the Planning Committee have moved onto different positions or separated from service. We are looking at potentially partnering with the Prince George’s County State’s Attorney’s Office, as well as identifying individuals that can be added to the Planning Committee. We are reworking the plans and I can provide an update as we have something more concrete.
* Curriculum Updates:
  + We will be introducing a mentoring program that will result in certification. We are in the planning stages of writing the curriculum that will be a two-week extension of our current programs and will emphasize
* CEC Report:
  + All parties that are required to submit information for the upcoming CEC Report have been contacted. Please have your updates submitted by July 18, 2022.
* Meetings:
  + Dr .Erica DuBose is always looking for innovative programs that can benefit the students in the CE transition program and encourages individuals to reach out if they know of an organization that works with returning citizens and would like to see them highlighted during one of the CEC meetings.
* Upgrades:
  + Currently, the computers that are needed are not all up and running; however, CE is hopeful that DPSCS will continue to work towards a resolution to ensure that our returning citizens have access they need to vital sites such as the Maryland Workforce Exchange (MWE) and 211.

**Regional Principal Updates**

Deputy Secretary McGlone opened the floor for regional principals to provide updates. The CEC features different principals each meeting to share updates from their facilities.

**Western Region (Deron Crawford)**

* NBCI is up and running normally.
* WCI is still at one HU per day with proxy work being utilized when students can attend class.
* RCI has 8 GED for the year. We are getting ready to hire a Warehouse instructor and open up our Warehouse program. We have been working to fill our classes up to capacity
* MCIH
  + increased its academic resources for students with the extra funding from HQ. We have ordered many new student workbooks and classroom library sets to enhance instruction.
  + Certificate numbers are also increasing as some of the COVID restrictions have changed and we have been able to increase class sizes again and have classrooms full with students from all areas of the institution.
  + Teachers are implementing the use of Tablets in more classrooms and instructional subject areas, including PC and transitional classes.
  + has the hardware installed in for the new Occupational Testing computer lab so progress is being made
* MCTC Finished the FY with 27 GEDs. Classes are back to normal and as a result GED and certificate numbers are increasing. We are seeing increased motivation for ASC 4 Certs due to the possibility of additional Diminution credits.
* The IET program at the Hill has concluded and a huge thank you to all the parties that made this opportunity possible.

**Central Region (Edward Schwabeland)**

* BCCC:
  + 20 Academic Certifications
  + 9 GEDs
* OSTC:
  + 21 ASE Refrigerant Certifications
  + 5 ASE Maintenance Repair Certifications
  + 58 Occupational Completions( from Auto, Printing, Barbering, HVAC, Roofing, Plumbing etc.)
  + 111 Flagging Certifications
* MCPRS (DRCF and CMCF Combined):
  + 37 GEDs
  + 379 Transitional ( Life Skills and Employment Readiness Workshops (ERW) completions
  + 47 Adult Secondary Skills Certifications
  + 108 Flagger Certifications
* MCIJ :
  + 10 GEDs
  + Completed a Veteren’s Day and Juneteenth Display
* Patuxent:
  + 2 special education students earned their GEDs in May of 2022
  + Special Education teacher is excited to be implementing the study buddy tutorial device in the classroom for FY23’
* JCI:
  + Earned a total of 14 GED for FY22’, which is an 80% improvement from last year.
* Success Story:
  + An incarcerated individual from JCI was placed in an adult institution at the age of 17, he could not read and dropped out of school in 9th grade. He completed his GED on June 24, 2022 and he will be going home within the next couple of weeks. He is 30 years old, and is very excited with a lot to look forward to. He wanted to mention he was motivated not only by his classroom teacher and other students but by the book Master plan.

