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A N N U A L R E P O R T

of the

BUREAU OF STATE USE INDUSTRIES

Fiscal Year  
1979 - 1980

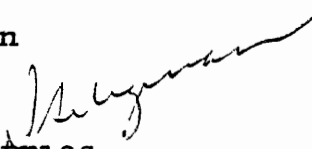
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ANNUAL REPORT, BUREAU OF STATE USE INDUSTRIES 1979-1980

TO: Mr. Herbert B. Blumenthal  
Assistant Commissioner  
Division of Administration

FROM: I. Seligman, Chief  
Bureau of State Use Industries



The following Annual Report is a summary of the Bureau of State Use Industries activities for the fiscal period ending June 30, 1980.

The Bureau of State Use Industries operates under legislative powers vested in the Commissioner of Corrections (R.S. 30:4-4, also R.S. 30:4-92 thru 100). With the establishment of the Department of Corrections in November 1976, the Bureau was reassigned as an integral unit within the Division of Administration.

State Use Industries does not receive any appropriated funding and is required to be self-supporting. The program operates from a Revolving Fund (R.S. 30:4-100) and is financed exclusively from earned profits.

Department of Corrections Standard #610 states that the Bureau's purpose is, "to provide economically and in sufficient quantities, quality goods and services for use by tax supported agencies in New Jersey; to provide the inmate with opportunities for vocational training, useful and productive employment; and to allow the inmate to reinforce, develop or modify attitudes, skills and habits so they can be valuable to him in his institutional adjustment and increase his potentials for employment and adequate adjustment to a job when he returns to his community."

"The Bureau of State Use has the responsibility for overall planning, accounting, procurement of materials, distribution of products and rendering of technical advice and service."

"The Chief Executive Officer of each operational unit is responsible for the management and direction of any State Use activities within his unit and for the satisfactory completion of such manufacturing schedules and training objectives as are established for his operational unit by the Bureau of State Use and approved by the Commissioner."

Under the supervision of trained staff personnel, manufacturing skills are taught to assigned inmate workers. The work ethic is considered an essential, positive factor in any inmate correctional program.

The work program exerts a personal influence upon the inmate, allowing him in a normal way to experience and meet the demands of cooperation and consideration for others expected by society. The inmate worker must assume the initiative and feel responsible for his future. The Bureau's workshops are intended to be administered so that they will be one part of the correctional setting which differs least from outside working conditions. The function of staff personnel is to gain the inmate workers confidence and assist him by means of advice and guidance.

The primary objectives of the Bureau of State Use Industries are:

- (1) a profitable industrial operation
- (2) improve on-the-job training for assigned inmate staff.
- (3) replace and upgrade machinery and equipment
- (4) improve the quality of products
- (5) increase the effectiveness of the industrial program.

#### ADMINISTRATION

During this year, State Use Industries was forced to evacuate the Bureau's Central Office and Warehouse facilities which we had renovated at the Trenton Prison some 17 years ago. The Department of Corrections was unable to provide suitable quarters or funds to relocate. Fortunately State Use Industries found a suitable property with assistance from the State Industrial Development Commission in the Department of Labor and Industry.

The new Warehouse contains 56,600 sq. ft. and is 12 years old. It is located on 4 acres of property with a cyclone type fence, 2 loading docks, completely blacktopped and contains a fire sprinkler system with a 6" reinforced concrete floor and 600 amp electrical service. Negotiations took place over many months and property closing was completed on September 5, 1980.

ADMINISTRATION (continued)

The Bureau was required to purchase this property with State Use funds. It stands as a monument to the capability and service of all State Use staff members and inmate workers since the new Warehouse was purchased from earnings due to their hard work.

State Use Industries was informed on October 11, 1980 that our old premises had to be evacuated by November 15th. Our concerns about sudden eviction had been communicated to higher authority for months. I had received assurances State Use Industries would be given plenty of advance notice. But, obviously this was not the case and the Bureau was forced to suffer because of inadequate planning.

