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ANNUAL REPORT  
of the  
BUREAU OF STATE USE INDUSTRIES  
Fiscal Year  
1978-1979

160 Third Street, P.O. Box 2747  
Trenton, New Jersey 08650

**New Jersey State Library**

ANNUAL REPORT, BUREAU OF STATE USE INDUSTRIES 1978-1979

TO: Mr. Herbert B. Blumenthal, Ass't. Commissioner  
Division of Administration

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

State Use Industries was established by the New Jersey Legislature under the laws of 1918. Statutory powers are presently vested with the Commissioner of Corrections (R.S. 30:4-4; also R.S. 30:4-92 thru 100).

The Bureau submits the following Annual Report as a summary of industrial activities for the fiscal period ending June 30, 1979.

Present Department of Correction Standards stipulate that the Chief Executive Officer of each correctional institution is responsible for the management and direction of any State Use activities within the operating unit and for the satisfactory completion of manufacturing schedules and training objectives.

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

The Bureau is required to remain self-sufficient by the sales of products to various tax supported agencies. The industrial program does not receive any appropriations and operates from a revolving fund that is financed exclusively from earnings.

Inmate workers assigned to the industries are taught manufacturing skills by civilian staff personnel. In any correctional program, the development of good work habits is considered highly desirable. Pope John Paul recently stated, "The dignity of Work is the dignity of Man".

## ADMINISTRATION

State Use staff continued to concentrate on adding or replacing various machinery items to improve the productive and training capacity of the industries. This year about \$160,000 has been expended to purchase these necessary items.

The Feed Mill industry located at YCI, Annandale was officially closed in July 1978. The loss of this industry was detrimental to the Bureau's sales volume, which will be difficult to replace.

We are attempting to implement a new Tire Retreading industry at the Annandale location. The program was recently approved by the State House Commission. Some essential building repairs will hopefully be completed in the near future.

Our excellent relationship with the Department of Transportation has continued during the past fiscal year. Several large orders for traffic signs have been manufactured and distributed. Included were requests for County Route Signs and Highway Markers. This Bureau also assisted Department of Transportation engineers in developing a "Breakaway style barricade" made of 4" plastic tubing and hi-intensity reflective sheeting. More than 850 of these units were manufactured and delivered in special cardboard containers.

For some 20 years our Auto Tag industry manufactured straw background - black numeral license plates. This color combination was unique and highly visible for law enforcement purposes. The last two major shipments were completed in April to Motor Vehicle Agents throughout the State.

A new license plate has been selected (medium blue background - straw numerals). The industry was unable to receive timely delivery of materials. Also, there were technical problems with new dies and the numeral paint. As a result, there was no Auto Tag production for more than 5 months. We are now hard pressed to meet Motor Vehicle requirements for license plates. Initial shipments of 160,000 pair of new license plates commenced on June 13, 1979.

The Printing Industry has been undergoing a number of changes. We have upgraded various machinery units. Some difficulties have been encountered due to obsolete electrical circuits. Staff turnover has also been a problem and orders have been released for outside purchase. We are hoping to stabilize this operation during the new fiscal period.

Much staff time has been devoted trying to develop a practical, flame resistant mattress. Because of many tragic events throughout the country, deliberate mattress combustion has been a matter of concern to correctional administration. Various states have expressed great interest in our investigations.

ADMINISTRATION (continued)

We have discovered that purported flame resistant mattress materials are frequently unreliable. State Use Industries appreciates the cooperation of the DuPont Research Center in Wilmington, Del. for inviting our staff to visit their newly established "Burn Room". A number of very important tests were conducted on a variety of materials to check flammability and toxicity factors. We anticipate a written report enumerating the results of these experiments very shortly.

This Bureau has attempted to establish a new warehouse distribution operation for more than 3 years. Unfortunately we have experienced little cooperation and a great deal of frustration until the Trenton Prison renovation was publicized last December. It is now obvious that the State Use Central Office is in the way and must be relocated. But, I will never understand the lack of communication on a topic of such vital concern to this Bureau.

Fortunately we have been actively seeking new quarters and staff has visited some 20 properties in the Trenton area.

