

**Correctional Education Council (CEC) Board Meeting Minutes**  
**September 24, 2018**  
**Maryland Department of Labor, Licensing and Regulation (DLLR)**  
**1100 N Eutaw Street, Baltimore MD 21201**

**Council Members**

Kelly Schulz, Stephen Moyer, Alice Wirth, Michael DiGiacomo, Jack Weber, Antoine Payne, Yariela Kerr-Donovan, Jennifer Gauither, Kip Kunsman, and Jack Kavanagh

**Staff and Guests**

James Rzepkowski, Jack Cunning, Erica DuBose, Tamara Barron, Danielle Cox, Robert Llano, Natalie Clements, John Linton, Leza Griffith, and Erin Roth

**Absent**

Karen Salmon, James Fielder, and Mike Gill

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DLLR, DWDAL Assistant Secretary Rzepkowski called the meeting to order at 10:05 a.m. A quorum was reached.

**Welcome**

DLLR Secretary Schulz welcomed attendees to the meeting and thanked everyone for taking time out of his/her busy schedules to participate.

**Approval of Minutes**

The minutes of the June meeting were approved.

**Approval of Draft Correctional Education Council Annual Report**

The draft of the CEC Annual Report was approved.

**Updates from DLLR (Secretary Schulz)**

Secretary Schulz stated that the Governor and she appreciated the efforts and collaboration shown between DLLR and the Department of Public Safety and Correctional Services (DPSCS) in working toward reducing recidivism rates.

**Updates from DPSCS (Secretary Moyer)**

Secretary Moyer stated that the expansion of the American Prison Data Systems (APDS) Tablet Pilot Program was being considered and that he was very pleased with the partnership.

**Correctional Education Updates – Alice Wirth**

**Jack Cunning-Field Director:**

- The following positions were filled:
  - Administrator Officer III and MCI-W
  - Special Education Teacher at PATX, NBCI/WCI
  - Librarian at MCTC, Librarian at ECI-W
  
- The following candidates have been identified and passed a background check and are waiting for a start date:
  - Office Secretary III at OSTC,
  - Office Technology Instructor at MCI-W, and

- Office Technology Instructor at RCI.
- The following positions have candidates identified and are awaiting background checks:
  - Librarian at MCPRS
  - Plumbing Instructor at OSTC
- Interviews have begun for the following position:
  - Administrative Specialist- HQ
- The following positions have been posted and candidates are waiting to be screened by OOA:
  - Building Maintenance-RCI
- The following positions need to be posted:
  - Masonry Instructor at ECI-E
  - HVAC Instructor-OSTC
  - Office Technology Instructor-MCI-H
  - Teacher Supervisor-ECI
  - Two Academic Teachers (nine academic vacancies exist).
- FY18 hires:
  - Three Office Secretary III's,
  - Five Adult Basic Education teachers,
  - One Academic Coordinator,
  - Four Principals,
  - Four Occupational teachers,
  - One Special Education teacher,
  - One Administrator Officer III, and
  - One Associate Librarian.

**Danielle Cox – Academic Coordinator**

- GED® Students:
  - After the July baseline/pretesting with the new TABE 11/12, all current GED® students scored below the level they were previously testing at. This decrease in scores is mostly due to the increased rigor of the test.
- GED® Ready:
  - After seeing this data, the level a student is required to achieve in order to begin taking the GED® Ready was lowered. It appeared that CE set the required score too high.
- ABE Students:
  - Due to the increased rigor of the new test, all ABE students scored at least one level below their current class/level. Teachers across the state are struggling to teach the new material due to the lack of available TABE 11/12 resources.
  - Texts from two companies that are on preorder are due to ship mid-November. Professional Learning opportunities for all staff, at all levels and all subjects, including ESL will continue to take place.
- GED®s:
  - CE currently has 59 GED®s for FY19.