The movement of materials, personnel and equipment was a horrendous experience in logistics. We utilized (2) trailer trucks plus (6) of the Bureau's trucks, an inmate detail from Bordentown and the old Warehouse detail at the Prison. Some of the materials and records will probably never be found. The Central Office was temporarily relocated at the Department of Corrections complex, pending completion of a new office now in process at the Warehouse facility. The move was completed on November 16th and we are still recovering from the effects.

The State Use staff continued to improve the productive and training capacity of the industries. An additional \$104,600 has been expended to purchase necessary equipment.

Our relationship with the Department of Transportation continued during the past fiscal year. The Sign Industry supplied numerous traffic signs and county route markers which were mutually advantageous. We also manufactured many "Breakaway Barricades" with 4" plastic tubing and hi-intensity reflective sheeting.

There were a great many problems in our Auto Tag Industry as a result of the new license plate program. We had difficulties with the plastic bags, new dies, aluminum stock and the new straw numeral coating. For many months the shop was on an overtime schedule to overcome the production backlog. License plates are being shipped when manufactured and we still have not been able to build any inventory of stock.

Much staff effort has been devoted to developing a flame resistant mattress for institutional use. New Jersey has been a leader in this area. The required materials have been delivered and we expect to begin manufacturing at an early date.

## ADMINISTRATION (continued)

We are not pleased with the numerous difficulties experienced during the past year in our Printing Industry at the Trenton Prison. It has taken 20 years to develop this program to the point where suitable results were being achieved. Funds were spent to purchase sophisticated printing equipment to improve product quality and enhance the training of inmate workers. The industry was also the pilot program for the successful new Hourly Wage. During the past few years this Bureau has encountered serious resistance by industrial staff and changes in the administration of security procedures. These factors have been very detrimental and attempts to resolve the issues with the Prison administration have been temporary and unsatisfactory from this Bureau's viewpoint.

With the build-up of heavy backlog of printing orders and many using agency complaints, the Bureau was forced to release printing for outside purchase. As a result, we anticipate a depletion in our sales volume within the industry and the probable loss of future business by valued customers.

After consultation with higher authority, positive steps were taken to develop a second printing operation in our Warehouse facility. It should be noted that 20 years ago we had printing industries at 3 institutions (Trenton, Rahway and Annandale). Hopefully the second printing program will eventually relieve the backlog and enable this Bureau to meet future customer commitments. In the meantime, much effort and valuable time has been wasted. A valuable industrial program has been allowed to deteriorate.

The Bureau Chief and Assistant Chief have actively participated in the Northeast Correctional Industries Conference. New Jersey was the host State for April 1980. The organization consists of the 10 northeastern states plus Canada.

Our representatives attended the League of Municipalities convention in Atlantic City's Convention Hall during November 1979. An exhibit was prepared and the display booth was manned by staff members.

The State Auditors from the Office of Fiscal Affairs reviewed the fiscal operations of our Bureau. Their report was published in October 1979 and indicated the records were generally well maintained and in accordance with State accounting procedures. There were several recommendations which the Bureau has implemented.

## ADMINISTRATION (continued)

Bureau Chief served as a panelist at the Northeast Conference on "Employment and Training of Offenders" in Boston, Massachusetts during October 1979.

The Chief has also continued to function as a member of the N.J. Advisory Council on Vocational Education as the Department of Corrections representative.

This Bureau has cooperated with many correctional industry operations from other states. Technical assistance has been exchanged with the following:

Alabama, Arizona, Colorado, Connecticut, Delaware, District of Columbia, Florida, Federal Prison Industries, Georgia, Idaho, Kentucky, Maryland, Nevada, New York, North Carolina, North Dakota, Massachusetts, Michigan, Minnesota, Pennsylvania, Rhode Island, South Carolina, Vermont and Canada.

## ORGANIZATION

The industries employed a total of 1276 inmates, approximately 11% of the resident population and worked 246 days during the fiscal year. This Bureau operated 16 industries at 6 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 399 visitations during this fiscal year. Several State Use exhibits were also operated during the past year.

