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DIVISION OF CORRECTION AND PAROLE

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ANNUAL REPORT
of the
BUREAU OF STATE USE INDUSTRIES
Fiscal Year
1975-1976

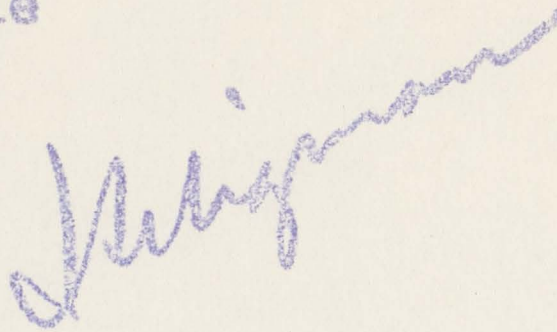
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ANNUAL REPORT, BUREAU OF STATE USE INDUSTRIES 1975-1976

TO: Mr. William Fauver, Director
Division of Correction and Parole

FROM: Irving Seligman, Chief
Bureau of State Use Industries



The Bureau of State Use Industries submits the following Annual Report for the fiscal period ending June 30, 1976.

No appropriations are received to finance this industrial program which operates from a Revolving Fund. The Bureau is expected to be self-supporting by the sale of its products to various agencies at State, County and Municipal levels of government.

The work ethic is considered an essential factor in any inmate correctional operation. State Use Industries provides coordinated staff services and finances necessary to furnish diversified, industrial programs at the operating units of the Division. Under the supervision of trained staff personnel, manufacturing skills are taught to the assigned inmate workers.

ADMINISTRATION

State Use Industries has shared in the unfortunate happenings experienced by the Division of Correction and Parole throughout this fiscal period. As a result of disturbances at the Trenton Prison in October 1975 and January 1976 some 10 weeks of production was lost.

Bureau operations were also adversely affected by several Correction Officer job actions during the year.

There have been many frustrations, but a number of Bureau problems were resolved by aggressive action as the emergencies occurred. Unfortunately these situations required priority consideration and other contemplated projects were delayed as a matter of necessity.

The internal re-organization of the Bureau's Central Office has continued as planned. New equipment has been purchased or is on order. Duties are being simplified or re-assigned to staff members for the purpose of achieving better balance and greater efficiency.

ADMINISTRATION (continued)

A major benefit was attained with the Bureau's ability to obtain a Buyer's position. We are hopeful that many of the difficulties obtaining materials in the past will be relieved considerably. Mr. Charles Kelley, a former Buyer with the Purchase Bureau has accepted this position and recently joined our staff. His prior experience and background qualifications will be invaluable in developing new State Use purchasing procedures.

State Use Industries is proud of its association with the State of New Jersey Bicentennial Commission. We were the manufacturers of their special license plates which were distributed statewide. There were a number of production scheduling problems in the beginning of this program. The public demand was so great that the Bureau required assistance from several of the workshops for the occupationally handicapped. Upon completion, we had delivered 726,900 license plates for this special project.

Negotiations have been underway for several months with the Department of Transportation for manufacturing Hi-Intensity reflective traffic signs. Federal grant monies are involved along with policy decisions concerning the use of prison labor. Some of these problems have been clarified and we anticipate receiving their purchase orders shortly.

State Use Industries has been subjected to several studies from various sources during the past year. These have been treated as separate reports previously submitted.

However, it should be noted that in a 3 month State audit by the Office of Fiscal Affairs, this Bureau was given a superior rating. The auditors made several recommendations and we have complied with those items under the Bureau's control.

Once again, the Bureau managed to keep all of our industries intact without abolishing any additional operations during this fiscal period. No new units were added.

The State Use program for advertising Bureau products is continuous:

1. personal visits and telephone contacts by staff, particularly the Field Representative.
2. displays at various conferences, such as the League of Municipalities, etc.
3. upgrading catalogue sections.
4. periodic distribution of "Sales Flyers".
5. use of product bulletins for customer information.
6. distributed special pens as a Bureau advertisement to honor the Bicentennial celebration.

