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

**December 12, 2022**

**Google Meet & Conference Call**

**Council Members**

Secretary Tiffany Robinson, Deputy Secretary Dave McGlone, Secretary Robert Green, Secretary James Fielder, Carolyn Scruggs, Dr. Jack Cunning, Jack Weber, Dr. James Klauber, Jennifer Gauthier, Michael DiGiacomo, Sarah Sheppard, Theresa Shank, Yariela Kerr- Donovan

**Staff and Guests**

Alyssa Webster, Andre James, Brittney Hansen, Carolyn Scruggs, Casey Tiefenwerth, Christine Sparr, Danielle Cox, Deron Crawford, Diane Dabbs, Elizabeth Marts, Ellen Bredt, Dr.Erica DuBose, Deputy Assistant Secretary Erin Roth, Felicia McLean, Fransico Vega, Janay Harris, Janelle Johnson, Assistant Secretary James Rzepkowski, Julia Givens, June Brittingham, Katharine Lander, Kari Pompilli, Laura Martin, Leann Lorenz, Leza Griffith, Lloyd Day, Logan Dean, Marsha Briley, Marshall Lawrence, Mary Keller, Melissa Murphy, Michele Savage, Patrick Hruz, Peggy Standford, Shakera Lambert, Shannice Anderson, Dr. Tamara Barron, Tawanda Redding, Theodore Hunter, Tracy Queen, Yariela Kerr-Donovan

**Absent**

Antoine Payne, Louis Dubin, Secretary Mike Gill, Mohammed Choudhury, Mary Ann Thompson, Michael Martirano

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

**Welcome**

Maryland Labor (MD Labor) Deputy Secretary David McGlone welcomed attendees to the meeting and thanked everyone for taking time out of their busy schedules to participate. He announced that this is his final Correctional Education Council (CEC) Meeting as he plans to retire in late December and he remarked that he has enjoyed working with all of the council’s members and guests.

**Approval of Minutes**

A motion to approve the June 27, 2022, minutes was made and seconded. Jack Weber motioned to approve the minutes as written 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. Secretary Green spoke about how important it is to recognize all the hard work that this group does and thanked everyone for the progress that has been made over the past year.

**Approval of Next Year’s Meeting Dates**

Jack Cunning announced the official Correctional Education Council (CEC) meeting dates for 2023 which will take place on March 13th, June 12th, September 11th, and December 11th, 2023. Jack Weber motioned to approve the dates as presented and it was seconded by Kari Pomilli. The meeting dates were voted on by the council and approved at 10:06 a.m. with no opposition. Whether or not the meetings will take place in an in-person, virtual, or hybrid setting will be decided upon at a later date.

**Correctional Education Updates**

Jack Cunning, Acting 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 (Jack Cunning)**

Jack Cunning, reported on current staff vacancies in CE.