- LACES/Student Enrollment Forms:
  - Registration information required on the enrollment form includes either social security numbers and/or Pseudo numbers.
    - Students do not want to provide social security numbers.
    - Students may not have SSNs (ESL students).
  - Spanish Version Online of LACES/ Student Enrollment form has been very helpful as students are being registered.
- ESL Pilot
  - Testing:
    - The ESL test (TABE Class-E) was given to inmates at the facilities that now offer ESL classes – MCI-H, MCTC, MCI-J.
  - LACES:
    - The teachers are giving all demographic and testing data to the principals who forward it to Danielle Cox to collect and pass on to our LACES data personnel.
  - Curriculum:
    - In August, the teachers, principals, and Academic Coordinator began writing the CE ESL Curriculum.
    - The MD Content Standards for ESL, GED® Test Series, Common Core, TABE Class-E Standards, and College and Career Readiness Standards became the base documents for review.
    - After editing, the curriculum will be given to the teachers at MCI-H (highest ESL population) to review and give remarks.
    - The goal is to have the curriculum completed by the end of the year in order to send it to be printed in January. Professional Learning planning will begin to introduce the curriculum to all teachers in the state.
- N & D:
  - 2018 Funds: This grant was amended to be extended to March 2019. CE is waiting to find out how much money was spent in FY 18 in order to know how much is left.
  - 2019 Application: Though given a funding amount for FY 19, CE has not received a Notice of Grant Award (NOGA).
  - October Student Count: Principals were reminded that their under 21 student count for October (those students enrolled in school for at least 20 days), which determines FY2020 funding, is due on October 15.
- AELS:
  - FY18: We are waiting for the final amount spent on this grant for FY18 in order to reconcile records with OOA.
- Tablets:
  - Tablets will be picked up on September 27 and taken to MTC on October 1 for the signal testing with APDS and the others to the Tablet Training on October 2 at BCF.
  - Training for all facilities on October 2 at BCF. Available software, guidelines for instruction, data, and security will be discussed.
  - APDS has informed CE that TABE and ESL software is available for purchase.

- Upcoming events:
  - Reading Horizons & Tablet Training – October 2018
  - Essential Components of Reading – November 2018
  - Using Assessment Data to Inform Instruction – Spring 2019
  - Color Vowel Approach – Spring 2019
  - Introduction to the New ESL Curriculum – Spring 2019
- Questions asked:
  - Alice Wirth asked about LACES forms online.
    - Danielle stated that the forms online were accessible to instructors and administrators in various languages to assist with ESL students.
  - Erin Roth asked, “Did we lower the GED® Ready scores to allow students to take the GED® in hopes that it translates into more students with passing scores?
    - Danielle responded that, “The new TABE Test is one to two grades higher. This was done to increase the rigor of the assessment. We lowered scores to match the scores of those who may be ready to test. The TABE score for qualification is what is being adjusted.
    - Secretary Moyer followed up by clarifying that the tablets were ready for use for GED® students. Danielle agreed and further stated that the tablets were going to be picked up later in the week.

#### **Tamara Barron– Occupational Coordinator**

- End-of-year statistics:
  - 792 students received Occupational Certificates in 24 career training programs
  - 860 students were awarded national certificates offered by 5 national certification organizations
- New programs/certifications:
  - Barbering Training Program-This year, DLLRs’ Correctional Education Program kicked off a new Barbering Training Program for male inmates at:
    - The Roxbury Correctional Institution (RCI) men; and
    - The Maryland Correctional Institution for Women (MCIW) (women)
      - Currently working with AACC to find an instructor, they have advertised the position
      - Through the completion of this program, inmates will have the opportunity to earn the new State of Maryland Limited Barber Stylist License.
  - ServSafe Pilot Program- Beginning in July 2018, DLLR and DPSCS partnered to pilot ServSafe training and testing for inmates at four institutions
    - Maryland Correctional Institution Hagerstown (MCIH) (inclusive of Central Kitchen),
    - Jessup Correctional Institution (JCI)/Brockbridge Pre-Release Unit,
    - Patuxent Correctional Institution, and
    - Maryland Correctional Institution for Women (MCIW).
    - Participants receive ServSafe training, are assessed to qualify for licensure testing, and receive support with searching for employment post-release.
  - Regional professional development sessions for all occupational instructors, transitional teachers as well as principals and will encompass:
    - DLLR and DPSCS updates, Supporting and Motivating Struggling Learners;
    - Student records, School audits/site visits;