ORGANIZATION

The industries employed a total of 6,463 inmates (11.9% of the population) and worked 248 days during the fiscal year. This Bureau operated 23 industries in 20 separate shops at 7 institutions.

All State Use staff members at the operating units report to the Institution Superintendent as their Appointing Authority. All business transactions are channelled through the Bureau's Central Office. State Use Industries personnel supervise the inmate work force at the various institutions.

Central Office staff personnel completed 339 visitations during this fiscal year. An additional 369 calls were made by the Field Representative to various Using Agencies. He also operated several State Use exhibits.

The Bureau staff travelled 22,574 miles during this period. In addition, State Use Industries operated 6 trucks for the delivery of products. These vehicles travelled a total of 104,648 miles.

STATE USE ADVISORY COUNCIL

This citizen advisory group existed for about 22 years. The appointment of council members is a policy matter presently under the jurisdiction of the Board of Institutional Trustees. The appointments of all previous members have expired and for all intents and purposes has not functioned during the past 4 years. In view of these circumstances, no further activity reports will be forwarded until such time as the Advisory Council is reactivated.

INDUSTRIAL INFORMATION

Shops of the Bureau

State Prison, Trenton

Clothing
Knitting
Machine Shop
Mattress
Printing

Youth Corr. Inst., Bordentown

Metal Industry
a. Metal Furniture
b. Sheet Metal & Screen
Soap

Correctional Inst. for Women, Clinton

Clothing
a. Mop

State Prison, Rahway

Clothing
Machine & Beds
Signs & Industrial Finishing
Textile
Miscellaneous Manufacturing
a. Patient Aid Equipment

Youth Reception & Correction Ctr. Yardville

Miscellaneous Manufacturing
a. Brushes

Youth Corr. Inst., Annandale

Feed Mill
Snow Fence

State Prison, Leesburg

Auto Tag
Clothing

INMATE EMPLOYMENT

The State Use Industries operation is currently based on an inmate table of organization of 725 jobs.

In June 1975, the Bureau operated with 506 inmates and with a shortage of 211 unfilled jobs. The absentee rate was reported at 3850 man-days for the month. The industries employed only 11% of the inmate population.

During the 1975-76 fiscal period, the Bureau employed a total of 6,463 inmates. However, an average number of 1,763 jobs (about 27%) were not filled. In other words, we operated at 73% of our job capacity. The average monthly absentee rate was 4,187 man-days.

<u>Average Full Time Jobs</u>	<u>Inmates Assigned During Year</u>								<u>Average Inmates Per Job</u>			
	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>
Prison	191	139	126	128	608	491	458	295	3.2	3.5	3.6	2.3
Rahway	109	85	144	167	556	356	403	377	5.1	4.2	2.8	2.2
Bordentown	58	41	58	58	461	474	463	263	7.9	11.5	8.0	4.5
Annandale	45	29	22	23	415	366	255	186	9.2	12.6	11.6	8.1
Clinton	41	35	30	34	241	167	236	126	5.9	4.8	7.9	3.7
Yardville	22	12	21	25	243	165	120	104	11.0	13.8	5.7	4.2
Leesburg	<u>84</u>	<u>87</u>	<u>122</u>	<u>103</u>	<u>286</u>	<u>328</u>	<u>436</u>	<u>323</u>	<u>3.4</u>	<u>3.8</u>	<u>3.6</u>	<u>3.1</u>
	555	432	523	538	2,832	2,359	2,371	1,674	5.1	5.5	4.5	3.1

