

MARYLAND CORRECTIONAL TRAINING COMMISSION
REDACTED Minutes – 190th Meeting – January 10, 2018

MEMBERS PRESENT

Secretary Stephen T. Moyer, Chair, Department of Public Safety and Correctional Services
LaMonte E. Cooke, Director of Correctional Services, Queen Anne’s County Department of Corrections (Vice-Chair)
Secretary Sam Abed, Department of Juvenile Services
Commissioner Dayena Corcoran, Department of Public Safety and Correctional Services
Christopher Duffy, Correctional Officer of the State of Maryland
Ivonne Gutierrez, President, Maryland Criminal Justice Association
Lynette Holmes, Deputy Secretary for Support Services, Department of Juvenile Services
Terry Kokolis, President, Maryland Correctional Administrators Association
Stuart M. Nathan, Assistant Attorney General representing Brian E. Frosh, Attorney General
Wallis Q. Norman, Executive Director of Residential Services, Department of Juvenile Services
Dr. Beverly O’Bryant, representing Dr. Maria Thompson, President, Coppin State University
Patricia Schupple, Deputy Director, Howard County Department of Corrections
J. Michael Zeigler, Deputy Secretary of Operations, Department of Public Safety and Correctional Services

MEMBERS ABSENT

Sheriff Timothy Cameron, representing Sheriff Douglas Mullendore, President, Maryland Sheriff’s Association
Symphar R. Charles, Chief, Learning and Career Development, Federal Bureau of Prisons

STAFF PRESENT

Albert L. Liebno, Jr., Acting Executive Director, Correctional Training Commission
Michelle Wilson, Assistant Attorney General
Lewis Pindell, Media Specialist
Jeanne Chenoweth, Recorder
Katie Johnson, Registrar
Kate Gossard, Facility Administrator
Michael Edwards, Acting Director of the Leadership Development Institute
Sara Bender, Program Coordinator for Leadership Development
Darla Rothman, Program Coordinator for Leadership Development
Jane Sachs, Director of Correctional Training
Myrna Adejoh, Certification Administrator
Jama Acuff, Compliance Officer
Kim Ward, Program Manager

GUESTS

Michael Stelmack, Executive Director, Special Programs & Services, DPSCS Office of the Secretary
JoAnne Breslin, Department of Public Safety & Correctional Services
LaCrae Lofton, Department of Public Safety & Correctional Services
Sandra Regler, Department of Public Safety & Correctional Services
Holly Winchester, Department of Public Safety & Correctional Services
Nicole Amedori, Department of Juvenile Services
Edward McLean, Department of Juvenile Services
Richard Robinson, Department of Juvenile Services
John Wisniewski, Department of Juvenile Services

Marsha Maloff, Baltimore County Department of Corrections
Craig Rowe, Washington County Detention Center
Tony Shank, Washington County Detention Center
Ricardo Silva, Maryland Association of Correctional and Security Employees

The 190th meeting of the Correctional Training Commission (CTC) was called to order by the Chair, Secretary Stephen T. Moyer, at 10:04 a.m. at the Public Safety Education and Training Center (PSETC), Sykesville, Maryland. A quorum was present.

The agenda was as follows:

1. Approval of Minutes – October 11, 2017
2. Facility Report
3. Legal Issues
 - a) Audio Recording during Deliberations in Closed Session
4. Election of Vice-Chairperson
5. Old Business
 - a) Correctional Training Commission Executive Director Update
 - b) Comparative Compliance Training
6. New Business
 - a) Objectives for First Line Administrator Training
7. Request for Waiver of Entrance Level Training
8. Request for Waiver of Correctional Training Commission Requirement that Background Investigation for Certification Be Completed Within One Year Prior to Application for Certification
9. Request for Waiver of Selection Standards for Certification
10. Request for Waiver of Selection Standards for Recertification

Secretary Moyer asked all members, staff and guests to introduce themselves. He welcomed new member, Ms. Ivonne Gutierrez.

Recorder's Note: Commissioner Dayena Corcoran joined the meeting at 10:05 a.m.

1. Approval of Minutes – October 11, 2017

A MOTION to approve the minutes from the October 11, 2017 meeting was made by Mr. LaMonte Cooke: SECONDED: Officer Christopher Duffy. The MOTION carried.