**Eastern Region and Library Updates (June Brittingham)**

* ECI Report:
  + New Special Education Teacher for ECIE beganJune 1, 2022. Comes with a lot of experience and also has a strong Math background!
  + Staff is anticipating the arrival of the education tablets. Boosters must be installed first.
  + Due to the restructuring of many contractual positions, we lost three contractual staff members on June 15th. We are hopeful that WorWic can quickly recruit for these new positions as they are crucial to the operation of our department program.
  + A new Navigator has been hired for the Lower Shore. I will be reaching out to her this week to become familiar with ECI.
  + ECI Principals and Librarians have submitted their documentation for the upcoming ACA audit.
  + Teachers are excited since coming back to the classroom. They are focusing more than ever on individualized instruction to target what the students need to pass the GED.
  + Staff is continuing periodic Staff Development time especially in book reviews and discussions. Additional grant money enabled us to purchase some classroom and library book discussion sets. Staff members create a discussion curriculum and review the books for their classes.
  + Occupational shops are full. Some of this is due to recent GED grads, especially those Under 21 being placed immediately into an Occupational program if qualified.
  + John Mahofski was awarded the ECI Employee of the Year at the Employee Appreciation picnic in May.
* CE Libraries Report:
  + Mr Mahofski and Ms Brittingham presented a workshop at the Maryland Library Association Conference, held at the Hyatt in Cambridge in May.
  + Libraries are currently fully staffed! A new librarian was hired in May for MCIJ and has been training with two other librarians.
  + Testing of the new Circulation system continues at all three Hagerstown facilities. Next week, ECI libraries will send their data to Jim Boden. He will load the data onto the new system and send back to ECI for testing / use.
  + We are scheduling our first in person librarians’ meeting since the pandemic for Aug 2, 2022. Training on the new circulation system will be held that day.
  + We are still receiving donations to the libraries. The donation policy set up on the DPSCD website has been getting noticed and the donation system seems to be working well.
  + Several librarians are being very creative in providing interesting, quality programs for their library patrons! A list of the programs will be in the CEC report next month.

**Community Partner Updates**

Deputy Secretary David McGlone introduced Antoin Quarles with the Helping Other People Through Empowerment (HOPE) Baltimore organization.

* The HOPE organization is a peer led wellness & recovery resource center with the primary mission to empower Baltimore City adults by increasing awareness of available resources through the assistance and encouragement of peer support in a comfortable and welcoming environment. HOPE offers free referral services, resources, groups, and activities to the local community and more including:
  + expungements
  + job placement
  + housing
  + informing the community on policy and legislative changes
* Mr. Quarles graduated from the public safety compact in 2014 and was paroled in 2021.
* The program has had over 200 applicants with 80 of which received job placement and 60 of which secured their own housing.

**Navigator Updates (Marshel Pollock-Lawrence, Ellen Bredt, Janelle Johnson, Henry Franklin, Tawanda Redding and Alyssa Webster)**

Reentry Navigators Marshel Pollock-Lawrence (Baltimore City, Baltimore County), Ellen Bredt (Anne Arundel County), Janelle Johnson (Prince George’s County, Montgomery County), Henry Franklin (Southern Maryland), Tawanda Redding (Lower Shore region) and Alyssa Webster (Susquehanna region) reported on updates and progress.

Marshall Pollock- Lawrence reported:

* Since last month's CEC meeting on March 14, 2022, 17 returning citizens have secured employment in restaurant landscape entrepreneurship and reentry programs for the region of Baltimore city.
* A distribution employer located in Sparrows Point Maryland is willing to interview returning citizens prior to their release.
  + Currently working in collaboration with Tricia Hopkins to assist this employer by connecting them with eligible and interested returning citizens to be hired immediately upon release.

Ellen Bredt reported:

* A total of 172 inmates have been served from MCIW, JCI DRCF and MCIJ
* Notable effort behind the fence include working with:
  + Juvenile Restoration Act re-hearings are underway. Actively seeking out wrap around supports for the ones who will be released soon.
  + Certified Peer Recovery Specialist cohorts at JCI, MCIW, DRCF
  + Clerks in the libraries receive Department of Labor certifications and we are trying to find library positions in the community for them as they come home.
  + Trade/apprenticeship math tests are of interest to many inmates as they approach release, so I've been trying to find ways to assist in test preparation.
* Notable Collaborations and other Updates:
  + Events in the community – Two grant kick-offs for reentry programs:
    - AA Community Action Agency is funded to provide housing for 183 returning citizens over the coming year and AACPD officially partnered with multiple organizations to provide intensive wrap-around services. Also my regional business serving colleagues hosted a job fair in Annapolis, with an entire section of resources dedicated to community needs.
  + Meeting with regional Federal Probation officers assigned to Maryland last week, to share resources. Very fruitful.
  + Employer outreach: In my region, a park system, a national distributor of restaurant supplies, and an association of MD manufacturers express desire to hire our justice-involved Marylanders and are asking about work release hiring and road crews. Additionally I've participated in another half dozen site visits/ virtual meetings with area employers wanting to hire second chances.
  + Great news: We are now SEVEN Navigators, including Henry Franklin, Janell Johnson, Tawanda Redding, and Alyssa Webster! Janell will be assisting in Jessup facilities going forward.