BUREAU OF STATE USE INDUSTRIES
 REPORT OF CHIEF
ANNUAL REPORT 1975-1976

	Units Mfgd.	Inmates Assigned	Inmates Working	Inmates Short	Absent 1/2 Day
<u>State Prison, Trenton</u>					
Clothing	37,054 ea.	77	618	107	8,940
Knit	12,683 doz.	21	203	37	3,865
Machine	118 jobs	2	39	10	195
Mattress	5,627 ea.	17	135	81	2,280
Print	14,471,057 Impressions	28	310	4	2,181
Storeroom, Office, Runners		20	234	5	1,857
		165	1,539	244	19,318
<u>State Prison, Rahway</u>					
Clothing	42,441 ea.	82	666	92	11,989
Machine & Bed	14,834 ea.	17	226	13	4,184
Miscellaneous	17,926 ea.	24	195	35	3,631
Paint & Sign	241,860 ea.	34	299	57	5,074
Textile	134,170 yds.	37	475	167	8,510
Storeroom, Office, Runners		24	147	19	1,988
		218	2,008	383	35,376
<u>State Prison, Leesburg</u>					
Auto Tag	2,042,278 ea.	111	412	172	5,658
Clothing	73,279 ea.	147	825	300	11,220
		258	1,237	472	16,878
<u>Youth Corr. Inst., Bordentown</u>					
Metal Industries	9,848 ea.	107	466	194	9,953
Soap	389,357 lbs. 42,204 gals.	123	225	76	3,978
		230	691	270	13,931
<u>Youth Corr. Inst., Annandale</u>					
Feed Mill	60,121 bags	173	234	105	5,459
Snow Fence	2,215 rolls	23	42	30	679
		196	276	135	6,138
<u>Corr. Inst. for Women, Clinton</u>					
Clothing and Mop	65,592 ea. 26,446 ea.	130	413	259	5,934
<u>Youth Recept. & Corr. Ctr., Yardville</u>					
Miscellaneous (Brush)	11,079 ea.	82	299	0	2,934
TOTALS		1,279	6,463	1,763	100,509 or 4,187 Man-Day Per Month

INMATE WORK PROGRAM

Inmate wages are paid per Administrative Order 1:21-4 Revised and Division Standard 620. The last increase in these industry base rates occurred in July 1974.

	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
15% Skilled	1.05	1.10	1.15
45% Semi-Skilled	.90	.95	1.00
40% Unskilled	--	.80	.85

Additionally, the industries pay a bonus of 25¢ per day to those inmates working a minimum of 5 hours daily.

As indicated elsewhere in this report, an experimental hourly wage rate is also in effect at selected operating institutions. These are presently: Trenton, Leesburg and Clinton. The chief objective of this program is to stabilize the work details and minimize turnover. The program is oriented toward inmates serving longer sentences.

Our policy is basically "No Work - No Pay" regardless of the reason for absence! The following hourly wages are in effect:

15% Skilled	"A" Rate	50¢ per hour
45% Semi-Skilled	"B" Rate	40¢ per hour
40% Unskilled	"C" Rate	25¢ per hour
Learner	"D" Rate	15¢ per hour

The "Bonus Plan" has been eliminated in this program. We have also incorporated a job category of Inmate Instructor Assistant. Selection is restricted to qualified inmates only and pays 80¢ per hour. Training is at management levels and gradually requires the inmate to accept responsibility for operating the industry in the instructor's absence.

A recent Battelle Laboratories publication comments that, "41% of the industries (studied) do not pay inmates for their work. The other industries pay from \$.01 to \$1.50 per hour, with a mean of \$.22 per hour." The directors of prison industries ranked the advantages of industrial assignments from the inmate's viewpoint as follows:

#1	Pay	38.2%
#2	Learning Job Skills	29.6%
#3	Desirable Work Assignments	11.8%
#4	Increased freedom of movement	11.3%
#5	Consideration for early parole	5.9%
#6	Other advantages	1.6%
#7	Desirable Housing Area	0.5%
		<u>98.9%</u>

INMATE WORK PROGRAM (continued)

It is interesting to note the New Jersey industrial wage program compares very favorably with the information presented in the above report. These statistics are also corroborated by a Correctional Industries Association survey which indicates we pay one of the highest wage rates on the east coast.

The Battelle Report surveyed all Correctional institutions for male or female, adult or juvenile offenders in the United States. Information was obtained from approximately 70% of all institutions contacted nationwide.