2. Facility Report

Deputy Director Albert Liebno referred the members to the Facility Report in the binder which reflects the Maryland Police and Correctional Training Commissions (MPCTC) activity which had taken place since the last quarterly meeting. The Executive Director of the Public Safety Education & Training Center (PSETC), Ms. Karen Kruger, was unable to attend the meeting. Mr. Liebno drew attention to the list of audits conducted in 2017, as well as the list of programs conducted by the Leadership Development Institute (LDI). He also noted that the Annual Governor's Crime Prevention Awards ceremony was held in December and went well. Mr. Liebno stated the Parole & Probation unit is preparing to host a Drunk Driver Monitor Program (DDMP) academy, to be followed by several agent academies.

Mr. Liebno invited Ms. Jane Sachs, Director of Correctional Training, to give a preview of 2018 correctional training. Ms. Sachs noted the increase in correctional entry level recruits for the academy, and stated the unit has added a few days to the academy to cover additional topics and physical training/defensive tactics. In-service training for the year will cover some of these same topics as well as offer leadership and resiliency training. Ms. Sachs encouraged Commission members to participate in the International programs this year, and to attend the graduation ceremonies. Mr. Liebno then noted PSETC is booking classrooms well above the industry standard of utilization.

Ms. Patricia Schupple brought up the need for Narcan training for officers since the nation is in the midst of the opioid crisis. Secretary Moyer noted there is a supply issue which could prevent the training. Secretary Moyer then thanked Mr. Terry Kokolis for conducting a statewide survey on recruitment issues in Corrections, which is a national issue. Other states are recruiting officers with an education in mental health, and have increased starting pay for new hires.

Recorder's Note: Dr. Beverly O'Bryant joined the meeting at 10:18 a.m.

3. Legal Issues

a) Audio Recording during Deliberations in Closed Session

Ms. Michelle Wilson informed the Commission that the closed session deliberations have previously been recorded. This is not required under the Open Meetings Act and is a decision of the Commission whether this portion is recorded.

A MOTION to not record the deliberations in closed session was made by Secretary Sam Abed: SECONDED: Mr. LaMonte Cooke. The MOTION carried.

4. Election of Vice-Chairperson

Secretary Moyer stated the Commission needs to elect a Vice-Chairperson.

A MOTION to elect Mr. LaMonte Cooke was made by Secretary Sam Abed: SECONDED: Mr. J. Michael Zeigler. The MOTION carried.

5. Old Business

a) Correctional Training Commission Executive Director Update

Mr. LaMonte Cooke stated the CTC Executive Director Subcommittee had met several times to discuss the standards and key points of the position. The group met with members of the Department of Public Safety & Correctional Services (DPSCS) Human Resources team this morning to discuss the next steps. Mr. Michael Stelmack, Executive Director of Special Programs & Services for the DPSCS Office of the Secretary, summarized the process. Mr. Stelmack noted the next step is to convert the list of requirements into the State-approved format and announce the position. DPSCS Human Resources will remove any applicants who are unqualified and present the resumes to the CTC. The Commission will choose which applicants to interview, and the final selections will be ranked and forwarded to Human Resources to conduct a background investigation and send an official offer letter. Ultimately the CTC Chair approves the selection.

Secretary Abed recommended the Commission identify the interview panel today so that the process can move forward throughout the quarter. The members of the CTC Executive Director Subcommittee will sit on the panel (Mr. Cooke, Commissioner Corcoran, Mr. Kokolis and Sheriff Cameron).

b) Comparative Compliance Training

Mr. Liebno informed the Commission that as a result of a request from the last meeting, a committee was formed to research Comparative Compliance for Corrections. The group identified 34 terminal objectives for correctional officers, which were provided to members to review. Also included was a proposed revision to COMAR which allows the MPCTC Deputy Director to review and approve requests for comparative compliance, and indicates that only appeals for waivers would be brought to the CTC for determination. Mr. Liebno noted that these comparative compliance statutes would only apply to correctional officers defined under COMAR 12.10.01.01 B. Though it does not preclude them from future comparative compliance considerations, the revisions as written do not apply to Parole & Probation or Juvenile Service employees. A formerly certified officer who has not been certified for over 3 years, or an officer who attended an out-of-state academy, will need to satisfactorily complete a minimum of 80 hours of training in the 6 approved topics listed in the COMAR revisions.