- Resources, The New Reentry Navigators and Support; and
  - AJC Updates and Employment Opportunities.
- Tentative dates:
    - Monday, October 29, Western Region;
    - Tuesday, October 30, Central Region; and
    - Wednesday, October 31, Eastern Region.
  - Partnerships:
    - ABC Cumberland Valley and ABC Baltimore, as they have several partners in the Hagerstown that are interested in hiring our students; and
    - American Job Centers (across the state) to learn more about current job openings and communicate those resources to the teachers to incorporate into their courses.
  - CEC Employer Engagement Committee goals and activities update:
    - PAC (Professional Advisory Committee) Development, and
    - Working with DPSCS staff, Director of Volunteer and Activities Dr. White and Ms. Stephanie Coates to determine:
      - PAC Protocol document which describes the purpose of the advisory committee as well as defines the roles and responsibilities of its membership.
      - How DLLR can work with DPSCS to reduce some of the challenges of partners visiting schools.
      - The process for individuals who will be supporting/volunteering at schools by participating in their PAC on the specific dates as outlined.
      - A meeting schedule and compile a list of participants
      - How to complete DPSCS background check process in order to enter each facility and this will be facilitated through the help of Ms. Coates (there is now one point of contact).
  - Automotive programs:
    - Formerly known as the Student Level Certification Program, ASE is rebranding their program and testing platform and now is called the Entry Level Certification Program.
    - ASE Fall Examinations are under way (August 1, 2018 through December 31, 2018).
    - Testing cost has increased from \$35 to \$45 per student
    - Students are able to retest after 30 days (instead of having to wait until the next semester).
    - Diesel Technology Program Updates:
      - The program continues with advanced students learning more about diesel technology;
      - In FY 18, three students passed the Medium/Heavy Trucks Brakes test; and
      - At MCIJ, two students passed four tests in one day (both the Medium/Heavy Trucks Brakes test and the Medium/Heavy Trucks Electrical/Electronic Systems test).
  - JSTP Program Updates:
    - At the Jessup Facilities (MCI-J, MCIW, Brockbridge Pre-Release Facility and Central Maryland Correctional Facility (CMCF)), 210 inmate workers received certificates of completion in 25 prison jobs.
    - At the request of MCIJ officer staff, a JSTP training will be held for correctional officers who supervise inmate workers. They would like to become official JSTP Supervisors. CE is pleased about this partnership and are sincerely grateful for the officers' interest, as this is a voluntary program.
    - Hagerstown Facilities—MCTC, MCI-H, and RCI:

- 277 inmate workers received certificates of completion documenting skills attained in 25 jobs;
  - Continued the expansion of the partnership with MCE (Maryland Correctional Enterprises) to document on-the-job training skills earned by inmate workers while working in various MCE plants in the Hagerstown area; and
  - As a result, 144 inmate workers earned certificates of completion in six MCE jobs.
- Enrollment concerns requiring follow up:
    - Work continues with Case Management at each facility to try to fill the seats.
    - CE is also working with Thomas Lane to create a promotional video for Correctional Ed academic, Occupational and Transitional programs and will also be working together to create brochures, posters and other promotional materials.
- Internet Connectivity Updates:
    - Connected Mr. Wylder Smith (Certiport) Internet Security Team to DPSCS' IT Team to discuss how to securely add Certiport testing areas (CADD, Graphic Arts, Office Technology) to the DPSCS Network.
    - CE cannot offer national certification testing for:
      - CADD,
      - Graphic Arts,
      - Office Technology, and
      - Printing.
      - Note: This project was requested through the CEC approximately two years ago.
- The Maryland Highway Construction Training Project with the Western Maryland Consortium:
    - The Western Maryland Consortium received the HCCT grant from the State of Maryland to work with at risk populations to provide wrap around services, training, and support as they leave prison to enter highway construction careers.
    - CE occupational staff and DPSCS case management are working together to identify eligible program participants (located in the Hagerstown Correctional Institutions) and work with them prior to release to get them into their support program.
- Partnership with Plank Industries/Port Covington workforce :
    - DLLR entities have participated in several meetings with Plank Industries/Port Covington Workforce Planning team to brainstorm ideas for connecting CE students with employment opportunities post release in the areas of:
      - Construction,
      - Hospitality Industry, and
      - Ms. Kiersten Allen will be touring OSTC on September 24 to learn about CE's training programs in the construction field.
- The Occupational Licensing Policy Learning Home Team
    - A meeting was held on Monday, February 26 in Annapolis, Maryland.
    - A follow up meeting will be held on Tuesday, September 25 at 500 N. Calvert Street for subcommittees to report out.

- The goal of the workgroup is to seek to remove barriers to licensure for immigrants, the unemployed, those who have criminal records, and military families and veterans.
- The focus is on helping individuals in these groups become licensed. The chosen target areas for licensure are:
  - Plumbers,
  - Barbers,
  - Cosmetologists, and
  - HVAC (Heating, Ventilation, Air Conditioning, and Refrigeration) contractors.