The Bureau staff travelled 24,041 miles during this period. In addition, State Use Industries operated 5 trucks for the delivery of products. These vehicles travelled a total of 65,642 miles. The total mileage of 89,683 is 23,965 miles less than last year's total mileage of 113,648. The reduced travel is primarily due to the gasoline conservation program.

## 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 & Bed  
Signs & Industrial Finishing  
Textile  
Miscellaneous Manufacturing  
a. Patient Aid Equipment

#### State Prison, Leesburg

Auto Tag  
Clothing

#### Youth Reception & Corr. Center Yardville

Miscellaneous Manufacturing  
a. Brushes

## INMATE EMPLOYMENT

The number of inmates employed by State Use Industries continued to decline from last year's average of 455 to 432 inmate workers. The turnover rate per job unfortunately remained at a rate of 3.0. There were 836 new workers assigned and 796 inmates dropped during the fiscal year. The inmate manpower situation remains unstable, incomplete and unsatisfactory.

This Bureau's industrial program requires a reliable, stable work force as a keystone in the factors of production. We have previously expressed dissatisfaction with the existing policy. A re-evaluation of the current work assignment procedures and priorities at the Department level is very necessary if the present erosion of the Bureau's industries is to be turned around. Inmate workers cannot develop useful job skills if they aren't available to receive the training.

INMATE EMPLOYMENT (continued)

	<u>Average Full Time Jobs</u>				<u>Inmates Assigned During Year</u>				<u>Average Inmates Per Job</u>			
	<u>77</u>	<u>78</u>	<u>79</u>	<u>80</u>	<u>77</u>	<u>78</u>	<u>79</u>	<u>80</u>	<u>77</u>	<u>78</u>	<u>79</u>	<u>80</u>
Prison	135	114	110	103	250	213	221	208	1.9	1.9	2.0	2.0
Rahway	119	124	112	101	426	476	501	288	3.6	3.8	4.5	2.9
Bordentown	65	62	78	63	384	330	325	258	5.9	5.3	4.2	4.1
Annandale	21	16	---	---	179	161	---	---	8.5	10.0	---	---
Clinton	32	37	42	47	88	111	132	144	2.8	3.0	3.1	3.1
Yardville	24	24	20	14	108	78	63	51	4.5	3.3	3.2	3.6
Leesburg	<u>112</u>	<u>110</u>	<u>93</u>	<u>104</u>	<u>320</u>	<u>329</u>	<u>303</u>	<u>327</u>	<u>2.9</u>	<u>3.0</u>	<u>3.3</u>	<u>3.1</u>
	508	487	455	432	1,755	1,698	1,545	1,276	3.5	3.5	3.4	3.0

Inmate daily wage rates are paid in conformance with Administrative Order 1:21-4 and Standard #620. The last increase in these industry base rates occurred October 1, 1979.

	<u>Below Average</u>	<u>Average</u>	<u>Above Average</u>
15% Skilled	\$1.10	\$1.15	\$1.20
45% Semi-Skilled	1.00	1.05	1.10
40% Unskilled	.90	.95	1.00

Those industries utilizing the daily wage rate also pay a bonus of 25¢ per day to inmates working a minimum of 5 hours daily.

An hourly wage rate is in effect at State Use Industries located in Clinton, Trenton, Leesburg, Rahway, Bordentown. Bureau policy is "No Work - No Pay" regardless of the reason for absence. The following hourly wage rates are currently paid:

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	20¢ per hour

A special job category of Inmate Instructor Assistant has been established. Selection is limited 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.