Members discussed that the Comparative Compliance programs can be combined with Field Training Officer (FTO) training. They do not need to be a standalone program offered by an academy; however any program would require an approval code from MPCTC. Mr. Liebno noted a typo in the last paragraph of the COMAR revision, which will be fixed before initial publication.

A MOTION to accept the comparative compliance objectives was made by Ms. Patricia Schupple: SECONDED: Mr. LaMonte Cooke. The MOTION carried.

A MOTION to accept the COMAR revisions was made by Mr. LaMonte Cooke: SECONDED: Secretary Sam Abed. The MOTION carried.

6. New Business

a) Objectives for First Line Administrator Training

Mr. Liebno directed Commission members to the recommendations for revision and update of the mandated First Line Administrator training objectives as provided in their books. Staff from the Leadership Development Institute (LDI) reviewed the performance objectives and reorganized the content from 36 terminal objectives into 8 terminal objectives. The enabling objectives were better defined for added clarity. The Police Training & Standards Commission accepted the objectives as written.

A MOTION to approve the First Line Administrator objectives was made by Mr. LaMonte Cooke: SECONDED: Ms. Patricia Schupple. The MOTION carried.

7. Request for Waiver of Entrance Level Training

Mr. Liebno reminded the Commission this issue was tabled at the the October 11, 2017 meeting based on the request for comparative compliance objectives. Baltimore County Department of Corrections requested a waiver of entry level training for recertification of Mr. Maultsby, who was out of service for over 6 years.

Ms. Marsha Maloff addressed the Commission, and stated that Mr. Maultsby retired from the Department as a captain. He spent 6 years working in the institution through Aramark, which is not a certified position, and did not receive training during this time. Mr. Maultsby was rehired by the Department in 2017 and has been serving in modified duties until he can assume direct-care responsibilities as a certified officer.

A MOTION to grant certification pending completion of correctional comparative compliance was made by Mr. LaMonte Cooke: SECONDED: Dr. Beverly O'Bryant. The MOTION carried.

8. Request for Waiver of Correctional Training Commission Requirement that Background Investigation for Certification Be Completed Within One Year Prior to Application for Certification

Mr. Liebno stated he was notified by Washington County Sheriff's Office that the Detention Division has 6 individuals without certification cards. An Application for Certification (AFC) was completed for each officer within one year of hire, but was either not submitted to MPCTC or not processed by MPCTC between 2013 and 2015. These officers successfully completed an academy and least 24 hours of in-service each year since graduation. The only criterion missing is the possession of a certification card. A full background investigation was conducted on each officer at the time of hire; however the Commission requires a background to be conducted within one year of issuing a certification card. The Washington County Sheriff's Office is requesting a waiver of this standard for these correctional officers. A list of names and hire dates was provided to Commission members.

A MOTION to accept the Application for Certification (AFC) forms as submitted on January 8, 2018 and retroact certification to each officer's employment date was made by Officer Christopher Duffy: SECONDED: Mr. LaMonte Cooke. The MOTION carried.

Secretary Moyer stated the next items would be heard in Closed Session.

Recorders Note: Ms. Chenoweth read the COMAR closed session regulation into the record.

A MOTION was made by Mr. Stuart Nathan to adjourn to a Closed Session: SECONDED: Mr. LaMonte Cooke. The MOTION carried unanimously.

The meeting adjourned to a Closed Session at 11:02 a.m.

9. Request for Waiver of Selection Standards for Certification

A MOTION to grant a waiver of selection standards was made by Dr. Beverly O'Bryant: SECONDED: Ms. Patricia Schupple. The MOTION carried.

10. Request for Waiver of Selection Standards for Recertification

A MOTION to deny the waiver of selection standards was made by Ms. Ivonne Gutierrez: SECONDED: Mr. LaMonte Cooke. The MOTION carried.

A MOTION was made by Mr. LaMonte Cooke to adjourn to an open session: SECONDED: Mr. J. Michael Zeigler. The MOTION carried.

Recorder's Note: This concluded the closed session. The meeting adjourned to an open session at 11:48 a.m.

Secretary Moyer invited the parties back into the meeting and announced the outcome of the issues discussed during the closed session.

A MOTION to adjourn was made by Mr. LaMonte Cooke: SECONDED: Officer Christopher Duffy. The MOTION carried.

The meeting adjourned at 11:51 a.m.

These “minutes” are a synopsis of the Commission’s discussion and decisions and not a verbatim rendering of the proceedings.