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

**September 12, 2022**

**Google Meet & Conference Call**

**Council Members**

Crystal Flemming, Deputy Secretary Dave McGlone, Dr. Jack Cunning, Jack Weber, Secretary James Fielder, Dr. James Klauber, Michael DiGiacomo, Michael Gill, Michael Martirano,

**Staff and Guests**

Alyssa Webster, Andre James, Casey Tiefenwerth, Danielle Cox, Ellen Bredt, Ellie Marts, Dr. Erica Dubose, Henry Franklin, Janay Harris, Janet Lane, June Brittingham, Kari Pompilii, Katharine Lander, Laura Martin, Leza Griffith, Lloyd Day, Logan Dean, Lonnie Lewis, Marsha Briley, Mary Keller, Matthew McKinney, Melissa Murphy, Michele Savage, Patrick Hruz, Peggy Stanford, Richard Chambers, Sarah Sheppard, Shannice Anderson, Dr. Tamara Barron, Tawanda Redding, Theresa Shank, Theodore Hunter, Tricia Hopkins

**Absent**

Antoine Payne, Jennifer Gauither, Mary Ann Thompson, Secretary Robert Green, Yariela Kerr-Donovan

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Maryland Department of Labor (MD Labor) Deputy Secretary David McGlone called the meeting to order at 10:03 a.m. **A quorum was not reached.**

**Welcome**

MD Labor’s Deputy Secretary, David McGlone welcomed attendees to the meeting and thanked everyone for taking time out of their busy schedules to participate. He shared some great news regarding Apprenticeships in Maryland, announcing that the state has exceeded 12,000 Registered Apprenticeships! He took the time to recognize this great feat and encouraged everyone to keep working to increase that figure. Deputy Secretary McGlone then opened the floor for staff to share CE updates concerning staff vacancies, GED numbers, Special Education, Career and Technical Education (CTE) and Transitional Programming. Since the quorum required to vote on the minutes from the March 16, 2022 meeting, Deputy Secretary McGlone invited Correctional Education staff to share any updates.

**Correctional Education Updates**

**Staff Vacancies (Jack Cunning)**

Jack Cunning, Acting Director of Correctional Education (CE) at MD Labor’s Division of Workforce Development and Adult Learning (DWDAL) reported on current vacancies in Correctional Education (CE).

* The following position have been filled since our last CEC meeting on June 27, 2022:
  + Office Secretary III at Eastern Correctional Institution (ECI)
  + Principal at Maryland Correctional Institution, Hagerstown (MCI-H)
  + Warehouse Instructor at Occupational Skills Training Center (OSTC)
  + Warehouse Instructor at Roxbury Correctional Institution (RCI)
* The following positions have candidates identified and are waiting for a start date background checks to be completed:
  + Special Education Teacher at Maryland Correctional Training Center (MCTC)
* The following positions were interviewed for last week:
  + ABE Teacher at Patuxent (PATX)
  + ABE Teacher at Jessup COrrectional Institution (JCI)
  + Principal at Maryland Correctional Institution for Women (MCI-W)
* The following positions are posted at the present (CE is having a great deal of difficulty filling these positions):
  + Electrical instructor at MCTC
  + Auto Mechanics Instructor at MCTC
  + School Psychologist at Headquarters (HQ)
* The following positions will be posted shortly:
  + Printing and Graphic Arts instructor at OSTC
  + ABE Teacher at RCI
  + ABE Teacher at MCI-W
  + ABE Teacher at MCI-H
  + Special Education Teacher at MCTC
* There are a total of 12 vacant positions at the present time.

**Academic Updates (Patrick Hruz)**

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

* TABLET Program updates:
  + An RFP was released on August 24, 2022, for the installation of the tablet cellular extenders. The proposal response due date is September 22, 2022.
  + Patrick Hruz shared some data points gathered from the TABLET Program:
    - 650 active user accounts
    - TABE Academy – most accessed
    - GED Academy – second most accessed
    - Math – subject area most accessed
* Academic Program Monitoring:
  + Office of Monitoring and Compliance scheduled for September 26, 2022 through October 7, 2022.
* Academic Progress Data
  + 25 students have earned their GED in FY23 (July 1, 2022 through August 31, 2022)
  + 71% pass rate for MD Correctional Education
  + 59% National pass rate
  + The Pipeline to the GED =
    - 61 students have passed 1 part of the GED (up from 72 in March)
    - 27 students have passed 2 parts of the GED (up from 59 in March)
    - 61 students have passed 3 parts of the GED (up from 39 in March)
  + Patrick Hruz shared that over the last 10 years 2,1417 CE students have earned their GED/High School Diploma/ This includes a pass rate of 94% compared to a national average of 87%.
  + A plan is currently in place to replace all of the GED testing computers statewide. This is very much needed and will serve as a benefit to our students.
* FY23 Professional Development
  + Areas of focus will include but are not limited to: tablet training and digital literacy skills for students and staff, social/emotional responsiveness, data analysis, GED testing processes/procedures/preparation, cultural competency and responsiveness, Instructional Framework, and courageous conversations about teaching and learning.