BUREAU OF STATE USE INDUSTRIES

<u>State Prison, Trenton</u>	<u>Units Mfd.</u>	<u>Inmates Working</u>	<u>Inmates Assigned</u>	<u>Inmates Dropped</u>
Clothing	50,095 ea.	511	43	33
Knit	9,372 doz.	113	7	6
Machine	166 jobs	12	0	0
Mattress	7,715 ea.	69	10	9
Print	20,141,970 Impressions	338	12	20
Storeroom, Office, Runners		125	13	9
Central Warehouse		70	23	16
		<u>1,238</u>	<u>108</u>	<u>93</u>
<u>State Prison, Rahway</u>				
Clothing	(Textile) 200,939 ea. (Clothing) 32,028 ea.	272	39	38
Machine & Bed	524 ea.	149	23	34
Miscellaneous	3,859 ea.	227	45	42
Paint & Sign	(Signs) 29,769 ea. (Posts) 19,557 ea.	374	30	37
Textile (Closed 10/12/79)	yds.	28	1	4
Storeroom, Office, Runners		169	23	27
		<u>1,219</u>	<u>161</u>	<u>182</u>
<u>State Prison, Leesburg</u>				
Auto Tag	3,103,683 ea.	370	59	62
Clothing	53,058 ea.	874	167	149
		<u>1,244</u>	<u>226</u>	<u>211</u>
<u>Youth Corr. Inst., Bordentown</u>				
Metal Industries	12,480 ea.	571	139	134
Soap	383,850 lbs. 31,590 gals.	182	61	76
		<u>753</u>	<u>200</u>	<u>210</u>
<u>Corr. Inst. for Women Clinton</u>				
Clothing and Mop	78,433 ea. 29,885 ea.	561	102	69
<u>Youth Recpt. &amp; Corr. Ctr. Yardville</u>				
Miscellaneous (Brush)	17,034 ea.	165	39	31
		<u>TOTALS + 5,180</u>	<u>*836</u>	<u>796</u>

\* Add average inmate work force available 7/1/79 (440)

440  
1276

+ Represents grand total of working inmates reported on each monthly payroll.

## FINANCIAL STATISTICS

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

A Balance Sheet and Operating Statement will be forwarded when the inventory is priced and extended. This will indicate the fiscal results of our industrial program for the past year.

### SALES

The Bureau's activities during this fiscal period produced a sales volume of \$4,291,307.39. This is about 13% more than last year's figure of \$3,781,720.88.

Sales distribution was 13% for Department of Corrections, 27% Department of Human Services, 52% to other State Departments and 8% to Counties and Municipalities. The following chart indicates the relative comparisons in dollar thousands:

	<u>1978-79</u>	<u>1979-80</u>	<u>Net Change</u>
Dept. of Corrections	663	567	-14%
Dept. of Human Services	987	1,164	+18%
Other State Departments	1,776	2,229	+26%
Counties and Municipalities	356	331	-7%

Inflationary cost factors have an adverse effect on the Bureau's ability to maintain price stability as our existing inventory is depleted. This factor is usually beyond our control.

Total productive output is generally reduced from last year's figures. But, there have been sales volume increases in Auto Tag, Clothing, Mattress and the Sign industries.

Although our net return cannot be determined until the accounting process is completed, we anticipate that the industrial program will record another profitable operation for the 1979-80 fiscal year.

SALES (continued)

State Use Industries is distressed by the lack of support from our Department of Corrections. Department purchases have decreased by an additional 14% from last year as have sales distribution to Counties and Municipalities (7%). We are pleased with the improvement this year of Other State Departments and the Department of Human Services.

The Bureau encountered serious difficulties during the past year and operated with a greatly reduced staff. In spite of the handicaps experienced, we are indebted to the State Use Industries staff for their efforts in achieving another profitable operation for the seventh consecutive year.

The following Bureau statistics indicate valuable trend comparisons based on earlier 5 year intervals:

1. Fiscal Year 1979-80

Sales Volume	\$4,291,307.
Operating Industries	16
Inmates Employed	432
Staff Employees	64
  
2. Fiscal Year 1974-75

Sales Volume	\$3,386,432.
Operating Industries	20
Inmates Employed	523
Staff Employees	73
  
3. Fiscal Year 1969-70

Sales Volume	\$3,283,421.
Operating Industries	24
Inmates Employed	837
Staff Employees	93

## CAPITAL EXPENDITURES

Total equipment purchased during the year exceeded \$104,600. This expenditure contributed to the continued modernization of the industries.