* The following position have been filled since our last CEC meeting in September:
  + Principal at MCI-W
  + Auto Mechanics Instructor at MCTC
  + ABE/ESL Teacher at MCTC
  + ABE Teacher at RCI
* The following positions have candidates identified after interviews were conducted:
  + Two (2) ABE teachers at JCI
  + ABE/ESL teacher at MCI-W
* The following positions are posted at present time: CE is having a great deal of difficulty in filling these positions.
  + ABE Teacher at RCI
  + Graphic Communications Instructor at OSTC
  + Electrical instructor at MCTC
  + School Psychologist at HQ
  + Construction Instructor at MCTC
* The following position will be posted upon retirement:
  + Office Secretary III at OSTC (January 2023)
* There are a total of 6 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 data:
  + 661 active user accounts
  + Overall – 5,751 hours of use
  + TABE Academy – 478 student users, at an average of 434 minutes, for a total of 3458 hours (math is used the most)
  + GED Academy – 126 student users, at an average of 452 minutes, for a total of 949 hours (math is used the most)
  + Khan Academy – 124 student users, at an average of 60 minutes, for a total of 123 hours
    - Examples of Teachers/Instructors using the Learning Management System to develop and use their own content:
      * Auto Maintenance and Light Repair – 34 student users, at an average of 881 minutes, for a total of 499 hours (10 different units/activities)
      * ABE/GED – 2 teachers – 38 total student hours and 39 total student hours
* Academic Program Monitoring was conducted by the Office of Monitoring and Compliance September 26 – October 7, 2022. Overall, the monitoring for FY21 went well, especially considering the challenges faced during COVID. Feedback areas are easily correctable and are being addressed as a system.
* Academic Progress Data
  + FY 23 – July 1 – December 8, 2022 – 89 students have earned their GED (previously 25 reported on 9/12/22)
  + 86% pass rate for MD Correctional Education (up from 71%)
  + 68% National pass rate
  + The Pipeline to the GED =
    - 100 students have passed 1 part of the GED (previously 61)
    - 68 students have passed 2 parts of the GED (previously 27)
    - 29 students have passed 3 parts of the GED (previously 61)
* Upcoming:
  + Academic Program Operating Procedures training and discussion topics with the principals
  + Continued tablet training and implementation
  + Adult Education and Literacy Services Grant – FY24 competitive grant year

**Special Education (Katharine Lander)**

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

* A successful FY21 Special Education (SPED) Grant monitoring took place in November 2022.
  + Documents were compiled to demonstrate the expenditures of four (4) grants, and a review of them was held with MSDE.
  + There was great teamwork by the HQ SPED team, and MSDE was pleased with our submissions.
* Katharine Lander shared that she is one of 28 individuals within DWDAL that are participating in a course to become a Offender Workforce Development Specialist (OWDS).
* Three (3) new SPED teachers/case managers joined the CE team since the last CEC meeting.
  + One (1) at ECI-E and two (2) at MCTC. I visited each of them and conducted training. All SPED teaching positions are now filled statewide!
* Demographic information on current SPED students are as follows:
  + 20/49 Student have an Emotional Disability (ED)
  + 3/49 Students have an Intellectual Disability (ID)
  + 1 Student has Multiple Disabilities (MD)
  + 17 Students have Other Health Impairments (OHI)
  + 8/49 Students have a Specific Learning Disability
  + 32/49 Students are aged 20-21.
* SPED is now 100% compliant with Eligibility Determination meetings:
  + Specifically, IEP teams have discussed Compensatory Services for all detained students and determined if they qualified for make-up services (Education, Speech, Counseling) due to the impact of school closures during the pandemic. Compensatory Services are still being provided.