**Special Education (Katherine Lander)**

Katherine Lander, Special Education Coordinator of Correctional Education at MD Labor’s DWDAL, reported on Special Education updates.

* July 27-28, 2022 SPED Professional Development (PD):
  + First in-person PD in 3 years, allowing the SPED team of 14 to gather and meet the 4 new SPED teachers that were hired during the pandemic.
  + Dr. Dial, a CE Psychologist, explained the components of the Psychological Report, conducted every 3 years with students, and provided hands-on experiences.
  + A speaker from COABE presented on ‘Self-healing classrooms’. He provided insight on how to build a safe and educational classroom for students who have experienced trauma in their lives.
* Correctional Education Association (CEA) Conference in August
  + Katherine Lander, Dr.Barron, Dr. Dubose and Danielle Cox from DSPCS attended the conference.
  + Attended 2 seminars to hear how prior incarcerated individuals utilize their prison experience to grow personally, educationally and occupationally.
    - An individual who just got accepted into law school was featured during one of the seminars and Labor’s CE team is hoping that they will be able to have him come speak to current CE students.
* Open SPED Positions:
  + 2 SPED Teachers in Hagerstown
  + Social Worker, AACC (FT): Position to fulfill counseling sessions and attend IEP meetings- upcoming interview
  + HQ Psychologist: Working with HR to fill this position
* Individual Education Program (IEP) Meetings:
  + Katherine Lander thanked DPSCS for their collaboration with CE School Principals and Special Education teachers as 38 students “aged-out” of SPED. IEP exit meetings were held for those students who turned 21 by June 30, 2022.
  + Throughout the year, approximately 65 other IEP meetings were held to make student’s IEPs current (Thanks to collaboration between DPSCS and CE)
  + Due to school closures between March 16, 2020 and February 14, 2022, we continue to provide compensatory services due to the reduction of SPED services for students across the state.
* Grant Fund Spending during FY22
  + PD was conducted by the Psychologist and Speech Pathologist to the Special Education teachers
  + Books were purchased for school libraries, school classroom libraries and Transition classrooms
  + CE staff was able to attend PD events including COABE, Common Ground, SEL, Cultural Competency, SPED PD
  + Study Buddy devices and cartridges were purchased for students for Literacy and Basic Level Education.

**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.

* FY23 Occupational Updates:
  + All Correctional Education’s (CE) CTE (Career and Technology Education) training programs are fully operational, and students continue to complete training and earn industry recognized credentials.
  + MD Labor occupational completion certificates are being printed again and distributed to institutions.
* MSDE:
  + The Perkins Grant Funding:
    - The Perkins FY22 budget was closed out with the exception of the Heavy Equipment Trucks simulator purchase for OSTC, WCI and MCTC. It is pending. This purchase was approved as a part of a grant amendment and $120,000+ was reserved from the FY22 budget to acquire the new training equipment for CTE students.
    - CE is awaiting the FY23 application process from MSDE. It should be released by the end of the month
* On-Line National Certification Testing (DPSCS Labs and Labor Tablets):
  + Overall Testing Updates
    - Online testing for CTE trades (Construction, Auto, etc.) is operational and things are going well!
    - Jim Boden and DPSCS IT have done an outstanding job. Thank you so much for all of your support!
    - Thank you DPSCS for the new computers!!!
    - The committee still meets weekly to troubleshoot any challenges which are minimal.
    - Schools with Occupational programs are using both the DPSCS/CE labs and tablets where available.
* Special CTE Programs
  + The Certified Peer Recovery Specialist (CPRS) Training Program
    - CPRS will be expanding to new institutions for FY23.
    - It is now a CTE 600-hour CTE training program and successful program participants will be eligible to receive the additional diminution credits as well as take the Maryland licensure exam.
    - Some students are very close so we will keep you posted.
    - Labor HQ staff continues to work with DPSCS staff and Health Department leadership to grow the program and to select the program participants.
  + The On-the-Job (OJT) JSTP Program continues to operate, and it is fully staffed!
    - CE now has 3 JSTP Program Assistants:
    - Mr. Othello Williams (Central Region)
    - Mr. Robert “Bob” Allison (Western Region)
    - Mr. Daniel “Dan” Norris (Eastern Region)
      * They are reaching out to officers and school staff to work on increasing program participation.
  + The Cemetery Restoration Training Project (The P.R.I.N.C.E. Project)
    - Labor’s Office of Administration (OOA) has advertised the trainer position and will inform Debbie Rappazzo (Executive Director of Cemetery Oversight) and I if we receive any candidates.
    - The pilot site will be at MCTC in Hagerstown, MD.
* Professional Development:
  + The Occupational, Special Education, and Transition Coordinators represented CE/MD Labor along with Danielle Cox (DPSCS) at the CEA (Correctional Education Association) Conference in Tampa, FL.
  + Collectively, Maryland’s Correctional Education Program is really doing remarkable work and we were able to share all of the outstanding projects and milestones reached despite COVID.
  + We shared programmatic outcomes with colleagues, best practices, the work of the ReEntry Navigators, collaboration with DPSCS staff, tablets, online testing expansion, etc. there were so many great things to share with our colleagues!!!
  + #MarylandProud! They were quite impressed with Maryland’s progressive programming to help reform and support incarcerated individual