Included in these equipment purchases were:

2 Genpac Strapping Tools	1 Special Motor for Cutting Shear
1 Genpac Banding Dispenser	1 Drill Press
2 Numeral Coating Machines	1 Airmaster Fan
4 Royal Electric Typewriters	1 Button Fastening Unit
2 Pallet Trucks	2 Cutting Tables
1 Kelley Dock Leveler	1 300W Singer Sewing Machine
1 Victor Oxy-Acetylene Kit	1 Maimin Cloth Cutter
1 Clark Floor Scrubber	1 Challenge (3) Knife Trimmer
1 Snow Blower	3 Acme Transformers
1 Hercules Safety Platform	1 22 Drawer File Cabinet
10 Lustra Sodium Lights	Steel Pallet Racks
1 Atlas Rolling Ladder	1 5 Gallon Pressure Tank
1 Electric Motor 3 Phase 220V	Spray Gun Attachments
1 Radial Saw and Stand	2 Ten Ton Trucks
	1 Ford Sedan

## STAFF NOTES

There was an infestation of san fleas in July 1979 which forced closing of the industries at the Rahway Prison due to extermination procedures.

During the impromptu strike of State employees in July 1979, all State Use Industries personnel reported to their assignments, except for (10) individuals at the Trenton Prison.

Members of the Central Office staff attended the American Correctional Congress at Philadelphia, Pennsylvania in August 1979. The Bureau Chief was re-elected a Director of the Correctional Industries Association. The Chief also participated in the Mid-Winter Conference during February 1980 at Houston, Texas.

STAFF NOTES (continued)

As a result of a severe storm over the Thanksgiving Day holiday weekend, the Trenton Prison industrial building roof sustained heavy damage. Materials and machinery were involved and a number of shops were closed for lengthy periods due to water damage.

Assistant Chief attended several Civil Service Management Seminars. He also was invited to attend a Correctional Industries Management Conference in March 1980 at Dallas, Texas.

A private vendor of traffic sign products complained about this Bureau's operation last December to the Public Advocate's Office. The latter supported the State Use position after checking the statutes. The matter seems to be resolved for the present.

Three staff members visited Virginia in April 1980 to study and evaluate a new metal blanking line this Bureau is hoping to duplicate.

A retirement luncheon was held for (5) Central Office staff members last April.

There were some security problems at Rahway, Trenton and Leesburg which required closing the industries for several days. No fires were reported by any of the operational units during the year. There weren't any serious accidents reported by any of our industries.

A number of supervisory meetings have been held during the year.

We continued to distribute management pamphlets to staff employees.

Trade journal subscriptions have been maintained.

Industrial Directives have been reviewed and upgraded as needed, then distributed to staff members.

Chief participated in a Workmen's Compensation hearing in April concerning a family claim on behalf of the late Peter Wolf, Sr. a former Bureau truck driver.

Chief also appeared at the Civil Service Appeal hearing in May 1980 which resulted from an original grievance brought by a Supervising Trade Instructor.

During January 1980 a Leesburg Trade Instructor was suspended for a disciplinary infraction.

A State Use clerical employee at the Trenton Prison was allowed to resign after a disciplinary hearing.

## STAFF PERSONNEL COMMENTS

### Leaves of Absence:

John DeAngelo, Inst. Tr. Instr. I (Mattress)  
Peter J. Stec, Industrial Manager II (Rahway)  
Ernest Dziesiuta, Inst. Tr. Instr. I (Metal Fabrication)

### Transfers:

Gregory Alloway, Truck Driver (Prison)	to	12/79
John Sheppard, Truck Driver (Prison)	Central Office	12/79
Samuel DeQuinzio, Truck Driver (Prison)	State Use	12/79
Richard Cummings, Truck Driver (Rahway)	(Warehouse)	12/79
Mary Mercantini, Clerk Typist (S.U. Central Office to YCI, Bordentown as Sr. Clerk Typist		1/80
Michael Fejko, Supervg. Inst. Tr. Instr. (Printing), State Prison to Central Office as Inst. Tr. Instr. I		5/80