"There are approximately 224,000 inmates in U.S. Correctional institutions. The typical inmate is young (24 years old), and has not completed high school. A majority will stay in an institution less than 2 years. About half have a job waiting for them when they leave. Upon release, over half of the inmates will work in unskilled or semi-skilled jobs.

Most employment for released inmates is obtained through friends or relatives. Only 20% of the inmates indicated that special job programs or persons in the institution assisted them in obtaining outside employment. Less than half of the inmates who participated in training stated that the job waiting for them was related to the training they received in the institution.

The wardens of the institutions estimate that 70% of the inmates need to acquire job skills in order to obtain steady outside employment. They also estimate that only 34% are likely to acquire sufficient job skills during their stay."

FINANCIAL STATISTICS

In accordance with statutory requirements (RS 30:4-100), a physical inventory was taken on the last two days of the fiscal year.

The inventory is being priced and extended. A Balance Sheet and Operating Statement will be submitted shortly indicating the results of our industrial program for the past year.

SALES

The Bureau's activities during this fiscal period produced a sales volume of \$3,811,943.60. This is about 12½% more than last year's figure of \$3,386,432.68.

The sales volume is deceptive since production has decreased and material costs are inflated. While net return cannot be determined until our accounting process is completed, I believe the industries will have earned a profit for the 1975-76 fiscal period.

SALES (continued)

Major credit for this accomplishment must be given to the Auto Tag, Traffic Sign, Printing and Soap Industries. The large order for Bicentennial license plates created an additional volume of business which helped our activities tremendously.

Sales distribution was 51% for the Department of Institutions and Agencies; 37% to other State Departments and 12% to Counties and Municipalities. The following chart indicates the relative comparisons in dollar thousands:

	<u>1974-75</u>	<u>1975-76</u>	<u>Net Change</u>
Department of Institutions and Agencies	1,603	1,929	+ 20.3%
Other State Departments	1,237	1,400	+ 13.2%
Counties & Municipalities	<u>547</u>	<u>483</u>	<u>- 11.2%</u>
	3,387	3,812	+ 12.5%

CAPITAL EXPENDITURES

Total equipment purchased during the year amounted to \$28,859.04. This expenditure contributed to the continued modernization of the industries.

GIFTS AND GRANTS

No items were donated to State Use Industries during this year.

STAFF NOTES

The Bureau Chief participated in the Correctional Industries Conference at the American Correctional Congress in Louisville, Kentucky during August 1975. He also attended the National Conference of Crime and Delinquency at Lake Kiamasha, New York in June 1976.

- Training:
1. A number of Supervisory Staff Meetings have been conducted at both Central Office and the various institutions.
 2. The Bureau maintains subscriptions to various trade journals. These are intended to upgrade staff information and stimulate industrial contacts.
 3. Management staff has participated in appropriate trade exhibits during the year.

STAFF NOTES (continued)

Training:

4. Two staff members attended a 3 day seminar in St. Paul, Minnesota which dealt with technical applications of the new Hi-Intensity reflective sheeting for traffic signs.
5. We continue to distribute various management pamphlets on a regular basis. These materials are selected to emphasize employee areas of responsibility as supervisors of their industrial operations.

Our program of reviewing and issuing Industrial Directives to the industries has been maintained during the year. The purpose of these communications is to standardize Central Office policy procedure at each of the concerned institutions. Every industry maintains a manual of these Industrial Directives for ready reference.

Grievances
and
Disciplines:

A State Use employee required a disciplinary hearing in October 1975. The individual was given an official reprimand for this infraction by the Appointing Authority.

Disciplinary action was also taken by the Bureau against a second State Use employee in December 1975. As a result of this incident the staff member requested medical retirement.

No formal grievances have been filed by our staff members during this year.