**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 Updates:
  + Correctional Education’s (CE) CTE (Career and Technical 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 regularly.
  + Between July 1, 2022 and November 30, 2022:
    - 123 students have completed a CTE Training Program (237 FY22)
    - 286 national certifications and/or industry recognized credentials have been earned (406 FY22)
  + School closures (due to limited officer coverage) impacts course completion. CTE teachers provide asynchronous work for students to complete in the housing units until they can return to face-to-face instruction.
* MSDE/Perkins Grant Updates:
  + The Correctional Education FY23 Carl D. Perkins grant application has been submitted to the Maryland State Department of Education (MSDE) and approval is pending.
* On-Line National Certification Testing (DPSCS Labs and Labor Tablets):
  + Online testing for CTE trades (Construction, Auto, etc.) is operational and things are going very well!
  + Jim Boden and DPSCS IT again have done an outstanding job to ensure that CE can test securely.
  + The committee still meets weekly to troubleshoot any challenges, which at this point are minimal.
  + Schools with Occupational programs are using both the DPSCS/CE labs and CE tablets where available.
  + Dr. Barron shared that she is working with schools to implement OSHA 10 online training and testing for all construction trades students. This is a requirement of the Maryland State Department of Education for students in the construction trades.
    - As the program is perfected, and as funding is available, CE will expand the opportunity to students in trades such as the Barber Stylist Limited License Training Programs, Automotive Maintenance and Repair, Warehouse and Distribution Training, as we will pilot a group at MCIW that are participants in the Flagger Training Class as well as the JSTP (on the job training program).
* Highlights of Various CTE Programs:
  + The Traffic Control Safety Technician (Flagger) Training Classes:
    - This class is a one-day training and certification class and the program is going exceptionally well.
    - Thank you to Ms. Lorenz (Teacher Supervisor OSTC) who also serves as our Flagger Instructor.
    - This program is being piloted through grant funding in the Central Region (OSTC, DRCF, and MCIW).
    - During FY23, collectively 141 students have acquired the training and national certification as of November 30, 2022.
  + The Barber Stylist Limited License Training Program:
    - CE has 2 students from OSTC and 2 students from RCI’s Barber Stylist Training Programs have completed their 900 hours training requirement and are eligible to sit for the Barber Stylist Limited License Practical and Theory Exams. This took quite some time due to COVID.
    - Dr.Barron is working with PSI and the Maryland State Board of Cosmetologists and Barbers to arrange for licensure testing behind the fence. This has never been done before in Maryland and both entities are excited to see this come to fruition.
    - Although an incarcerated individual cannot hold an active license while incarcerated, they are able to take the licensure exam in preparation for applying for their license upon their release.
    - Both the Board and PSI have been very supportive and are working with CE to make this happen for the students.
    - By passing the licensure exam prior to their release, this will be one less barrier that our students will face, it is just taking time and coordination among all involved parties.
  + The Certified Peer Recovery Specialist (CPRS) Training Program:
    - CPRS has expanded to include new institutions for FY23: The participating institutions are:
      * Dorsey Run
      * MCIW
      * JCI
      * MCTC
      * WCI
      * ECI
      * MCIJ
      * CMCF
    - As previously mentioned, CPRS is now a 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 participants are very close to testing and Mary Keller and Casey Tiefenwerth are working closely with the Maryland Department of Health’s (MDH) Behavioral Health Administration (BHA) to facilitate registration for the board exams.
  + 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 working with school staff, MCE Plant Managers, as well as officers and DPSCS institutional staff that supervise incarcerated workers to educate supervisors about the program and the benefits to incarcerated workers.
* Professional Development:
  + Dr.Barron is in the process of planning for spring professional development for CE’s CTE teachers regarding national and industry recognized credentials, future career opportunities, as well as other workforce development related topics for students.
  + The FY23 Perkins Grant funds are needed to finalize concrete plans.

**Good Jobs Challenge (GJC) Update (Erin Roth)**

* Assistant Deputy Secretary, Erin Roth, shared that she is headed to Arlington, VA for the GJC convening hosted by the U.S. Department of Commerce.
  + DWDAL has brought in approximately $23 million for the State of Maryland to essentially build up and support the offshore wind industry and the Maryland Works for Wind (MWW) initiative.
  + Currently many employers are sending people overseas to receive the training necessary to support this industry.
  + The goal is to make Maryland the premier destination for offshore wind training in the country to prevent this occurrence.