### Promotions:

Margaret Antheil, Principal Clerk Bookkeeper	7/79
Richard Wood, Senior Clerk	7/79
Nina Boehme, Inst. Tr. Instr. I (Needle Trades)	7/79
Carl Michaelis, Supervg. Inst. Tr. Instr. (Ind. Finisher)	10/79
Charles Kelley, Industrial Manager II	11/79
Richard Wood, Assistant Storekeeper	12/79
Marlene Sanverdine, Sr. Clerk Typist	5/80
Gloria Wolfe, Principal Audit Account Clerk	5/80

### New Employees:

Kathleen Lash, Clerk Typist	7/79
Elide Angelini, Senior Clerk	7/79
John Sargent, Machinist	7/79
Samuel DeQuinzio, Truck Driver	9/79
John Sheppard, Truck Driver	11/79
Louis Scarpati, Supervg. Inst. Tr. Instr. (Warehousing)	11/79
Joseph Matise, Inst. Tr. Instr. I (Knitting)	11/79
Joseph Foggia, Inst. Tr. Instr. I (Sheet Metal)	12/79
Karl Petree, Helper	12/79
William Miller, Inst. Tr. Instr. II (Shelving)	1/80
Glenn Hunter, Machinist	1/80
Francine Bonifazi, Clerk Typist	1/80
Shirley Crisler, Clerk Typist	3/80
Virginia Cavella, Clerk Typist	3/80
Sharon Goralski, Clerk Typist	6/80
Barbara Stewart, Audit Account Clerk	6/80
Gina Maisto, Clerk Typist	6/80

STAFF PERSONNEL COMMENTS (continued)

Resignations or Terminations:

Kathleen Lash, Clerk Typist	8/79
Edward Darrah, Truck Driver	9/79
John Sypniewski, Inst. Tr. Instr. I (Metal Furn.)	9/79
Deborah Blackmon, Clerk Typist	11/79
Karl Petree, Helper	1/80
Isaac Johnson, Principal Clerk	1/80
William Miller, Inst. Tr. Instr. II (Metal Shelving)	2/80
Glenn Hunter, Machinist	2/80
Gregory Alloway, Truck Driver	3/80
Joseph Foggia, Inst. Tr. Instr. (Sheet Metal)	3/80
Francine Bonifazi, Clerk Typist	6/80

Retired:

Lillian Blue, Principal Clerk Bookkeeper	7/79
Gladys Klein, Audit Account Clerk	12/79
Genevieve Marziaz, Inst. Tr. Instr. II (Needle Trades)	12/79
Reino Kesti, Supervg. Inst. Tr. Instr. (Textile)	1/80
Benedict Blank, Inst. Tr. Instr. II (Metal Shelving)	4/80
Lyda MacNaughton, Head Audit Acct. Clerk	5/80
Florence Horner, Sr. Audit Acct. Clerk	5/80
Anna Stumpo, Sr. Bookkeeping Machine Operator	5/80
Walter Hufnagel, Principal Clerk	6/80

STATE PRISON, RAHWAY

William Clancy, Institutional Trade Instructor I (Metal Furniture) was honored as the State Use Industries Merit Award Representative.

SERVICE AWARDS:

Richard Wood, Assistant Storekeeper (10 years)  
Benedict Blank, Inst. Tr. Instr. II (Shelving) (15 years)

HIGHLIGHTS OF PROBLEMS AND CONCERNS

1. The inflationary trends during the past year have had a serious, adverse effect on this Bureau's cost of doing business. Where possible, efforts have been made to hold down prices. As our material inventories required replacement, we experienced higher cost factors which necessitated increased selling prices for some products.