**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 (Laura Martin)**

* NBCI/WCI:
  + The hours of instruction at WCI had to be rearranged in order to provide the needed hour of instruction per week. The Warden, DPSCS HQ and Labor HQ arrived at a workable solution while still providing the required hours of instruction.
  + This change in hours of instruction did not affect the school schedule at NBCI.
* RCI
  + Things are status quo at RCI though a vacancy recently opened up for a teaching position.
  + So far this year students have earned 1 GED and 1 Occupational completion.
  + The new Warehouse instructor will be starting on September 21.
  + RCI is still having difficulty conducting classes 5 days a week due to the officer shortage at the institution. In addition, Library services are often closed during the day but evening library is offered 2 times per week.
* MCIH
  + Classes are running almost every day and evening library hours have been re-introduced since mid-August. More students can be tested and removed from the waitlists.
  + Laura Martin thanked James Boden (IT) who installed the last of the new computers to Computer Tech and the Transition classroom in late August. Cabling has also been completed for the Occupational Testing lab so we are ready to begin the computer install phase of the project.
  + Students earned 2 GED's so far in FY 23,
  + MCIH staff are on the last chapter of The Master Plan for our book club discussion that meets for professional development
* MCTC
  + Academic Classes and Shops are open and providing instruction 5 days per week.
  + So far in FY 23 MCTC students have earned:
    - 6 ESL certificates
    - 3 ASC 2s
    - 12 ASC 3s
    - 12 ASC 4s
    - 3 GEDS
    - 9 Occupational certifications
    - 6 Transitional certifications
  + MCTC also has 8 students that are within 1 test of earning their GED.

**Central Region (Tricia Hopkins)**

* MCIW:
  + The flagging program was added in May and to date there have been 45 completions.
* Dorsey Run
  + Since July 1, 2022 students have received
    - 5 GEDS
    - 24 flagging completions
* CMCF
  + 24 flagging completions
* MCIJ
  + Ended FY22 with 10 GEDs
  + Added the Office Tech to their occupational programs
  + Recently received new computers for their graphic arts program
* JCI/ PATX
  + A new academic teacher will begin at PATX on September 1, 2022
  + Adding 14 under 21 students for the month of September
  + The University of Baltimore has volunteered to purchase more desks for the education program.
* OSTC
  + Added the warehouse program with a new teacher and it will begin in October.
* BCCC
  + Since July 1, 2022 students have earned:
    - 3 GEDs
    - 53 National Certificates
    - 6 Train completions

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

* ECI Report:
  + A candidate has been interviewed for the position of GED/TABE tester and his name has been forwarded for the background check.
  + ECIE and W have ready-tested several students, who are now ready to take the GED test when the substitute tester comes down.
  + ECI is celebrating its 35th anniversary on the 19th.
    - There will be a special staff meal at the pavilion.
  + ECIE will be conducting its first Graduation ceremony since June 2019 on September 28th.
    - There are about 40 of those graduates who are still at ECI and they will be taking part in the ceremony
* CE Libraries Report:
  + The CE libraries held their first in--person meeting since 2019 at Labor’s POAC center in Linthicum Heights on August 23rd. It was exciting to meet face to face as we have 5 new full-time librarians since we last met in person.
  + WE rolled out the preliminary outline of the new circulation system Jim Boden has created. The librarians in Hagerstown have been testing it for the last 6 months and are now using it in their libraries.
    - Patuxent and Dorsey Run are next on the list to receive the new database.
  + We were treated to a presentation from Ellen Bredt, our Central Region Navigator! Ellen discussed new programs being developed and how the libraries can partner with the Navigators for a positive Transition process.