**Transitional Updates (Dr.Erica DuBose)**

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

* Students and Certificate Updates:
  + As of December 12, 2022 693 certificates have been earned for FY23.
    - Dr. Dubose extended a special thank you to Mr. Dwayne White and Ms. Velma Honaker who helped in clearing the backlog of certificates and we are happy to report that things are back to normal.
  + Classes are running on their pre-covid schedules.
* Technology and Tablet Updates:
  + Dr. DuBose thanked DPSCS and Jim Boden for their hard work in getting the labs up and running in all the facilities across the state.
  + Professional development for tablets during the month of November has been completed and we are now in the process of distributing the transition tablets to the schools.
  + Professional Development on Entrepreneurship has also been completed. Teachers now have access to all programming information, and Dr. DuBose is working with APDS to upload content onto the tablets for students to use.
  + Additionally, they will be adding Skills 180 to the tablets, to enhance their general employability skills, especially for those who’ve completed an occupational course while incarcerated.
* Offender Workforce Development Specialist Training:
  + On November 15, Offender Workforce Development Specialist (OWDS) Training began with a total of 28 Labor employees, 8 of them from Correctional Education.
  + The OWDS credential was developed by the National Institute of Corrections and prepares individuals to assist the reentrant population in finding and maintaining employment.
  + Phase 1 is currently underway and with midterms quickly approaching ahead of the holidays and Dr. DubBose was happy to report that all participants are engaged and meeting the necessary benchmarks.
* Staffing:
  + Four teachers have been added over the last two months, and we are currently waiting for another one to begin any day.
  + They have been trained and are currently working with transition students and we are happy to have them on board.
  + CE is still looking forTransition Specialist in the Baltimore region and three instructors in the central region.
* Correctional Education Council Report:
  + The final report was attached to the meeting documents and a hard copy has been included for the participants that are in person and it will also be posted to the Labor website.
  + Dr.Dubose took the time to recognize what a huge undertaking this report was and thanked everyone who contributed. She also extended a special thank you to Susan Kaliush and the DWDAL communications team for making the editing processes stress-free!

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.

**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 (Peggy Stanford)**

* WCI/NBCI
  + nothing to report except many closures due to lack of staff.
* MCTC
  + 4 new staff members(2 special education teachers, 1 ESL teacher, 1 automotive teacher)
  + 9 GED;s so far and several students only need one more test to get their GED
* MCI-H
  + 5 GED's in November.
  + The Occupational Computer Lab is up and running and they are testing Sheet Metal students.
  + Ms.Stanford extended a special thanks to Ms.Hoffman from MCTC for assisting to get the lab up and running at both MCI-H and RCI.
* RCI
  + 3 GED's so far. New Warehouse Instructor.
  + Waiting on 2 new academic teachers to clear background checks.
  + The Occupational Computer Lab is up and running and we are testing Masonry students. Started testing our students on OSHA. Officer staffing remains an issue at least one day a week.

**Central Region (Christina Sparr)**

* OSTC/ BCCC
  + Presentations on an ABC Apprenticeship program and Living Classrooms program will take place shortly.
  + The Reentry navigator continues to visit both OSTC and BCCC regularly.
    - All staff have completed the yearly DOC inservice training.
    - Since July they have earned…
      * 18 Academic certificates
      * 8 GEDs
      * 21 Occupational Certificates
      * 89 National Certificates (including ASE, NCCER, flagging and construction)
    - from the prerelease system they have 14 GED total for FY23
    - 109 men have completed the flagger training program
    - 39 ASE certificates
    - 199 transitional certifications to include life skills and ERW
  + DRCF
    - started another round of CPRS class
    - 9 GED graduates for FY23
    - Ms.Blackwell reported that she was able to hire a new teacher for the Introduction to Computers class.
    - Started peer recovery program and have 38 individuals registered
    - Ms.Blackwell will continue interviews on Thursday and Friday to fill 2 more ABE teacher vacancies
  + MTC
    - 2 students will qualify to take GED assessments
    - attendance rate is up to about 85%
    - and have been able to give perfect attendance awards to 3 students
  + PATX
    - 6 GEDS
    - looking to hire one more ABE teacher.