A suitable building has been found that measures 56,000 sq. ft. The building is 12 years old and was a former manufacturing facility for a national company. It has passed all necessary State inspections. Negotiations have been completed to purchase this 3 acre property. The contracts are now being finalized by the Attorney-General's office.

I would like to point out that State Use Industries has occupied our present premises (160 Third Street) for about 17 years. Utilizing prison labor the Bureau spent about \$30,000 for materials and renovated our former Woodworking industry into very convenient quarters.

Bureau staff expects to be busy with necessary renovations prior to moving the Central Office. While no official eviction notice has been received as yet, we do not expect to vacate these premises for 6 to 8 months after we have possession of the new property.

The Inmate Hourly Wage Program was expanded in January 1979 to include our industries at YCI, Bordentown and State Prison, Rahway.

To balance various cost factors, the Textile Industry was combined with the Clothing Industry at Rahway. This program has been severely handicapped without skilled workers and cannot produce the quality and quantity of textile products required. Further deterioration probably will necessitate closing down this operation for economic reasons.

ADMINISTRATION (continued)

The writer continues to function as a member of the New Jersey Advisory Council on Vocational Education as the Department of Corrections representative.

The Bureau Chief and Ass't. Chief have participated in organizing the Northeast Correctional Industries Conference. This important program is designed to review common industrial concepts and problems on a regional basis. This currently involves the cooperation of 10 northeastern states. The acting chairperson is Robert Thomas, Massachusetts Director of Industries. Conferences have been held in Enfield, Connecticut and Albany, New York.

Reorganization of the Bureau has been delayed by lack of personnel action. Some Bureau requests have been in process for more than 2 years and have created several morale problems. I believe these matters are being delayed in Civil Service, but have no reasons to date.

State Auditors from the Office of Fiscal Affairs have been reviewing this Bureau's fiscal accounts since April 1979. A report will be published when their work is completed.

In October 1978, State Use Industries participated in the 8th National Forum of Volunteers in Criminal Justice at the Hyatt House in Cherry Hill, N.J. Staff manned a display booth of our products. Bureau Chief moderated a panel on, "Inmate Work and Vocational Training Programs".

Our representatives also attended the League of Municipalities Convention in November 1978 at Atlantic City's Convention Hall where a large display booth was also staffed.

Bureau Chief and Ass't. Chief attended the Middle Atlantic States Conference on Correction in April 1979 at the Cherry Hill Hyatt House. Chief was a panel member discussing, "Utilizing The Job Market For Offenders".

In September 1978, Bureau Chief served as a consultant to Federal Prison Industries in Washington, D.C.

The Chief also functioned as an industrial consultant to New York's Department of Civil Service in November 1978.

During the past year, this Bureau has cooperated with a number of correctional industry programs from other states. Technical assistance has been exchanged with:

Ohio, New York, Nebraska, Idaho, Oklahoma, Maryland, Massachusetts, Michigan, Kansas, Alabama, Virginia, Pennsylvania, Connecticut, California, Minnesota and Lorton, Va. (Washington, D.C.)

## ORGANIZATION

The industries employed a total of 1,545 inmates approximately (11% of the resident population) and worked 247 days during the fiscal year. This Bureau operated 17 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 428 visitations during this fiscal year. Several State Use exhibits were also operated during the past year.

The Bureau staff travelled 29,932 miles during this period. In addition, State Use Industries operated 6 trucks for the delivery of products. These vehicles travelled a total of 83,716 miles.

## 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 487 to 455 inmate workers. The turnover rate per job unfortunately remained at a high rate of 3.4. There were 1,085 new workers assigned and 1,074 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.

<u>Average Full Time Jobs</u>	<u>Inmates Assigned During Year</u>								<u>Average Inmates Per Job</u>			
	<u>76</u>	<u>77</u>	<u>78</u>	<u>79</u>	<u>76</u>	<u>77</u>	<u>78</u>	<u>79</u>	<u>76</u>	<u>77</u>	<u>78</u>	<u>79</u>
Prison	128	135	114	110	295	250	213	221	2.3	1.9	1.9	2.0
Rahway	167	119	124	112	377	426	476	501	2.2	3.6	3.8	4.5
Bordentown	58	65	62	78	263	384	330	325	4.5	5.9	5.3	4.2
Annandale	23	21	16	---	186	179	161	---	8.1	8.5	10.0	---
Clinton	34	32	37	42	126	88	111	132	3.7	2.8	3.0	3.1
Yardville	25	24	24	20	104	108	78	63	4.2	4.5	3.3	3.2
Leesburg	<u>103</u>	<u>112</u>	<u>110</u>	<u>93</u>	<u>323</u>	<u>320</u>	<u>329</u>	<u>303</u>	<u>3.1</u>	<u>2.9</u>	<u>3.0</u>	<u>3.3</u>
	538	508	487	455	1,674	1,755	1,698	1,545	3.1	3.5	3.5	3.4

