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ANNUAL REPORT
of the
BUREAU OF STATE USE INDUSTRIES
Fiscal Year
1974-1975

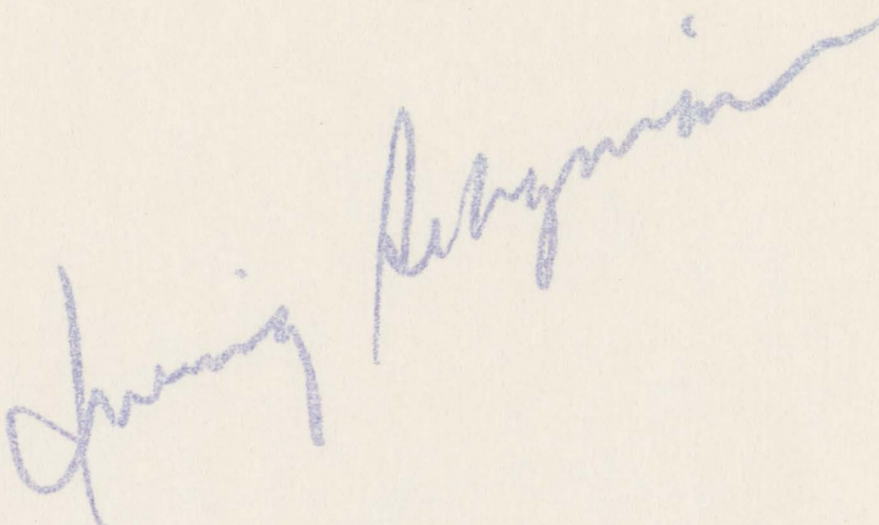
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ANNUAL REPORT, BUREAU OF STATE USE INDUSTRIES 1974-1975

TO: Mr. William Fauver, Director
Division of Correction & 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, 1975.

The mission of this Bureau is to furnish coordinated staff technical services and finances necessary to maintain diversified, industrial operations. Inmates are exposed to on-the-job training techniques under the supervision of skilled staff members in the operating units of the Division.

State Use Industries operates from a Revolving Fund. No appropriations are received to finance the industries program. The Bureau is expected to remain self-sufficient by the sales of products to various tax supported agencies at State, County and Municipal levels.

Meaningful work is considered an essential ingredient in the rehabilitative process. During the past year, the work program included (a) continuing efforts to modernize the physical plant, (b) the provision of effective on-the-job instruction, (c) added incentives in the inmate wage program.

ADMINISTRATION

The management of State Use Industries considers this year as transitional in nature. Many Bureau operations have been analyzed and reorganized internally. The process is far from complete and additional changes are contemplated as circumstances permit.

The re-training of staff personnel in these new requirements has caused some confusion. Areas of resistance had to be overcome. But, we believe the situation is under control until the next changes are required.

There has been a gradual deterioration of our industries during the past 10 years. We have been forced to deplete our industrial program from 30 to 20 operating units. This year the Bureau managed to keep all its industries intact without abolishing any additional operations. In view of budgetary limitations and current policies on inmate work assignments, this was a major accomplishment by our staff.

The total inadequacy of inmate assignments to the industries has been a topic noted in many Bureau reports. Attempts to deal with this major concern have been inept and sporadic. In some operating units, Bureau efforts to reconcile such problems have been met by hostility, generally due to higher inmate priorities in other programs.

ADMINISTRATION (continued)

The heavy turnover in inmate manpower means inadequate training in work skills. The quality and quantity of finished products is unreliable. With the loss of efficiency we cannot meet customer delivery requirements and frequently must release orders for outside purchase.

In some areas we have combined industries and reduced product lines. This means added loss of diversification.

As finances permit, operations will be mechanized to reduce costs, improve quality and speed production. It is paradoxical that such a policy will ultimately probably eliminate inmate jobs. But, evidently this is the direction the Bureau is being forced to accept.

The Bureau operations are authorized by legislation established under the Public Laws of 1918. RS 30:4, Sections 92-100 are commonly called the "State Use Laws". Since these statutes are more than 55 years old, there are potential loopholes and questions of interpretation which arise. State Use Industries has requested a series of Legal Opinions from the Attorney General's Office to clarify some of these issues. A number of future management decisions are dependent on these viewpoints.