STAFF PERSONNEL COMMENTS

Leaves of Absence:

G. Illein, Inst. Tr. Instr. I	7/75
C. P. O'Donnell, Storkeeper I	7/75
K. Sass, Sr. Clerk Bookkeeper	9/75
M. Mercantini, Clerk Typist	4/76

Transfers:

R. Bloom, Inst. Tr. Instr. I to Rahway from Johnstone Training Center	1/76
--------------------------------------------------------------------------	------

Promotions:

K. Schweikert to Supervising Inst. Tr. Instr. (Printing)
P. Burroughs to Supervising Inst. Tr. Instr. (Clothing)
E. B. Ramsey to Supervg. Inst. Tr. Instr. (Knit/Mattress)
A. Chipman to Secretarial Assistant

STAFF PERSONNEL COMMENTS (continued)

New Employees:	J. Peraino, Audit Acct. Clerk	7/75
	I. Johnson, Sr. Clerk Typist	8/75
	F. Ruby, Machinist	8/75
	M. Johansson, Clerk Typist	9/75
	E. Stanton, Inst. Tr. Instr. I, Printing	12/75
	G. Wolfe, Clerk Typist	3/76
	A. Matcalfe, Storekeeper II	4/76
Terminations:	V. Merlo, Supervsg. Inst. Tr. Instr. Printing	8/75
	J. Peraino, Audit Acct. Clerk	8/75
	P. Gabriel, Clerk Typist	9/75
	K. Schweikert, Supervsg. Inst. Tr Instr. Printing	5/76
Retired:	H. Sass, Sr. Clerk Bookkeeper	11/75
	E. Lipisko, Supervsg. Inst. Tr. Instr. Clothing	12/75
	G. Illein, Inst. Tr. Instr. I	3/76
	C. P. O'Donnell, Storekeeper I	4/76
Deceased:	W. Bishop, Sr. Clerk Typist	3/76

BORDENTOWN: Nimrod Harris, Institutional Trade Instructor I was honored as the State Use Industries Merit Award representative at the Foregate Country Club.

HIGHLIGHTS OF PROBLEMS AND CONCERNS

1. State Use Industries has on numerous occasions expressed dissatisfaction with the inadequacy of inmate assignments to the industries. It is a paradox that our institutions are confronted with inmate overpopulation, yet the industries are forced to operate with an inadequate work force. The turnover rate of inmate workers approximate 5 inmates per job annually.

The ratio of staff members to inmate workers should not exceed a 1:25 proportion under normal conditions. The circumstances we have been experiencing remain completely intolerable. Present staff is handicapped in coping with the heavy training burden being imposed upon them. Hiring additional staff creates a financial hardship which the Bureau cannot afford and is questionable as to results, especially under existing circumstances.

HIGHLIGHTS OF PROBLEMS AND CONCERNS (continued)

(Continuation of No. 1)

1. The continuation of heavy turnover in inmate manpower will reflect inadequate training in work skills. The quantity and quality of many finished products will be categorized as unreliable. This condition is not conducive to customer satisfaction.

The efforts of State Use staff to reconcile such problems have not been successful. In view of other "priorities" at the operating units, some of our requests for assistance have resulted in hostile responses. In retrospect, I see little alternative except to seek internal solutions with the best interests of State Use Industries in mind. Lack of cooperation will ultimately cause (1) the loss of inmate jobs or (2) the loss of industry at certain institutions.

We will be taking a hard look at this fiscal year's operating statements. From a business-like attitude it is unfair to continue subsidizing industries that cannot at least meet the cost of their overhead expenses. This has been a State Use policy designed to maintain industrial diversification for purposes of training inmates. In view of our experiences in recent years I seriously question whether such a Bureau policy is valid today. Work opportunities will deteriorate unless there is a positive commitment by concerned inmates and operating unit administration to reverse the present trend.

There are increasing indications that the recidivism rate is directly proportionate to an ex-convict's ability to secure and hold employment upon release. This Bureau subscribes to the validity of that principle, particularly since outside manufacturers have developed an enlightened attitude and are willing to cooperate.