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 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

INMATE EMPLOYMENT (continued)

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	15¢ 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>Units</u> <u>Mfg.</u>	<u>Inmates</u> <u>Working</u>	<u>Inmates</u> <u>Assigned</u>	<u>Inmates</u> <u>Dropped</u>
<u>State Prison, Trenton</u>				
Clothing	42,288 ea.	466	45	51
Knit	10,826 doz.	120	1	3
Machine	171 jobs	14	1	2
Mattress	6,459 ea.	64	9	12
Print	23,868,284 Impressions	404	39	38
Storeroom, Office, Runners		196	14	12
		<hr/> 1,264	109	118
<u>State Prison, Rahway</u>				
Clothing	36,264 ea.	291	51	60
Machine & Bed	304 ea.	203	54	54
Miscellaneous	4,536 ea.	172	68	68
Paint & Sign	38,650 ea.	309	76	72
Textile	24,812 yds.	198	62	72
Storeroom, Office, Runners		158	60	54
		<hr/> 1,331	371	380
<u>State Prison, Leesburg</u>				
Auto Tag	1,296,464 ea.	333	62	65
Clothing	61,945 ea.	780	149	150
		<hr/> 1,113	211	215
<u>Youth Corr. Inst., Bordentown</u>				
Metal Industries	13,977 ea.	623	180	172
Soap	415,796 lbs.	192	83	74
	36,308 gals.			
		<hr/> 815	263	246
<u>Corr. Inst. for Women, Clinton</u>				
Clothing and	86,619 ea.	498	94	76
Mop	26,999 ea.			
<u>Youth Recept. &amp; Corr. Ctr., Yardville</u>				
Miscellaneous (Brush)	20,383 ea.	236	37	39
	TOTALS	<hr/> + 5,257	* 1,085	1,074
			<hr/> + 455	
			1,540	

\* add average inmate work force available  
July 1, 1978 (455)

+ 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 \$3,781,720.88. This is about 7% less than last year's figure of \$4,083,339.91.

Sales distribution was 18% for Department of Corrections, 26% Department of Human Services, 47% to other State Departments and 9% to Counties and Municipalities. The following chart indicates the relative comparisons in dollar thousands:

	<u>1977-78</u>	<u>1978-79</u>	<u>Net Change</u>
Department of Corrections	1,091	663	-39%
Department of Human Services	877	987	+13%
Other State Departments	1,736	1,776	+ 2%
Counties and Municipalities	379	356	- 6%

The Bureau's overall production output in terms of manufactured units is generally lower for this fiscal year. Dollar sales volume is also reduced by about \$300,000 because of the Department's decision to eliminate our Feed Mill industry.

Inflationary cost factors are having an adverse affect on the Bureau's ability to maintain price stability, as existing inventories are depleted. This is a continuing matter of concern to our staff members. But, unfortunately the problem is frequently beyond the control of this Bureau.

Several of our industries were unable to maintain normal production until the last quarter of this fiscal period because of unavailable materials. Some 16% of our total sales volume was billed during the month of June 1979.

SALES (continued)

Although net return cannot be determined until our accounting process is completed, we anticipate that the industries will record a profitable operation for the 1978-79 fiscal year.

Bureau staff is disappointed that sales distribution for the Department of Corrections has decreased by -39% from last year. Sales to Counties and Municipalities is also down by -6%. But, the latter is generally attributed to the fact our Bureau has not replaced the Field Representative upon his retirement last year.

The State Use staff has been required to cope with a variety of difficult problems. In order to maintain an efficient economic posture, the Bureau frequently operated with a reduced personnel staff as a matter of necessity. We are indebted to their dedicated staff services which enabled State Use Industries to operate profitably for each of the past six years.