**Eastern Region and Library Updates (Melissa Murphy)**

* ECI Report:
  + Melissa Murphy extended a special thank you to Commissioner Harvey. On 12/1/22 Commissioner Harvey visited ECI and as she passed West education staff in the lobby, she thanked them which ended up sparking a trail of positivity.
  + ECIA has earned its first GEDs since 2019- (4 in NOV) with the help and cooperation of FA Brittingham and Major Gallagher- New Proctor for all 3 compounds.
  + An ERW instructor has been hired for all 3 compounds and is currently running his first workshop.
  + ECIE Office Tech class just received new computers and an upgraded network.
  + Occupational labs are fully functional and testing is now being done on computers. ASE testing was successfully completed on the West Compound and OSHA Career Safe certificate program is now available.
  + New acting Warden- from AW- Bill Bailey, From FA to AW- Brittingham, From SEC. Chief to FA- Milligan-
* CE Libraries Report:
  + Salisbury University worked with both East and West Libraries to oversee the ECI Ethics teams. The teams consisted of 6 or more inmates who scrimmaged the SU Ethics Debate Team. Teams were given Ethical cases that were used regionally for all academia debates. The scrimmage lasted two days and was attended by several SU professors, the AW, and SU students.
  + The new circulation system has been installed in all of Western and Eastern Region libraries for librarians to test and use. Patuxent and MCIW have also received the new database. The librarians are communicating test findings, questions and database issues through google docs that will go back to Jim Boden for updating.
  + ECIE and ECIW libraries have been added into the CE Network. They are the first ones in the state to be added on this next step for networking all libraries.
  + ECIE and ECIW libraries sponsored an Ethics Bowl last month where teams from each library debated high profile cases with teams from Salisbury University. Professors and students from SU have acted as coaches meeting weekly with the ECI teams to prepare for the 16 possible cases to be presented for debate.
  + Most of the CE libraries participated in the One MD One Book discussions sponsored by MD Humanities. MD Humanities has given out library books to participate in these program discussions for the past several years. This year’s book was What’s Mine and Yours by Naima Coster.
  + A statewide virtual CE Librarians’ meeting has been scheduled for this Wednesday.

**Community Partner Updates**

Deputy Secretary David McGlone introduced Felicia McLean, the Reentry Coordinator for Catholic Charities’ *Welcome Home Reentry Program* out of Prince George’s County, MD.

* Felicia McClean introduced herself and thanked the council for the opportunity to share some information about her program.
* Ms.McLean shared that there are two key components of the program:
  + Pentorship
    - This program builds off of the concept of pen-pals to begin helping individuals with their transition out of the correctional system.
      * The program starts approximately 12 months pre-release for inmates that express interest.
      * The program uses the *ABCs of life* curriculum regarding the topics the inmates engage in (example topics include: “accepting the challenge”, “believing in yourself”, “developing your own goals”, “creating steps towards your goals” etc.)
      * it features 26 lessons (one for each letter of the alphabet)
    - The way the program works is that an inmate will first express interest and then receive their first letter from Ms.McLean and her team. The letter will include a series of questions:
      * What was the purpose of the lesson?
      * What are your key thoughts about the lesson?
      * How can you apply the lesson to your life right now?
    - The inmate would respond accordingly to the questions in the form of a letter and send it back to Ms.McLean’s team of trained *‘pentor’s* who would then provide the inmates with feedback.
  + Face-to-Face Mentorship
    - Individuals that are released from a correctional facility and have expressed interest in the program are assigned trained mentors that meet with the individual one to two times a week for a year to provide general support as they adjust back into society.
  + Additional Resources:
    - Assistance with securing a government ID
      * Birth certificate
      * Drivers license
      * Social Security
    - Assistance with securing a cell phone
    - Housing assistance (1:05:43)
* Ms.McLean encouraged folks with any questions or referrals to contact her directly at 301-300-4043 or via email at [felicia.mclean@cc-dc.org](mailto:felicia.mclean@cc-dc.org).

**Navigator Updates (Marshel Lawrence)**

Reentry Navigator, Marshel Lawrence, reported on updates and progress from the Reentry Navigators around the state.

