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ANNUAL REPORT
of the
BUREAU OF STATE USE INDUSTRIES
Fiscal Year
1967-1968

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Trenton, New Jersey 08625

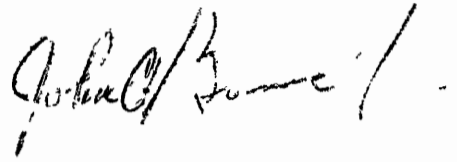
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ANNUAL REPORT BUREAU OF STATE USE INDUSTRIES 1967-1968

July 1968

To: Mr. Albert C. Wagner, Director
Division of Correction and Parole

From: John C. Bonnell, Chief
Bureau of State Use Industries



We forward herewith the Annual Report of the Bureau of State Use Industries for the fiscal year ending June 30, 1968.

The mission of the Bureau is to furnish coordinated staff technical services and finances necessary to maintain ongoing, diversified, industrial work or training programs for the non-minimum custody inmates in the operating units of the Division.

The Bureau operates from a Revolving Fund and no appropriations are received to finance the program. Products of the industries are sold only in New Jersey to the tax supported institutions and agencies at State, County and Municipal level and the several authorities.

ADMINISTRATION

For the second consecutive year the problems of rising costs of materials, salaries, equipment and services continued. Particularly important were the cost of services of hired truckers, riggers, electricians and other specialized trades used for improvements or new shops. Increases in these services averaged approximately 20%. Deliveries also have been slow in some lines, particularly steel products, wire, some paper, repair parts and yarns.

During the year, selective price increases in a number of items in the line were necessary in order to try to meet expenses of the industries concerned. Capital improvements during the year approximated \$49,935.56. The major items included a new 200 ton hydraulic embossing press for the Auto Tag Shop, the first heavy press replacement since the shop was built; approximately \$30,000.00 worth of tools and expenses were borne in connection with the establishing the Woodworking Shop at the new Yardville institution and a new 10 ton International Cab-over-engine truck for the delivery of products.

The general program area of Production Control was strengthened by creating the position of Assistant Industrial Manager (Production Control) in the Central Office and staffing it with a well qualified individual. During the year State and Divisional Standards Committees met in the clothing, household and sanitary supplies areas. Bureau representatives attended these meetings. As we mentioned last year, advantages to the Bureau of such activities are many.

The Chief participated in the various Superintendents Meetings on the various sections of the Division's Administrative Plan and determined that key staff members are familiar with the content of each finished standard as released.

During the year the Field Representative position was vacant for five months while suitable candidate for the position was being sought. The position was filled in March with the incumbent's first assignment being the market survey and identification of potential customers for the Book Salvage and Repair Shop to be installed at the new Yardville institution. At the close of this fiscal year the studies are complete.

ORGANIZATION

Twenty-six shops were operated during the year accommodating thirty-six different types of industries in six institutions. At the close of the year the Bureau had 112 budgeted salary positions authorized and 98 filled.

Sixty-five instructors and other operating personnel were employed in the shops, 10 correction officers are still on our payroll and Central Office had 23 employees.

Central Office Staff members made 685 institutional visits and other field contacts and the Field Representative made 180 calls to the Using Agencies and also worked at one convention and the N.J. State Fair. The Field Representative job was unfilled for 5 months with consequent relaxation of the county sales program. The staff traveled 26,551 miles during the year.

DISTRIBUTION

The Bureau operated four trucks a total of 58,638 miles for the delivery of products and purchased contract services amounting to \$15,708.69 to assist in the movement of about 7,150 tons of products.

STATE USE ADVISORY COUNCIL

The Council met four times during the year in October and December 1967 and February and June 1968. The value of last year's large assistance in public relations and contacts with county officials continued. There were no unusual situations in which the Council was called upon for special assistance.

Council members are:

Chairman - Mrs. Maxwell Barus, Montclair - Representing the public

Burnwell B. Banks, Orange - Training and Personnel

Bradford Cochran, Far Hills - Finance

Harvey A. Collins, Ridgewood - Small employer & labor (A.F.L.)

Malcolm Kirkpatrick, Jamesburg - Management

Jack Lamping, Toms River - Public Relations

Norman Mallor, N. Caldwell - Retailing

Robert Prull, Jamesburg - Management

Wilbur Vanderslice, Clifton - Representing labor (C.I.O.)