2. The experimental inmate hourly wage program has been expanded to all industries at the Trenton Prison. In addition the program was introduced at Clinton in November 1975 and Leesburg during December 1975. Some program modifications were required at the various institutions due to internal administrative problems. However, generally speaking, Bureau staff considers this a major, progressive step forward in motivating inmate attitudes. The program is estimated at increasing our inmate wages about 25%.
3. Cooperation with the Garden State School District presently seems to be counter-productive. I am particularly disappointed in the "Project Employ" program which barely started before employee cutbacks practically eliminated this phase of the industrial operation. State Use Industries is vitally interested in obtaining post release employment for those inmates that develop marketable industrial skills in our various shops.

HIGHLIGHTS OF PROBLEMS AND CONCERNS (continued)

4. State Use Industries has been cooperating with the proposed program, "Community Action for Vocational and Industrial Development," commonly called CAVID! There appear to be numerous legal difficulties in getting this program operational. The proposal is unique primarily due to community interest.

The Attorney General has rendered a legal opinion that the CAVID program must pattern any future operations in conformity with the "State Use Laws", R.S. 30:4-92 thru 100. This Bureau has another common interest, since CAVID will be concerned with manufacturing and selling a finished product in order to maintain fiscal self-sufficiency.

Hopefully there will be no conflict of interests! The Bureau expects to remain in close liaison with the CAVID project principals. We will render cooperative assistance within our scope until higher authority determines otherwise.

MONTHLY REPORT LOG	SUMMARY	Shops Operating	Inmates Emp.	Visits	
				Staff	Field Rep.
<u>JULY 1975</u>	Hourly wage program extended to other industries at Trenton Prison. Orders for Bicentennial Plates heavier than anticipated. State Auditors completed their 3 month audit of Bureau operations. Meetings with "Project Employ" representatives and Garden State School District staff. Chief attended Director's staff meeting.	20	522	18	62
<u>AUGUST</u>	Storekeeper C. O'Donnell on extended sick leave. Print Shop Supervisor V. Marlo resigned. Sales volume for previous fiscal period increased. The clothing industries operated at a loss except for Clinton. New items added to our available line of soap products. Advertising "flyers" distributed as a new program. Chief attended ACA Congress in Louisville, Kentucky. At the Post Audit Conference, Bureau was given a superior rating. Met with representatives of Jersey Cape Diagnostic Training and Opportunity Center for work on Bicentennial Plates.	20	547	21	17
<u>SEPTEMBER</u>	Machinist Frank Ruby hired. Acute water shortage in Trenton. Developing a new product display area in Central Office. Rahway Sign Shop on overtime schedule with Bicentennial Plates. Auto Tag baking ovens required new bearings. Chief and Ass't. Chief attended Government Purchasing Convention in Phila., Pa. Shops busy with orders, problems obtaining materials via the Purchase Bureau. Special report on State Use by Joel Kobert for the Commissioner. Chief attended Director's staff meeting. Meeting with N.J. Sanitary Supply Association.	20	584	18	17

MONTHLY REPORT LOG	SUMMARY	Shops	Inmates	Visits	
		Operating	Emp.	Staff	Field Rep.
<u>OCTOBER</u>		20	534	45	27
	<p>Serious disturbance at Trenton. State Use staff assisting Prison administration in kitchens. Closed for 12 days - no production! Pressure for Bicentennial Plates mounting. Program expanded at Rahway, Leesburg and several occupationally handicapped workshops. Industrial analysis meetings at Bordentown, Amundale, Clinton. Serious problems with Purchase Bureau on materials, especially cloth! Chief & Ass't. Chief met with Director Fauver on industrial problems.</p>				
<u>NOVEMBER</u>		20	521	25	22
	<p>Field Representative manned a display booth at the N.J. League of Municipalities Convention. Trenton Prison only worked 10 days due to disturbance started in October. Customer complaints due to no deliveries. Industrial analysis at Rahway. New inmate hourly wage began at Clinton Clothing. Plastic strapping unit operational at Leesburg. Deliveries begin on 475,000 pair license plates. Still having difficulties with Purchase Bureau. Instructor Nimrod Harris honored at the Annual Division Merit Award Luncheon. Chief attended Director staff meeting. Chief and Ass't. Chief attended Purchasing meetings at Trenton State College.</p>				
<u>DECEMBER</u>		20	546	33	9
	<p>New inmate hourly wage started at Leesburg. Embossed Biventennial license plate well received and production climbing steadily. Meetings with Housekeeping supervisors on disposition of dress inventory. Feed Mill breakdown required 50 H.P. motor replacement. Security problems continue at Trenton Prison hurting production. Chief and Ass't. Chief met with Directors Fauver and Walsh.</p>				