### **Erica DuBose -Transitional Coordinator**

- End of the year statistics:
  - 2,989 Certificates earned for transitional courses in FY 18.
  - 19 percent increase from FY 17.
  - 1082 inmates serviced through the final year of the Prison to One Stop Program exceeding goal of 750.
    - 75 inmates received assessment services.
    - 53 received barrier removal services.
    - 130 were placed in subsidized employment.
    - The average wage per participant \$11.62.
- ReEntry navigators:
- Anne Arundel County and Somerset County positions have been filled. Tim Byrd and Ellen Willinhan began on July 1.
- The goal is to create a direct pipeline from incarceration to employment and wrap-around services.
- The interview process is ongoing for the remaining three navigators.
- Workforce Development and DPSCS Field Services met regarding how the navigators will operate within the facilities.
  - They will assist in planning and executing resource fairs with DLLR/DPSCS and also attend Exit Orientations to provide information about services provided at our American Job Centers
  - They will be visiting the transition classrooms and will be a part of the PACS. There is an identified priority for them to work with pre-release inmates.
  - The Navigators will partner with DLLR Office of Correctional Education staff, Office of Workforce Development staff, and DPSCS in identifying vendors specific to the needs of our students.
- DLLR Life Skills curriculum:
  - DLLR Life Skills curriculum which was rewritten to support DPSCS' role in the implementation of the Justice Reinvestment Act is being used in the facilities and is going well.
  - Beverly Rexrode has provided additional support to the curriculum by adding the ancillaries to support the MSDE standards.
- Post-Incarceration employment and training opportunity:
  - John Deadwyler of Prince George's Community College with their SEWDP-Sustainable Energy Workforce Development Program @PGCC: They received a \$1 million dollar grant from Pepco/Exelon merger and there are a projected 70,000 jobs available for energy efficiency. SEWDP program provides eligible Prince George's County residents with free industry certified training, one-on-one career counseling, job placement assistant, basic skills training, and supportive services. They offer training in:

- Sustainable energy and weatherization- (Prince George's County is number one for solar panel usage in Maryland),
  - Construction,
  - Carpentry,
  - Electrical,
  - HVAC,
  - ASE-Automotive (service tech),
  - Developmental disability service provider (working with emotionally disturbed and intellectually disabled),
  - IT (Comptia A+ Certification),
  - Administrative services, and
  - HR pathway (Microsoft Office certification).
- Prince George's County American Job Center:
  - Pete Goodson is retiring. Sandy Graham (formerly of MOED and the Prison to One Stop Grant) has been hired. She is familiar with our students and teachers.
- CEC Report:
  - Erica DuBose stated that she would like to thank all participants for their timely submissions so that the report could be submitted on time.
- Questions:
  - Secretary Schulz inquired about the status of the navigator positions.
    - Erica DuBose responded that the positions were reposted after several individuals declined offers for employment.
    - Erin Roth emphasized that HR has the list of new candidates and the LEA has provided her with new list on Friday. Erin and Natalie Clements will be contacting candidates as soon as possible.
    - Secretary Schulz stated that the Hagerstown Consortium requested additional information regarding the role on the navigators.
    - Jim Rzepkowski indicated that he has had a follow-up conversation and addressed the Consortium and that both entities are aligned moving forward.

**Jack Weber -Employer Engagement Subcommittee Report:**

- Green Jobs are great employment option for a pre-release inmates. They have an opportunity to train and receive a stipend with lead abatement and asbestos.
- One of the Vehicles for Change (VFC) diesel graduates is working and making over \$100,000 per year.
- Jumpstart:
  - They have secured a new location on East Biddle Street and all Jumpstart students and apprenticeship program participants will attend training there. The new facility can hold over 200 students. It is a great fit for returning citizens coming home and entering trade programs.
- Employer Engagement Meeting:



- At the last Employer Engagement Meeting, it was reported that OSTC graduate A. Smith began working is now making over \$20.00/hr in a dredging operation, using skills he obtained at OSTC.
- The committee is looking for additional food service partners.
- The committee is also working with a moving company who is looking for roofers. This serves as an additional opportunity for employment for men exiting the roofing program at OSTC.
- PAC:
  - The committee hopes to have a complete HVAC PAC setup at OSTC by the end of the calendar year. PAC clearances are underway so that students and employers can meet. PACS are an effective way to reach the business community and have the business community interact with potential employees.
- Comments:
  - Erin commented that she, Mary Keller, and Mike DiGiacomo can assist with making additional employment connections for the PAC.
  - Tamara commented that Dr. White and Leann Lorenz would like for the initial PAC meeting to have a wide representation from employers and partners and then invite students to hear from the employers directly.

### **Concluding Remarks**

- Secretary Rzepkowski thanked Jack Cunning for his tireless efforts in filling vacancies. He acknowledged the forklift purchase for the occupational training programs and expressed excitement that men will be able to attain a certification and gain experience needed to secure employment. Tamara commented that the previous forklift was over 25 years old and that students are excited to use what they will use in the workforce.
- Secretary Moyer stated he was pleased with the continued partnership between DLLR and DPSCS.
- Secretary Schulz thanked everyone and the meeting concluded.

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