Mrs. Louis H. Kellogg, Mendham - Representing the general public

In May 1968 Mr. Robert J. Laird of Bloomingdale representing labor (C.I.O.) was dropped from the Council for non-attendance and Mr. Wilbur Vanderslice of Clifton was appointed. In February we were saddened by the death of Herman Tublitz of South Orange, representing management on the Council. His replacement is Mrs. Louis H. Kellogg of Mendham representing the general public.

INDUSTRIAL INFORMATION

Shops of the Bureau

State Prison, Trenton

Auto Tag
Bakery
Clothing
Knitting
Machine Shop
Mattress
Printing
Upholstery

State Prison Farm, Rahway

Clothing
Machine & Beds
Signs & Industrial Finishing
Shoe Manufacturing & Repair
Textile
Woodworking
Miscellaneous Manufacturing
a. Furniture Salvage & Repair
b. Carton Manufacture

Reformatory, Bordentown

Brooms
Commercial Laboratory
Metal Furniture
Mops
Salvage & Repair
Sheet Metal & Screen
Soap

Reformatory, Annandale

Bags & Baskets
Cannery
Feed Mill
Shoe Repair
Snow Fence

Reformatory for Women, Clinton

Clothing

State Hospital, Trenton

Occupational Therapy
(Brush & Weaving)

EMPLOYMENT

The shops furnished a 870 full time jobs. 829 of these jobs were in the penal and correctional institutions or about 20.2% of the inside inmate population. 41 patients were assigned to the detail of the Brush and Weaving Shop at the Trenton State Hospital for occupational therapy purposes.

The average annual output in sales per penal and correctional job was about \$2,916.81 this year, up approximately 4.6% from last year. The turnover rates in the several shops improved but continued to pose the usual training problem as 2277 inmates were assigned during the year to fill the 829 jobs. This represents an average of 3.1 inmates for each job, down 6% from last years' figure of 3.3. The turnover rates for the several institutions compared with last years figures are shown below.

	<u>Average Jobs</u>		<u>Inmates Assigned During Year</u>		<u>Average Inmates Per Job</u>	
	<u>67</u>	<u>68</u>	<u>67</u>	<u>68</u>	<u>67</u>	<u>68</u>
Prison	355	326	641	645	1.8	2.0
Rahway	249	236	666	644	2.7	2.7
Borden- town	103	94	574	492	5.6	5.2
Annan- dale	132	137	459	392	3.5	2.9
Clinton	46	36	137	104	3.0	2.9
Total	885	829	2477	2277	3.3	3.1

STATISTICS

The Balance Sheet and Operating Statement will be supplied in August as final results of the years' work must wait until inventory is priced and extended. Physical inventory, as required by statute was taken this year on the last two working days of June.

SALES

Preliminary estimates indicate sales volume will be approximately \$2,446,706.42 about 4.8% above last years \$2,328,808.88. Distribution of sales was 72.7% to Institutions and Agencies; 22.2% to other State Departments and 5.1% to Counties and Municipalities. Last year the figures were 73.5%, 19.8% and 6.7%.

INMATE WAGES

Inmate wages are paid per Administrative Order 1:21-4 July 1, 1963,

For the Prison and its branches rates were 21¢, 25¢, 30¢, 35¢ and 43¢ per day; at Clinton Reformatory the rates were 21¢, 25¢ and 30¢ per day; and at Annandale and Bordentown the ranges were 16¢, 18¢, 20¢ a day. The total wages paid to inmates were \$56,031.56 down 5.3% from last year.

Average daily wage at Prison and Rahway remained at 33¢ with majority of the jobs on evaluation. Average working hours remained substantially unchanged from previous years, being 25-1/2 hours per week at the Prison and Rahway; 35 at Clinton, Annandale and Bordentown.

AUDIT

There was no audit of the Bureau accounts this year. The recommendations of the audit of April 30, 1965 have been complied with except up-dating the equipment register which is scheduled for attention in 1968-69 Fiscal Year.

CONTRACT SECTION OPERATIONS

The contract for equipment at the Youth Reception and Correction Center was finished during the year. Orders are currently on the books for equipment for the Hunterdon State School, Training School at Skillman and several smaller institutions.