* Baltimore City- Marshel Lawrence
  + Developed a partnership with Southeast Community Development Corporation and Rose Street Community Center to provide services to residents. Partnership includes workshops aimed at specific populations to address their needs in gaining employment, training and educational advancement.
* Western Maryland- James Grossman
  + Recently participated at a job fair at Roxbury Correctional with over 100 participants.
* Susquehanna- Alyssa Webster
  + Met w/ clients at Cecil County Detention Center and held virtual sessions with Harford County Detention Center weekly.
  + Met w/ on average 2-4 post-release clients weekly.
  + Attended Small Profit Roundtable discussion quarterly basis to discuss the businesses and non-profit updates throughout Cecil County.
* Prince George- Janell Johnson
  + Total number of customers served: 44
  + Customer highlights:
    - One received offer of employment with federal contractor
    - One started October cohort for CDL B training
    - Four referred to apprenticeship opportunities - electrical, plumbing, carpentry and community health worker
    - Three successfully obtained transitional housing placements
    - One referred for SNAP and medical assistance
  + Navigator highlights:
    - Referrals from local programs have increased for the monthly workshop, Retaining Citizens, at the AJC-Largo. Individuals unable to attend the workshop have scheduled one-on-one appointments. A virtual session will be offered in January 2023 for home detention customers and those unable to attend in-person.
  + Success story:
    - Released after 11 years, one customer experienced several ups and downs while attempting to register with a paid apprenticeship. He started the program and the instructor resigned only a few days in. After months of waiting, he received a call that he could resume training. There was some confusion with his pay and he called to say that he was frustrated and about to quit the training. When I asked him if he had shared his concerns with the coordinator, he said that he hadn’t. I suggested that he give them a call to request a meeting with the program coordinators. He agreed and scheduled a meeting with the program coordinator and not only was he able to get his pay corrected, they told him that they appreciated him taking the time to bring his concern to their attention and reached out to me to share how amazing he did in advocating for himself.

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

Jack Weber, CEO at Uptown Press, thanked everyone for all the work they've done to propel correctional education forward in the State of Maryland and took the time to recognize all of the accomplishments made over the course of the Hogan administration. Jack Weber reported on Employer Engagement Committee updates.

* Jack Weber suggested pulling more business representatives and employers into these CEC discussions to further encourage the hiring of returning citizens.
* Jack Weber thanked industry partners, specifically Civic Works, who hosted the last Employer Engagement Committee meeting.
* Additionally, he recognized Associated Business and Contractors (ABC) and Vehicles for Changes for the work they’ve done to hire returning citizens.

**Concluding Remarks**

* Secretary Robinson thanked Jack Weber for his efforts as the head of the Employer Engagement Committee and emphasized the importance of involving more employers in these meetings.
* Secretary Robinson took the time to recognize all of the accomplishments made in 2022, as well over the course of the Hogan administration and highlighted some of those accomplishments.
  + The department received a $23 million grant from the US Dept. of Commerce for the MWW initiative.
  + The department surpassed a record number of apprentices (over 12,000).
  + The 4 year degree requirement was removed for thousands of state jobs
  + The department launched the Jobs That Build (JTB) initiative, providing grants to employers to incentivize individuals to take infrastructure jobs.
* Secretary Robinson closed by thanking everyone for all of their hard work and acknowledged the great partnership with Secretary Green and DPSCS.
* Secretary Robert Green returned his appreciation for the relationship that DPSCS has with Secretary Robinson and the Department of Labor. He echoed Secretary Robinson in thanking everyone for all of their great contributions that have worked to assist Marylanders secure jobs and navigate daily life.
* In closing, Secretary Green spoke to the importance of education in a correctional setting.
  + Education provides peace and hope.
    - Inmates that are involved in educational programming are 70% less likely to be involved in an act of violence.
  + This is why education and community engagement are so critical to the success of returning citizens and the State as a whole.
* Deputy Secretary David McGlone asked for a movement to adjourn the meeting at 11:37 a.m.
  + Jack Weber moved to adjourn the meeting.
  + Secretary Green seconded the motion to adjourned the meeting,

The next meeting of the CEC will be on March 13, 2023.