As a "belt-tightening" procedure, State Use Industries embarked on a program to eliminate all outstanding overtime balances for operating staff personnel. The program goals were established and achieved! All overtime previously accumulated by the industries personnel has been eliminated.

Also in the interest of industrial economy, Bureau management reviewed the number of assigned staff positions. We subsequently requested the abolition of ten (10) positions during this fiscal period.

Our cooperation with the Garden State School District has continued. Attempts are being made to develop viable vocational training programs in areas of mutual interest. The extension of our pilot inmate wage program is dealt with elsewhere in this report.

The Bureau is vitally interested in obtaining post-release employment for those inmates that develop marketable, industrial skills in our various shop operations. To this end we have held conferences with "Project Employ". A program is being developed which hopefully will offer the inmate individual counselling and assist him when seeking job placement opportunities.

A new advertising sales program has been instituted by Bureau staff. Finished product merchandise on inventory is reviewed and printed "Flyers" distributed by mail. There are a number of advantages to this program:

1. The using agency receives quick delivery.
2. A special price reduction is offered as customer incentive.
3. The Bureau converts idle inventory into a sale and reduces warehousing needs.

ADMINISTRATION (continued)

As required, the staff has also upgraded and revised catalogue information and new price lists. Additional work is planned to improve several of the catalogue sections.

We have also written and distributed a number of new Industrial Directives. The latter assist in standardizing administrative procedures at the operating units. A number of staff meetings have been conducted with supervisory personnel during the year. The objective is to upgrade communication factors, correct policy differences and seek supervisory input into our program.

The State Auditors recently spent several months reviewing the Bureau of State Use operations. It is anticipated that conferences will be held once the information is properly assembled and eventually a final Audit Report distributed.

State Use Industries has been negotiating with the Penn Central Railroad to repair the rail siding at the State Prison, Rahway. This mode of transportation was vital to receiving certain bulk shipments of materials. With assistance from the Railroad Section of the Public Utilities Commission the necessary repairs were finally completed and this facility is available once again.

ORGANIZATION

Twenty-three various industries were operated in 20 separate shops located at 7 institutions. Our objective is to maintain a diversified program which will minimize interference with commercial manufacturers. The industries employed 6282 inmates (11% of the population) and worked 247 days during this fiscal year.

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

During this fiscal year, Central Office staff members completed 269 visitations. An additional 610 calls were made by the Field Representative to various Using Agencies. He also operated a State Use exhibit at one convention last Fall.

The Bureau staff travelled 27,701 miles, about 2.6% more than last year. In addition, State Use Industries operated 5 trucks for the delivery of products. These vehicles travelled a total of 82,744 miles.

STATE USE ADVISORY COUNCIL

This citizen advisory group has rendered valuable assistance to our industries during the last 22 years. The appointments of all members have expired. For the past (3) years the Council has not functioned. The appointment of council members is a matter of policy under the jurisdiction of the Board of Institutional Trustees.

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, Leesburg

Auto Tag
Clothing

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
a. Snow Fence

EMPLOYMENT

The lack of a stable work force is a severely restrictive handicap in any manufacturing organization. A reliable source of manpower is a key production factor which cannot be ignored. Without a trained cadre of skilled inmate workers, the entire industrial structure is threatened. Our Table of Organization is based on 725 inmate jobs.

In July 1974 State Use Industries employed 505 inmates with 209 additional jobs unfilled. The absentee rate was estimated at 3,056 man-days.

In June 1975, the Bureau employed 506 inmates and operated with a shortage of 211 unfilled jobs. The absentee rate was reported at 3,850 man-days for the month. The industrial program is productively employing only 11% of the inmate population.

State Use Industries employed a total of 6,287 inmates during the year. However, we failed to fill an additional 2,337 jobs (about 35%). In other words we operated at 65% of our job capacity. The average monthly absentee rate was 3,434 man-days.