**Transitional Updates (Jack Cunning)**

Jack Cunning reported on transitional updates provided by Dr. Erica DuBose, Transition Coordinator of CE at MD Labor’s DWDAL.

* Students and Certificate Updates:
  + All Correctional Education’s Transition classes are up and running. For FY22, there were 1164 certificates issued to students. We are happy to see that students are enrolled in classes and earning certifications. As of September 1, 2022 213 certificates have been earned for FY23. Mr. Dwayne White, who is new to CE HQ, is helping us clear the backlog of certificates and get them out to students.
* Technology Updates:
  + We are happy to report that we are nearing the completion of installing the necessary equipment and infrastructure for students to access reentry and employment information in the transition classes as well as the testing platforms for CTE courses.
* Reentry Practitioner Symposium 2023:
  + The Reentry Symposium will be moved to Spring 2023. We are partnering with Employ Prince George’s and the Prince George’s State’s Attorney’s Office to provide both a virtual and in-person format for participants.
* Offender Workforce Development Specialist Training:
  + We will be offering OWDS training to 30 Correctional Education and Workforce Development Employees this fall. Once we complete this first round of training, we are looking at a ‘Train the trainer’ model to continue certifying individuals that work with the reentrant population.
* Correctional Education Council Report:
  + The report is in the editing stages in the Office of the Assistant Secretary. Thank you to everyone who submitted their updates and data to assist me in completing it on time.
* Professional Development for Teachers:
  + Tablets will be distributed to the schools for transition students. I will be working with Reiecie Warren, Marnetta Sanders, and Patrick Hruz to prepare teachers to use tablets in their classrooms to improve instructional outcomes.
* 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.

**Community Partner Updates**

Deputy Secretary David McGlone introduced Deputy Program Director at Anne Arundel County Police Department’s Office of Re-Entry and Community Collaboration, Marsha Briley.

* Marsha Briley introduced herself and her co-presenter, Shannice Anderson, the Community Engagement Coordinator for Anne Arundel County’s Office of the Public Defender (OPD).
  + Ms.Briley highlighted the partnership between Anne Arundel County Government and the Office of the Public Defender.
* Ms. Anderson shared that her position was created approximately 3 years ago due to the acknowledgement that there was a large gap that needed to be bridged between the local government and the community and recognizing that engagement needs to stretch beyond the courtroom.
  + Around 3 years ago when she started with OPD she started the Community Engagement Re-Entry project that bridges clients that are pre-trial, post-conviction and even some parental defense clients to resource and service within the community to provide sustainable re-entry
  + The project is staffed by Ms. Anderson and peer support recovery specialists.
  + The team builds partnerships with service providers in the community so that referrals can be made directly and so that wrap-around services and supports are easily accessible.
    - The Re-entry project accepts referrals from a diversity of professionals within OPD as well as other organizations associated with OPD.
    - The project provides support letters and re-entry plans to attorneys when requested
    - Since 2020 the program has grown to service almost 400 referrals to date and continues to expand to serve Baltimore city as well as some surrounding counties.
    - Upon request clients are connected to providers that specialize in substance use and mental health treatment, employment and workforce development, life skills training, GED and college planning, vital documents retrieval, food security, housing, clothing, entrepreneurship, technology training, computer support, medical care, transportation, trauma-informed care and re-entry supports groups.
  + In 2021 the Maryland General Assembly passed the Juvenile Restoration Act (JRA) which permits individuals who have served at least 20yrs for a crime that occurred when they were under the age of 18 to file a motion to reduce their sentences.
  + Shortly after the Juvenile Restoration Act was passed OPD established the Decarceration Initiative which is headed by Brian Saccenti. This program is run through the collaboration of the County’s Social Work Department, Community Engagement Unit as well as panel attorneys, law clinics and private and pro bono attorneys.
    - Litigating client’s cases under this program involves gathering mitigation, preparing the motions and developing re-entry plans.
    - Since the law went into effect on October 1, 2021, courts have decided 22 OPD cases.
      * In 19 cases the court granted the motion and reduced the durations of the defendants’ sentences.
      * In 16 cases the ruling resulted in the immediate release of the client from prison.
  + Marsh Briley elaborated on the partnerships they have established in Anne Arundel County to provide support to incarcerated and returning citizens.
  + The client is the focus of the partnership and services are provided from the inside out meaning that they are a key component in re-entry planning and have an equal voice at the table.
    - The partnership team connects with the client directly in an environment where the client (and their family) is able to vouch for themselves and the team of partners works collaboratively to accommodate the client and meet their needs as it relates to sustainable re-entry into the community.
  + Anne Arundel County has Recovery Anne Arundel which meets on a bimonthly basis in order to coordinate care and re-entry planning for Anne Arundel County (returning) residents. It includes not only county government entities such as the department of health, public defender's office and the police department as well as other public and private entities like banks and workforce centers to coordinate care and ensure clients have access to all the resources, they need to return back into the community sustainably.
  + Marsh Briley shared that one of their JRA clients that was released earlier this year is currently interning with the Anne Arundel County Police Department in the Office of Re-Entry and Community Collaboration.
  + Marsha Briley also shared that she is the point of contact for this resource. For anyone that would like to refer someone to this resource they currently must be a resident of Anne Arundel County and complete an intake process.