HIGHLIGHTS OF PROBLEMS AND CONCERNS (continued)

2. Truck deliveries were affected by the gasoline rationing operation. A program was instituted by Bureau staff to consolidate loads, improve vehicle maintenance, and generally reduce visitations that could be handled by other means. The anticipated shortage of gasoline will have repercussions on this Bureau's ability to continue full operations of our delivery trucks without increased rations.
3. State Use Industries has lost a number of experienced staff members during the year. Recruitment for replacement personnel has been difficult. Waiting for Civil Service examinations exceeds two years or more in some industrial categories. This has created unreasonable hardships in maintaining program continuity.
4. On numerous occasions we have reported our concerns regarding the excessive turnover in inmate worker manpower. From the State Use Industries viewpoint this is a serious problem which affects industrial stability and hampers inmate training. I believe this area urgently requires a policy review and resolution by the Department.
5. The Bureau deplures the loss of certain items from our product line. Our inability to obtain component contracts from the Purchase Bureau for such products as disinfectants and patient aid equipment has been very detrimental. We will have to delete such items from our catalogue with a probable decrease in inmate employment opportunities.
6. The acquisition of our new Warehouse-Office facility does require increased costs in building maintenance. Previously, Bureau quarters were made available without cost by the Department. We will monitor such costs in order to achieve an experience factor which will assist Bureau staff in stabilizing and controlling maintenance costs.

MONTHLY REPORT LOG

SUMMARY

Inmates  
Visits  
Staff  
Dump.

JULY 1979

429 38

The Bureau's Annual Report was printed and distributed. Some delays were experienced as the result of an employee strike action (July 10-13). A contract was signed for the acquisition of a new Warehouse/Central Office facility in Trenton. Principal Clerk Bookkeeper L. Blue retired. Auto Tag and Printing industries backlogged. The State Auditors (OFA) completed their review of the Bureau's fiscal accounts.

AUGUST 1979

469 30

Production volume for previous fiscal year was reduced by about \$300,000 due to closing of the Annandale Feed Mill. A deposit check was forwarded to Deputy Attorney General A. Rothstein to bind the contract with American Biltrite Company for their 56,600 sq. ft. Warehouse building and 4 acres of property at Oak Street, Trenton, New Jersey. Started installing a large shelving order for the Dept. of Labor & Industry. Combined Textile operation with the Clothing industry. Heavy backlog in Printing industry - orders being released for outside purchase. Problems with straw numeral ink on new license plates. Flammability and toxicity tests on mattress materials in cooperation with the DuPont Burn Center facility. Bureau participating in the Northeast Correctional Industries Conference consisting of 10 States and Canada.

SEPTEMBER 1979

442 46

Warehouse property closing transactions were completed on September 5, 1979. Truck Driver E. Darrah resigned. An overtime schedule was established in Auto Tag industry to meet new license plate demand. Chief and Asst. Chief attended Northeast Correctional Industries Conference in Rhode Island on September 18th and 19th.

OCTOBER 1979

416 25

The State Auditors (OFA) published the results of their inspection. The "Audit disclosed that the Bureau's records are generally well maintained and are in accordance with State accounting policies and procedures." The Bureau Central Office was evicted from their facility at the Trenton Prison in mid-October. Ordered two new M-31 Numeral Coaters for the Auto Tag Industry. Printing industry continues to exhibit serious problems. Difficulty recruiting suitable personnel. Trade Instructor J. Sypniewski resigned. Bureau Chief was a panel member in Boston, Massachusetts discussing "Employment and Training of Offenders".

NOVEMBER 1979

422 31

All truck drivers and equipment transferred to Central Office. Numerous problems with moving Bureau office temporarily to the Department of Corrections complex and our warehouse to the new building. The Industrial Building roof at the Trenton Prison sustained heavy storm damage, due to contractor negligence, over the Thanksgiving holiday with losses to Bureau equipment and merchandise. About 107,000 lbs. of pre-painted blue aluminum license plate material was returned as defective to the vendor for replacement. The Bureau manned a display booth at the League of Municipalities Conference in Atlantic City, N.J. from November 12-15th.

