

**MARYLAND CORRECTIONAL TRAINING COMMISSION**  
**\*TELECONFERENCE\* REDACTED Minutes – 202nd Meeting –April 8, 2021**

**MEMBERS PRESENT**

Secretary Robert L. Green, Department of Public Safety and Correctional Services (Chair)  
LaMonte E. Cooke, Director of Correctional Services, Queen Anne’s County Department of Corrections (Vice-Chair)  
Secretary Sam Abed, Department of Juvenile Services  
Lieutenant Christopher Duffy, Correctional Officer of the State of Maryland  
Brandon Foster, representing Sheriff Troy Berry, President, Maryland Sheriff’s Association  
Melinda Grenier, President, Maryland Criminal Justice Association  
Annie Harvey, Deputy Commissioner of Corrections, Department of Public Safety and Correctional Services  
Wayne Hill, Deputy Secretary of Operations, Department of Public Safety and Correctional Services  
Lynette Holmes, Deputy Director, Department of Juvenile Services  
Zenita Hurley, Assistant Attorney General representing Brian E. Frosh, Attorney General  
Captain Daniel Lasher, Allegany County Detention Center  
Wallis Q. Norman, Deputy Secretary of Operations, Department of Juvenile Services  
Dr. Beverly O’Bryant, representing Dr. Maria Thompson, President, Coppin State University  
Thomas Reece, President, Maryland Correctional Administrators Association

**MEMBERS ABSENT**

Symphar R. Charles, Chief, Learning and Career Development, Federal Bureau of Prisons  
Demetrius Page, Division of Parole and Probation

**STAFF PRESENT**

Albert L. Liebno, Jr., Executive Director, Police & Correctional Training Commissions  
Stephanie Cain, Compliance Administrator  
Sarah Chatfield, Media Specialist  
Jeanne Chenoweth, Recorder  
Katie Johnson, Recorder  
Matthew Mellady, Assistant Attorney General  
Jane Sachs, Director of Correctional Training

**GUESTS**

Nicole Amedori, Department of Juvenile Services  
Kristal Ostrander, Department of Juvenile Services  
Denise Victory, Department of Juvenile Services  
Ruth Colbourne, Wicomico County Detention Center  
Tisha Bivens, Wicomico County Detention Center

The 202nd meeting of the Correctional Training Commission (CTC) was held via teleconference, and called to order by the Chair, Secretary Robert Green, at 10:02 a.m. A quorum was present.

The agenda was as follows:

1. Approval of Minutes – January 14, 2021
2. Facility Report
3. Legal Issues
4. Old Business

- a) Update on Job Task Analysis
  - b) Proposed Amendments to Prior Drug Use Standards
- 5. New Business
  - 6. Request for Certification

A roll call was taken of all members, staff and guests on the call. Secretary Green congratulated Mr. Wayne Hill on his appointment as Deputy Secretary of Operations for Department of Public Safety and Correctional Services (DPSCS). He also welcomed Ms. Annie Harvey, Acting Commissioner of Corrections for DPSCS.

**1. Approval of Minutes – January 14, 2021**

Secretary Green asked the members to review the minutes.

**A MOTION to approve the minutes from the January 14, 2021 meeting was made by Captain Daniel Lasher: SECONDED: Mr. LaMonte Cooke. The MOTION carried.**

**2. Facility Report**

Mr. Albert Liebno, Executive Director of the MD Police & Correctional Training Commissions (MPCTC), directed members to the report, which reviewed the activities at the Center during the past quarter. He informed the members that MPCTC is looking to purchase virtual reality CPR equipment, as well as additional virtual classroom environment tools. Mr. Liebno mentioned the success of the Women’s Leadership seminar held last month. He also said MPCTC staff is coordinating training for classroom management in a virtual environment.

In regards to compliance, Mr. Liebno stated that the Certification unit is working with agencies to reach 100% compliance. He also commented on the success of the Carroll County Sheriff’s Office ceremony, which graduated both a police academy and correctional academy on the same day.

Secretary Green commended the PCTC staff for progressive training through the pandemic. He encouraged everyone to continue reimaging training and investing in the appropriate tools. Ms. Lynette Holmes also commended the Department of Juvenile Services (DJS) training personnel for the successful transition to virtual learning.

**3. Legal Issues**

Assistant Attorney General Matthew Mellady stated there were no legal issues as this time. Secretary Green noted that any items generated from the legislative session would be addressed at the next meeting.

**4. Old Business**

**a) Update on Job Task Analysis**

Mr. Liebno stated that the job task analysis was nearing completion. After in-person meetings at the end of this month, the company will turn the lists of tasks into objectives. The document will then be presented to the Commissions for discussion and approval.

Secretary Green inquired as to whether topics such as diversity, equity and inclusion would be included in the objectives. Mr. Liebno confirmed they would be included in both academic and practical exercises, since the parameters measure frequency and criticality of any task. Secretary Green also encouraged the inclusion of basic technology skills, and leadership roles.

Secretary Abed suggested certain objectives be pared down if deemed to require less emphasis. Mr. Liebno stated that the analysis is based on the feedback from the new surveys and contemporary issues, and only uses the prior objectives as a guide and not a building block.

Mr. Liebno stated that a job task analysis was completed for DJS approximately 5 years ago, and the discipline would be included in future job task analyses. Secretary Green recommended a work session specifically to review and analyze the submitted objectives for each discipline. The members agreed to schedule a guided discussion after reviewing the submission.

**b) Proposed Amendments to Prior Drug Use Standards**

Mr. Liebno stated that the proposed amendments will be published in the Maryland Register on April 24th, and comments will be accepted until June 8th. The Secretary may call a special meeting of the Commission in an effort to move the amendments through the process and be effective July 1<sup>st</sup>. The members favored the scheduling of a special meeting.

**5. New Business**

Members did not present any new business.

*Recorder's Note: Ms. Chenoweth read the closed session written statement into the record.*

**A MOTION was made by Mr. LaMonte Cooke to adjourn to a Closed Session: SECONDED: Capt. Daniel Lasher. The MOTION carried unanimously.**

*The meeting adjourned to a Closed Session at 10:33 a.m.*

Another roll call was taken of members to ensure guests had left the call.

**6. Request for Certification**

**A MOTION was made to grant certification: SECONDED: The members were polled and the MOTION carried.**

Secretary Green stated that staff would contact the agency to inform them of the decision.

*Recorder's Note: Secretary Abed left the meeting at 10:58 a.m.*

**A MOTION was made by Capt. Daniel Lasher to adjourn to an open session: SECONDED: Mr. LaMonte Cooke. The MOTION carried.**

*Recorder's Note: This concluded the closed session. The meeting adjourned to an open session at 11:02 a.m.*

A member asked a question regarding waivers for 2020 in-service due to the pandemic. It was stated that a waiver was not authorized, and that all in-service for 2020 must be completed by June 30, 2021.

**A MOTION to adjourn was made by Capt. Daniel Lasher: SECONDED: Mr. LaMonte Cooke. The MOTION carried.**

*The meeting adjourned at 11:05 a.m.*

These "minutes" are a synopsis of the Commission's discussion and decisions and not a verbatim rendering of the proceedings.