Janelle Johnson reported:

* Since assuming this role 2 months ago approximately 20 individuals have been assisted.
* In adjusting to this new role the current mission is to get connected with businesses, community stakeholders, transitional programs, training programs, and reentry programs to establish strong relationships.
* Will be assigned to the women’s institution next month.
* Have recognized that returning citizens primary concerns upon release are feeding oneself and securing housing.
  + I have been successful in connecting individuals with SNAP benefits, phone bill assistance, employment etc.
* Made a connection with a waste management company in the local community that is looking to hire returning citizens.

Henry Franklin reported:

* Participated in the Jude House 50th Celebration and Grand Opening that took place on June 25, 2022 from 10 am - 3 pm. They have obtained property and are planning to build a 150-bed residential facility by 2024.
* There will be an Expungement Resource Forum- June 28, 2022, from 10 am - 2 pm @ New Life Church in Calvert County.
* Tri-County Detention Center Roundtable Sessions - (Charles, Calvert & St. Mary's County) Detention Center Re-entry Staff. A collaboration of the County Detention Center to discuss and share challenges and ideals to bettering services and re-entry concerns bi-monthly. The next session will be in August in St. Mary's County. ( Rotate between counties locations every meeting)
* Will Attend a Re-Entry Transportation Meeting - July 1, 2022, at 10 am with Tri-County County Council to discuss with other non-profits the challenges with the justice impaired

Tawanda Redding reported on the Lower Shore region:

* 3rd full week in this position,
  + shadowed Ellen Brent, visiting Dorsey Run Correctional Facility & Jessup Correctional Institution. This provided me with an overview of the resources needed to provide individuals and how to act as a liaison once they return to the community.
  + During my time with Mrs. Brent, we also visited a local business where I learned how to recruit appropriate self-sustaining employment for returning citizens.
* During my second week in this role I contacted approximately a dozen returning citizens on home detention from a list I received from Lloyd Day. I’ve been working with individuals via phone and email. They have or are in the process of registering for MWE and creating résumés. They have provided me with a list of resources they have readily available to them as far as transportation and housing. I’m in the process of setting up meetings with employers who can accommodate these individuals.
* I’ve been introducing myself and meeting with local organizations that can locate and provide some basic needs identified by these individuals such as food and clothing. of the resources needed to assist these individuals.
* This coming week I will visit the Eastern Shore Correctional Institute for a meet and greet in addition to that I will also establish a weekly visiting schedule.

Alyssa Webster reported:

* In the past month in this role I have established partnerships with the Cecil County Detention Center (CCDC), the Harford County Detention Center (HCDC), and the Voices of Hope organization.
* 2 meetings scheduled for this upcoming week with the CCDC and with an employer, Reading Partners, trying to implement a program that will connect system impacted individuals with employers.

**Employer Engagement Committee Updates (Jack Weber)**

Jack Weber, CEO at Uptown Press, took the time to thank the Reentry Navigators for all the work they do to connect individuals and employers and encouraged them to reach out in the case of any issues with employers. Jack Weber reported on Employer Engagement Committee updates.

* Today, June 27, 2022 I will be attending an Employer Engagement Committee Meeting.
* Civic Works is currently enrolling returning citizens in their program.
  + expanding a partnership with BGE
  + solar panel program is up and running
  + OSTC has a roofing program which may align well with the Civic Works programs.
* Transportation industry reached out to me recently looking for individuals to onboard so there are many employment opportunities available.

**Concluding Remarks**

* Secretary Robert Green thanked everyone in attendance for a very successful and productive Correctional Education Council meeting.
* Deputy Secretary David McGlone asked for a movement to adjourn the meeting at 11:42 a.m.
  + Jack Weber moved to adjourn the meeting.
  + Secretary Fielder seconded the motion to adjourned the meeting,

The next meeting of the CEC will be on September 12, 2022.