BUREAU OF STATE USE INDUSTRIES
 REPORT OF CHIEF
ANNUAL REPORT 1974-1975

	<u>Units Mfgd.</u>	<u>Inmates Working</u>	<u>Inmates Short</u>	<u>Absent 1/2 DAY</u>
<u>State Prison, Trenton</u>				
Clothing	28,149 ea.	479	253	5,439
Knit	16,198 doz.	223	45	3,294
Machine	111 jobs	69	36	104
Mattress	5,091 ea.	105	101	579
Print	17,285,480 Impressions	262	93	956
Storeroom, Office, Runners		372	31	1,054
		1,510	559	11,426
<u>State Prison, Rahway</u>				
Clothing	42,151 ea.	590	148	10,183
Machine & Bed	1,359 ea.	196	21	3,738
Miscellaneous	6,256 ea.	144	41	2,470
Paint & Sign	33,176 ea.	245	88	4,129
Textile	125,223 yds.	381	248	4,876
Storeroom, Office, Runners		170	20	1,938
		1,726	566	27,334
<u>State Prison, Leesburg</u>				
Auto Tag	2,438,496 ea.	549	231	4,082
Clothing	56,992 ea.	915	106	10,634
		1,464	337	14,716
<u>Youth Corr. Inst., Bordentown</u>				
Metal Industries	9,706 ea.	455	175	9,404
Soap	339,658 lbs. 15,593 gals.	247	77	5,371
		702	252	14,775
<u>Youth Corr. Inst., Annandale</u>				
Feed Mill	57,339 bags	231	105	5,548
Snow Fence	2,659 rolls	38	34	254
		269	139	5,802
<u>Corr. Inst. for Women, Clinton</u>				
Clothing and Mop	36,935 ea. 32,104 ea.	358	463	6,169
<u>Youth Recept. & Corr. Ctr., Yardville</u>				
Miscellaneous (Brush)	12,967 ea.	258	21	2,201
TOTALS		6,287	2,337	82,423 or 3,434 Man-Days Per Month

EMPLOYMENT (continued)

	<u>Average Full Time Jobs</u>				<u>Inmates Assigned During Year</u>				<u>Average Inmates Per Job</u>			
	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>
Prison	295	191	139	126	729	608	491	458	2.5	3.2	3.5	3.6
Rahway	183	109	85	144	565	556	356	403	3.0	5.1	4.2	2.8
Bordentown	67	58	41	58	468	461	474	463	7.0	7.9	11.5	8.0
Annandale	50	45	29	22	369	415	366	255	7.4	9.2	12.6	11.6
Clinton	55	41	35	30	204	241	167	236	3.7	5.9	4.8	7.9
Yardville	37	22	12	21	379	243	165	120	10.2	11.0	13.8	5.7
Leesburg	<u>74</u>	<u>84</u>	<u>87</u>	<u>122</u>	<u>238</u>	<u>286</u>	<u>328</u>	<u>436</u>	<u>3.2</u>	<u>3.4</u>	<u>3.8</u>	<u>3.6</u>
	767	555	432	523	2,977	2,832	2,359	2,371	3.9	5.1	5.5	4.5

SPECIAL NOTE: The Average Inmates Per Job at 4.5 appears to show slight improvement. This is deceptive since the rate is based on 523 workers (65% of our work force). At a full complement of 725 inmates and the same number of inmate assignments during the year this would be projected at 3 average inmates per job. The latter would be a more acceptable rate of turnover.

INMATE WORK PROGRAM

Inmate Wages are paid per Administrative Order 1:21-4 Rev. and Division Standard #620. There was an increase in the Industry Base Rates beginning 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.

Total wages paid to inmates were \$107,987.08 up 1.29% from last year's \$106,613.96.

For the past year, State Use Industries has been developing an experimental Pilot Project in the Printing Industry. The program has the cooperation of the Garden State School District and includes a vocational training period. Our objective was to stabilize this work detail and minimize turnover. It is specifically oriented toward inmates serving longer sentences.

Experimentally, the program required the selected inmates to accept individual responsibilities. A key motivational factor was the substitution of an hourly rate for the regular daily wage scale in this shop.

The Bureau is happy to report that a number of our goals were achieved. Positive progress has been attained and the program is being extended to the remaining State Use Industries at the State Prison, Trenton beginning in July 1975.

INMATE WORK PROGRAM (continued)

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 Pay" has been eliminated in this program.

A new innovation is the incorporation of an Inmate Instructor Assistant.

While selection is severely restricted to qualified inmates only, it pays 80¢ per hour. The training will be at management levels and gradually requires the inmate to accept responsibility for operating the industry in the instructor's absence.