DECEMBER 1979

454 30

Trade Instructor G. Marziaz and Clerk Typist G. Klein retired. Clerk Typist D. Blackmon resigned. Trenton Prison severely handicapped by water damage estimated at about \$108,000. Central Office attempting to overcome numerous problems resulting from the sudden, unplanned move to new quarters. A private vendor of traffic signs registered a complaint against this Bureau through the Office of the Public Advocate. A study of State Use Industries was made by the American Institute of Criminal Justice. Auto Tag blanking dies were contracted to an outside machine shop due to water damage. Also Printing industry cannot meet deadlines and we continue to release orders. Purchased new Kelley loading dock, a mechanical floor scrubber and snowblower for new warehouse.

MONTHLY REPORT LOG

SUMMARY

Inmates  
Emp.  
Staff  
Visits

JANUARY 1980

460 39

Trade Instructor R. Kesti retired. Principal Clerk I. Johnson and Helper K. Petree resigned. Contacts with the N.J. Transit Authority for possible special sign program. Overtime program instituted in Trenton Printing Industry. Chief and Asst. Chief attended Northeast Correctional Industries Conference at Enfield, Connecticut. Gasoline allocation causing problems with deliveries. Meeting with roofing contractor, DBC and Correction representatives on status of industrial building roof at Trenton Prison.

FEBRUARY 1980

422 46

Machinist G. Hunter resigned. Overtime program in the Auto Tag Industry continues. Printing industry overtime terminated with completion of validation stickers (Motor Vehicles) and compendiums (Fish and Game). However, internal problems have not been resolved and we continue to release orders due to existing backlog. The Bureau's Merit Awardee, William Clancy was honored at a Department of Corrections luncheon. Chief attended Mid-Winter Conference of the American Correctional Association in Houston, Texas.

MARCH 1980

411 31

Bureau having trouble recruiting personnel. Trade Instructor B. Blank retired. Renovations and repairs at Warehouse progressing slowly. Clothing industries building inventory of finished stock due to lack of orders. Waiver request needed for plastic bags in Auto Tag Industry. Contacted a new contract trucker for license plate delivery (Saul Trucking Company). Asst. Chief L. Filipponi attended Correctional Industries Management Conference in Dallas, Texas. Chief and Asst. Chief attended Civil Service Management Seminar. Also staff conference on inmate work details with Asst. Commissioners R. Seidl and H. Blumenthal.

## MONTHLY REPORT LOG

## SUMMARY

Inmates Emp.	Staff Visits
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APRIL 1980

422 23

Head Audit Account Clerk L. MacNaughton, Sr. Audit Account Clerk F. Horner and Senior Bookkeeping Machine Operator A. Stumpo retired. Truck Driver G. Alloway resigned. New Jersey was host to the Northeast Correctional Industries Conference on April 16th and 17th in South Plainfield. Staff members visited Virginia to evaluate their new metal blanking line. The new M-31 Numeral Coating units are operational. Asst. Chief attended Civil Service Management Seminar. A retirement luncheon was held for (5) Central Office employees. Printing Industry problems discussed with concerned administrators without suitable resolution.

MAY 1980

418 30

Total staff reduced to 60 people, the lowest number in 24 years. There are indications that a new reflective license plate is being considered. Rahway work stoppage May 12th-15th. Initial shipment of neoprene cores received for the new fiberglass mattress. After discussion with higher authority, the Printing Industry was expanded into a second unit and selected equipment was moved to the new warehouse. A 4000 sq. ft. security area was leased to the State Museum for storage. Chief participated in a Civil Service Appeal Hearing involving a Bureau employee.

JUNE 1980

415 30

Principal Clerk W. Hufnagel retired. Clerk Typist F. Bonifazi resigned. Receiving materials for Warehouse office area. Progress in completing inmate feeding area. Installed (3) transformers to reduce electric power to 220V for printing machinery. Warehouse work detail now from the Jones Farm. Approval granted for Bureau to hire another ex-offender. Some security problems at Trenton and Leesburg institutions. Chief and Asst. Chief attended Northeast Correctional Industries Conference at Walpole, Massachusetts on June 18th and 19th. All shops have been busy shipping manufactured products. Physical inventory was taken on June 27th and 30th as required by statute.