MONTHLY REPORT LOG	SUMMARY	Shops	Inmates	Visits	
		Operating	Emp.	Staff	Field Rep.
	<u>JANUARY 1976</u>	20	520	28	5
	<p>Clothing Supervisor E. Lipisko retired. Employee job action on January 5th at several institutions. A new major disturbance at Trenton Prison this month. Staff back in kitchen. Ruptured sprinkler system in Trenton Warehouse. Customer complaints particularly due to lack of clothing deliveries. Conferences with JM Company on Hi-Intensity reflective materials. Meetings with DuPont on plastic license plates. Minor fire at Rahway Clothing Industry. Court suit instituted by an aluminum vendor against State of New Jersey. Chief participated in Correctional Master Plan meeting. Meeting with A. Santangelo and Ad Hoc Committee.</p>				
	<u>FEBRUARY</u>	20	536	18	9
	<p>Trenton Prison returned to work on February 17th. We lost 22 working days this time. Several shops damaged in frisking operation by officers. Rahway reported another minor fire. Material shortages continue due to Purchase Bureau delays. All day supervisory staff conference on February 24th. Chief & Ass't. Chief met with Controller A. Santangelo and Auditor W. Henry.</p>				
	<u>MARCH</u>	20	498	30	42
	<p>Sr. Clerk W. Bishop died on March 12th. Instructor G. Illein retired. Another fire at Rahway on March 24th caused water damage to Clothing Industry. Large order received for license plates. The Bicentennial plate deliveries reach 626,000 units. A new GMC truck delivered after waiting 15 months. Held Merit Rating reviews. Various interviews on inmate work programs, requested legal opinions and CAVID proposal. Chief attended Director staff meeting. Meeting with A. Santangelo and Ad Hoc Committee.</p>				

MONTHLY REPORT LOG	SUMMARY	Shops Operating	Inmates Emp.	Visits	
				Staff	Field Rep.
<u>APRIL</u>	<p>Storekeeper C. O'Donnell retired. New GMC truck disabled on April 9th. Repairs took a week and covered by warranty. A rebuilt "Boarding Machine" received by Knitting Shop. All day conference with Clothing supervisors. Letter distributed to County and State Using Agencies asking for estimates of products during the next year (R.S. 30:4-96). Conferences on traffic signs with Purchase Bureau and Dept. of Transportation. Met with Purchase Bureau staff on metal vendor suit. Conferences with various equipment vendors.</p>	20	519	26	59
<u>MAY</u>	<p>New Storekeeper A. Matcalfe transferred from State Police. Major problems with electric service at Annandale Feed Mill. A new overhead line installed. Shop down about 5 days. General license plate distribution started on May 18th. Meetings with CAVID at Clinton. Certificates of appreciation given to Bureau representatives by Jersey Cape Center for the Occupationally Handicapped. Ass't. Industrial Manager S. Buczek at Trenton on 2 months sick leave. Chief attended Director staff meeting.</p>	20	548	35	70
<u>JUNE</u>	<p>Printing Supervisor K. Schweikert resigned. Acquired a new shrink packaging unit in Print Shop. New equipment for Hi-Intensity program on order for Rahway Sign Shop. Repairs required on Feed Mill grinder. New bearings installed. Bicentennial license plates completed after delivering 726,900 units. A number of new Industrial Directives issued. Chief attended NCCD Convention at Lake Kiamesha, N.Y. More meetings with CAVID. Chief served on testimonial dinner committee honoring Deputy Director S.J. Russoniello. Conference with Director Fauver. Staff took annual physical inventory.</p>	20	542	42	30