This expanded training program will be watched carefully. We anticipate that it can be extended to other operating units in the near future. Based on information available from other States operating correctional industry programs, New Jersey inmate wage rates are one of the highest in the country. While this is a dubious distinction, the ability to pay must be directly proportionate to our industrial ability to produce saleable finished products with reliability.

FINANCIAL STATISTICS

In accordance with statutory requirements (RS30:4-100), a physical inventory was taken on the last two days of the fiscal period.

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

SALES

The Bureau's activities during the year produced a sales volume of \$3,386,432.68. This is about 23% more than last year's figure of \$2,752,384.35.

Sales distribution was 47% for the Department of Institutions and Agencies; 37% to other State Departments and 16% to Counties and Municipalities. The following chart indicates the relative comparisons in dollar thousands:

	<u>1973-1974</u>	<u>1974-1975</u>	<u>Net Change</u>
Department of Institutions and Agencies	1,492	1,603	+ 7.5%
Other State Departments	848	1,237	+45.9%
Counties & Municipalities	<u>413</u>	<u>547</u>	<u>+32.5%</u>
	2,753	3,387	+23 %

SALES (continued)

While the sales volume appears optimistic, the figures are deceptive. Production volume has decreased in many of our industries. The statistics are based on inflated material costs. Our net return cannot be estimated until the Operating Statement and Balance Sheet are completed at a later date.

CAPITAL EXPENDITURES

Total equipment purchased during the year amounted to \$47,928.60. This expenditure contributed to the continued modernization of the industries.

GIFTS AND GRANTS

The Trentonian (newspaper) donated a second Comet Linotype Machine for utilization in our Printing Industry. It's estimated value is \$25,000.

STAFF NOTES

Training: The Bureau maintains a number of subscriptions to various trade journals for current staff information

Central Office has conducted an increasing number of Supervisory Staff Meetings.

Several staff members have attended seminar sessions conducted by the Department or Division.

Attendance at trade exhibits included: Clothing, Knitting, Packaging, Machine Tools, Business Machines.

Grievances and Discipline: A State Use employee required disciplinary action by the Bureau in March 1975. This individual was terminated by Appointing Authority for violation of Civil Service regulations.

Disciplinary action was also taken by the Bureau against a second State Use employee in May 1975. The Appointing Authority dispensed a one day suspension for this infraction.

STAFF PERSONNEL COMMENTS

Retired:	M. Duidick, Inst. Tr. Instr. I, Printing	8/ 1/74
	E. DeMartin, Inst. Tr. Instr. I, Woodworking	11/ 1/74
	P. Molnar, Supervg. Inst. Tr. Instr. Mattress/Upholstery	5/ 1/75

STAFF PERSONNEL COMMENTS (continued)

Promotions:	I. Seligman, to Bureau Chief	7/29/74
	V. Merlo to Supervg. Inst. Tr. Instr., Printing	10/74
	Lucas J. Filipponi to Assistant Chief	2/18/75
Transfers:	Lois Walker, Clerk-typist - job promotion to another Department	10/74
	S. Buczek, Ass't. Ind. Manager, from Bordentown to Trenton	10/74
	H. Lynn, Ass't. Ind. Manager, from Trenton to Bordentown	10/74
Leave of Absence:	Helen Sass, Sr. Clerk-Bookkeeper - 3 months due to illness	5/75
New Employees:	Lois Walker, Clerk-typist, Central Office	9/74
	V. Merlo, Supervg. Inst. Tr. Instr., Printing	10/74
	Patricia Gabriel, Clerk-typist, Central Office	11/74
	T. Bentz, Inst. Tr. Instr. I, Mattress/Upholstery	12/74
	R. Kesti, Inst. Tr. Instr. I, Textile	12/74
	K. Schweikert, Inst. Tr. Instr. I, Printing	1/75
	J. DeAngelo, Inst. Tr. Instr. I, Mattress/Upholstery	5/75
Terminations:	T. Bentz, Inst. Tr. Instr. I, Matt./Uph. Resigned	2/75
	I. Johnson, Sr. Clerk-typist	3/75
Deceased:	E. DeMartin, retired trade instructor	1/20/75
	S. Nedzbala, retired correction officer	2/1/75
State Prison Trenton	Peter Molnar, Supervising Institutional Trade Instructor was honored as State Use Industries Merit Award Representative at the Foregate Country Club.	
Youth Corr. Inst. Bordentown	William Markhoff, Institutional Trade Instructor I, Metals Industry was the recipient of two Suggestion Awards during the past year, totaling \$95.00. These suggestions involved new tooling techniques for eliminating waste factors and more effective production in the Metals Industry.	