**Navigator Updates (Ellen Bredt)**

Reentry Navigator, Ellen Bredt (Anne Arundel County), reported on Reentry Navigator updates and progress from across the state.

* Western Maryland-James Grossman:
  + Continue to maintain a weekly job class at the Day Reporting Center in Washington County providing workforce development assistance including information on upcoming career opportunities and available training.
  + Assist with the Workforce Development class in Roxbury Correctional Institution weekly providing returning citizens with resource information and information on how to connect with the Re-Entry Navigators in the area they are returning to
* Montgomery – Theodore Hunter:
  + Developed a plan to create Job Ready Returning Citizens consisting of a Workshop aimed at boosting their Morale, as well as equipping them with skills needed in the workforce. I have attained a speaker, created a Bio for Speaker, and put together a presentation for Returning Citizens with services offered.
  + Building partnerships with Stakeholders around the county and state.
  + Established relationships with three businesses that have an interest in employing Returning Citizens.
* Anne Arundel – Ellen Bredt:
  + Behind the fence:
    - ERW classes: per numerous requests, working on trade math problem sets to distribute.
    - Certified Peers at JCI: seeking employers to present to the group either in person (pending approval) or via packets.
    - VETS at JCI: brought AA County DVOP Joe Salacki in to visit with a team of vets at JCI to share resources.
  + Community Collaboration/ Notes:
    - Events
      * Ellen Bredt and Jane Sinclair attended and gave a presentation on MD Registered Apprenticeship at AA Community Action Agency’s Reentry Symposium.
      * Ellen Bredt assisted in a Howard County Expungement event.
    - Employers
      * Several large warehousing and manufacturing organizations are interested in recruiting in correctional facilities, and/or hiring work release.
    - GOCCP Restitution Workgroup desires to hear more about the ways Labor can and does support returning citizens, as they work to improve the efficacy of the restitution system.
    - Toured AA County Detention Centers with Superintendent Klein, who seeks to create a reentry wing.
* Southern MD – Henry Franklin
  + Henry Franklin has been visiting and presenting services with the local detention centers in Charles, Calvert and St. Mary’s counties.
  + Organized and promoted the following events for the justice impaired in the southern region:
    - Expungement Information Forum with Point of Change, LLC – June 28- New Life Church Calvert, MD
    - Re-entry Job Showcase- July 27 – West Charles County Library, Waldorf, MD
    - Tri-County Detention Open Roundtable – August 4- St. Mary’s Detention Community Outreach Center Building, Leonardtown, MD
  + Other
    - Lifestyles, Inc is willing to provide services to pick up released transport to shelters if arranged by the case manager.
    - Responsible Reentry, LaPlata, MD was presented as a service (housing assistance, life coaching, and employment preparations) to the justice-impaired population in Southern MD.
    - There will be a Day Reporting Center for the St. Mary’s Detention Center opening in late September 2022 for those in the Lexington Park, MD area.
  + Lloyd Day, Director of the Office of Workforce Development at MD Labor, added that there are currently 8 Re-Entry Navigators and last Friday they held a full-day navigator onboarding and talked about the Office of Workforce Development and how they fit into the re-entry process. He also said that he is looking forward to filling the 2 other navigator positions sometime in the near future.

**Concluding Remarks**

* Deputy Secretary David McGlone thanks everyone for attending and participating in the meeting and commended them on all of their hard work and achievements.
* Deputy Secretary David McGlone concluded the meeting at 11:16 a.m.

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