New Leesburg

At the close of the fiscal year estimates were being completed for supplying of certain equipment to the new Leesburg institution; the planning of the clothing factory is underway although no equipment has been ordered except the built-in presses. Preliminary designing of the new Auto Tag Shop for Phase II of this project has commenced.

Certain items for the record of the past fiscal year are listed.

July 1967

Auto Tag Shop commenced 6 weeks shut-down for cleaning and repairing the enameling ovens and replacing a large portion of the floor.

Iron workers received increases in wages and fringes of 7-1/2%; expense of employing the Yardville sub-contractor rose from \$10.555 an hour to \$11.305.

August

Donald Wollman, Supervising Institutional Trade Instructor (Soap and Chemical) left the State service to enter private industry.

September

At the New Jersey State Fair September 17 to 23rd, the Bureau's exhibit received Honorable Mention.

Delivered to Glassboro State College eight truck-loads of material in two days, which was all the time allowed between departure of the contractor's employees and the opening of the school year.

New International Truck delivered and assigned to Rahway.

October

In the past 12 months the Metal Furniture Shop at Bordentown has produced 1,191 lengths of shelving or about 4,000 running feet in addition to working on several thousand smaller items such as foot lockers, waste baskets, sign posts, special weldments and the like.

November

Field Representative position again vacant due to promotion of incumbent to Assistant Industrial Manager (Production Control). Mrs. Myra Bennett, Auditor III retired after 27 years of State service. Cameron Drew, Institutional Trade Instructor, Grade I (Welding) employed at the Metal Furniture Shop Bordentown transferred to Yardville to become a Vocational Instructor. Three representatives of the Bureau visited Lorton, Virginia to study Auto Tag production.

December

Snow Fence production about 2,000 feet a day after start-up following the close of the canning season. Clinton detail still short; many orders released. On the 15th the Fourth Annual State Use Training Seminar was held in Trenton, 77 attended,

January 1968

Eight instructor vacancies exist at present. On the 17th Department Sanitarians Committee met and was attended by Bureau representatives.

Clothing Standards Committee met and was attended by Bureau representatives. Preliminary meetings during the month on equipment for Hunterdon State School.

February

Snow Fence Wire ordered last Fall has gone up nearly 60% and delivery not expected until early Spring. Plans formulated to accomplish the move of the Woodworking Industry to Yardville.

March

On the 15th four Bureau Central Office employees with 15 years service recognized by State Board. 25th Field Representative C. Arthur Cochran started to work for the Bureau. Met with Ancora Clothing Committee during the month. Brush production in the Vroom Building down noticeably due to reduction in patient details.

April

Business Management worked out method whereby institutions can order next Winter's garments at start of January-June ordering period. This enables the Bureau to obtain materials while they are in supply and permits manufacture in time for using agencies to get full use of the garments. The essence of this arrangement is the guarantee that we will be paid for the clothing made in anticipation of July-December orders.

Purchasing and Budget Departments worked out a system whereby using agencies can obtain standard State Use catalogue items by use of direct purchase orders; this should result in large savings in paperwork. The system is being tested at present and seems to be successful at this time.

May

The new 200 ton hydraulic embossing press was delivered and installed this month. Pre-coated galvanized steel to be tested for manufacture of license plates was delivered during the month. The knitting line has been broadened and additional machinery is ordered. Met with Vineland on 29th to discuss State Use's role in relation to the operation of the institution.

June

Woodworking tools moved to Yardville between the 7th and 16th. Four State Use representatives visited S. Walpole, Massachusetts on 18th-19th to study manufacture of reflectorized auto tags. At the Freeholders Convention, 20-23rd, Bureau exhibit was set-up and manned; an effective effort. Clothing Manager and Staff representatives visited the International Tailoring Convention at Atlantic City. All shops at Prison have been painted. Annual physical inventory was taken 28th-29th; all shops closed.

The proximity of Trenton to the Convention areas of Atlantic City, New York and Philadelphia enabled day trips of staff and technical specialists to the following Trade Shows and Association Meetings:

Packaging
Baking
Knitting
Textile

Machine Tools
Footwear
Clothing Mfg.
Feed Stuffs

Hospital Supply
N.J. Education
Association
Canning

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