HIGHLIGHTS OF PROBLEMS AND CONCERNS

1. A major difficulty encountered during this fiscal period was the inadequate inmate work force. The industries suffered because of worker shortages or heavy inmate turnover. Staff members frequently operated machines to meet customer delivery commitments. The amount of necessary inmate training was unprecedented and a severe burden on the trade instructors. Both quality and quantity of production was restricted in a number of our industries. Customer complaints were received and credit adjustments were necessary.
2. A number of violations of the "State Use Law" continue to be noted by various Using Agencies. One of the difficulties is that requisitions are not being forwarded to the Bureau via proper channels. All such purchase orders not being provided by State Use Industries must bear the Bureau's "Released" stamp indicating the item is to be purchased from an outside vendor source.
3. Some commercial manufacturers have registered complaints because of our State Use activities during the past year. This is not unusual and we have experienced these problems on numerous occasions over the years, but not recently! Perhaps the present economic conditions have precipitated these vendor complaints.

The Bureau is operating within the statutory limitations. However, legal opinions have been requested to clarify some of the issues.

4. We continue to have problems with the Purchase Bureau. The present regulations under which they operate will not allow for the flexibility required by a manufacturing unit such as State Use Industries.

It is not unusual for our industries to wait 4 to 6 months for materials. Some annual contracts have required over a year for processing and the Bureau has not been able to accept customer orders for such merchandise.

State Use contends that as a manufacturing organization, special buying regulations must be developed to handle our needs. A using agency buying a finished product via the Purchase Bureau can possibly obtain that item within 3 to 4 months. Our industries must first start to make the product for that customer. It is improper to ask a using agency to wait (6) months or more for items they purchase from us in good faith.

5. Our industries are also feeling the economic pinch caused by present market conditions. The Bureau has successfully reduced various overhead expenses which they were able to control. More than 85% of our costs involve (a) raw material purchases and (b) salaries for staff, inmates and correction officers. These we do not control and State Use Industries needs support and assistance to reduce such overhead factors if our prices are to remain competitive.

MONTHLY REPORT LOG

	Shops	Inmates	Visits	
	Operating	Emp.	Staff	Field Rep.
<u>July 1974</u> New pilot inmate wage program instituted in Print Shop. Sign & Textile Shops backlogged, working overtime. Woodworking equipment transferred from Yardville was installed at Rahway. Problems with Purchase Bureau on janitorial supply contracts. Meeting with Senator Maressa & Motor Vehicle Director Waddington on plastic license plates. Two new M31 numeral inkers installed in Leesburg Auto Tag Shop.	20	505	15	58
<u>August</u> Trade Instructor M. Daidick retired. Difficulty obtaining new materials. Critical metal shortage relieved by receipt of 300,000 lbs. aluminum for license plates. Minor fire in Rahway Clothing Shop. Two new plastic bag packaging units installed in Leesburg Auto Tag Shop.	20	527	19	51
<u>September</u> Inmate turnover and absences seriously hindering industries. Contacts with Attorney-General representative on complaints from an outside sign manufacturer. Conference with Bordentown Manager to analyze industries.	20	540	12	56
<u>October</u> Experiments with DuPont engineers on plastic license plates. Assistant Industrial Managers switched between Bordentown and Trenton. Meetings with trade representatives on expansion of Soap Industry products. Conferences with managers to analyze industries at Trenton, Rahway and Leesburg.	20	519	21	45
<u>November</u> Field Representative manned a display booth at the N.J. League of Municipalities convention. Saturday overtime continues in Textile and Sign Shops. Raw materials still in short supply. Meetings with Purchase Bureau on requisition problems and maintenance material contracts. Developed new packaging procedures for license plates and decal stickers with Motor Vehicle representatives. Staff attended M seminar on railroad sign safety program. Chief and Assistant Chief held several meetings with Director.	20	513	17	33

MONTHLY REPORT LOG

	Shops Operating	Inmates Emp.	Visits	
			Staff	Field Rep.
<p><u>December</u></p> <p>Industries operating with shortage of 200 inmates. Substantial progress noted in Print Shop pilot program. Instructor W. Markhoff received \$50.00 Suggestion Award. Seven staff members attended Division Merit Award Luncheon. A series of new Industrial Directives distributed to operating units.</p>	20	523	25	36
<p><u>January 1975</u></p> <p>Trade Instructor K. Schweikert hired for Print Shop. Sign Shop backlog eliminated, overtime cancelled. Decal stickers delivered to Motor Vehicles on schedule. Mr. E. DeMartin, retired Trade Instructor passed away Jan. 20th. Staff meeting with Project Employ representatives. Comet Linotype unit donated by the Trentonian. All day staff conference with supervisory personnel. Chief attended Division staff conference in Director's office.</p>	20	529	20	60
<p><u>February</u></p> <p>Inmate shortages now critical in several industries. Absentee rate extremely high. Distribution of license plates to Motor Vehicle agents completed state-wide. A rebuilt fork-lift truck (4,000 lbs.) delivered to Trenton Prison. Six rebuilt knitting machines installed. Bureau purchased a used 1½ ton truck from the Central Motor Pool. Chief attended Director's staff conference. Meetings with Garden State School District staff on vocational training programs. Also staff of Project Employ. Chief and Assistant Chief attended special meeting of Business Managers & Housekeeping Supervisors.</p>	20	529	20	60
<p><u>March</u></p> <p>Field Representative attended Mercer County Traffic Safety meetings. Purchased a used Heidelberg Press for Print Shop. Auto Tag building license plate inventory after a three year backlog. Sign Shop back on overtime due to increased orders. Clothing Shops in critical condition due to shortage of inmate workers. Participated in disciplinary hearing at Trenton Prison. Meetings with Director J. Grodeck, Div. of</p>	20	524	25	38

MONTHLY REPORT LOG

Shops Operating	Inmates Emp.	Visits	
		Staff	Field Rep.

March (continued)

Business Management and Deputy Director H. Crystal, Div. of Purchase & Property. Met with representatives on Correction Master Plan. Analysis of industries at Rahway.

April

Supervising Instructor P. Molnar retired. New ATF Chief offset press delivered to Print Shop. Conferences with chemical vendors to improve Soap Industry products. Reviewed cost factors and revised price lists for finished products. Industries analysis at Bordentown. Met with Bi-Centennial Commission on proposed license plate program. Met with staff of Standards & Specifications Section on product evaluation.

Storm damage to Prison Warehouse roof. Industries analysis at Annandale & Clinton. Meeting on clothing standards with Directors Grodeck and Fauver, Bur. Chief McCann. Chief attended Director's staff meeting. Industries analysis at Leesburg. New Industrial Directives issued to staff. Conference at Leesburg Auto Tag Shop with DuPont engineers on plastic plate program. Chief conferred with Mr. George Fisher of Attorney General's Office on requested legal opinions. Meeting with Young Presidents Organization.

May

Mr. J. DeAngelo hired as trade instructor Mattress/Upholstery. Bureau staff participated in disciplinary hearing at Trenton Prison. Inmate absentee rate at all time high for this period. State Use Industries now employing only 11% of the population. State Auditors start to check the Bureau's operations. Chief attended Director's staff meeting. Conference with Garden State School District on vocational & industrial training expansion. Orders received for 100,000 Bi-Centennial license plates. Conferences begin with Mr. Joel Kolbert of the Commissioner's staff. New program of product sales promotion utilizing advertising mailers and featuring reduced prices on items in stock.

20

536

34

61

20

529

26

73

MONTHLY REPORT LOG

	Shops	Inmates	Visits	
	Operating	Emp.	Staff	Field Rep.
<u>June</u>	20	506	33	50
<p>New power conveyor installed at Clinton Clothing Industry. Motor Vehicles requested 375,000 pair license plates delivered state-wide which were shipped from inventory. Trade Instructor W. Markhoff received a second Suggestion Award of \$50.00. Meetings with Mr. Joel Kolbert. Plans developed to expand new inmate wage program into other industries at Trenton Prison. Penn Central Railroad completed track repairs at the State Prison, Rahway. Chief attended Division Executive Seminar. The Bureau's annual physical inventory was taken on the last two days of the month.</p>				

IS/ac
7/31/75