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

1. Fiscal Year 1978-79

Sales Volume	\$3,781,720
Operating Industries	17
Inmates Employed	455
Staff Employees	67

2. Fiscal Year 1973-74

Sales Volume	\$2,753,384
Operating Industries	18
Inmates Employed	432
Staff Employees	73

3. Fiscal Year 1968-69

Sales Volume	\$2,219,701
Operating Industries	32
Inmates Employed	822
Staff Employees	100

## SALES (continued)

During the past 10 years State Use Industries has eliminated 15 industries, reduced staff by 33 employees and lost some 367 inmate workers. This can scarcely be interpreted as a progressive industrial operation. Despite these negative factors, Bureau management has instituted administrative procedures to improve efficiency, eliminate waste, reduce costs and bolster production.

As a result, the industrial program has continued to remain self-supporting without cost to New Jersey taxpayers. The Bureau expects that a stable, viable industrial program should be upgraded. We anticipate assistance, policy direction and support from the Department of Corrections to accomplish this goal.

## CAPITAL EXPENDITURES

Total equipment purchased during the year exceeded \$160,000. This expenditure contributed to the continued modernization of the industries.

Included in these equipment purchases were:

10 Sewing Machine Units	1 Davidson #601 Offset Press
2 Itek #960 Offset Presses	1 Royal Zenith #126 Offset Press
Photo Electric Counter	2 Ten Ton Trucks
Silk Screen Washer	Screen Emulsion Remover
Electric Tacker	Gum Tapesooter
4 Sets Steel Clicker Dies	Forklift Truck
2 Inking Heads for M31 Roller Coater	2 Pallet Lift Trucks
Pop Rivet Gun	Binks Spray Booth
32 Gallon Wet/Dry Vacuum Unit	2 Canon Calculators
Electric Water Heater	Heat Lamp Vacuum Applicator Model VAL 15
2 Producto Die Sets	Visi-Record Inventory File System
Squeegee Sharpener	IBM Photo-typesetting System
Cutting Tables	

## STAFF NOTES

The Bureau Chief attended the American Correctional Congress at Portland, Oregon in August 1978 and was re-elected a Director of the Correctional Industries Association. The Chief also participated in the Mid-Winter Conference during February 1979 at New Orleans, Louisiana.

G. Kinney and G. Hrabchak attended a metalworking seminar in Philadelphia, Pennsylvania.

Bureau staff participated in an Employee Relations Seminar in August 1978.

Staff members attended a 3M Seminar in Cherry Hill, N.J. on traffic sign programs.

Staff members also visited a number of appropriate trade exhibits during the year, including Knitting Arts on May 1st in Atlantic City.

The Trenton Prison was in a general lock-up situation from September 11th to September 19th, 1978. Leesburg also had a problem from December 6th to December 11th, 1978. Industries were not in operation.

There was a temporary power outage on May 22, 1979 at the Trenton Prison which closed down the Printing Industry.

Industrial Managers have been reporting to Central Office on a regularly scheduled basis. This program is intended to expedite and resolve problems by improving communications.

Training: The issuance of Industrial Directives as needed standardizes Bureau policies at each institution.

We have continued to distribute management pamphlets to all staff employees designed to emphasize supervisory responsibilities.

A number of supervisory meetings have been held at both Central Office and the institutions.

Trade journal subscriptions have been maintained.

STAFF NOTES (continued)

Safety: Winter storms created some difficulties for our antiquated buildings. There were several roof leaks and frozen water pipes or steam lines.

There were a number of minor first aid incidents sustained by inmate work force. Only two were considered serious enough to warrant a special report. Both lost several days from their work assignment.

Trade Instructor J. DeAngelo was injured in a fall (due to a wet floor) and was out several days on advice of his doctor. When you consider the potential for injury around operating machinery, I am pleased with the overall safety record exhibited by our industrial staff during the past year.

No fires were reported by any of the operational industries during the year.

Grievances and Discipline: Bureau Chief served as a witness for the Department of Transportation at a Civil Service Appeal Hearing in September 1978 requested by one of their employees that had been disciplined.

A disciplinary hearing was held at the Trenton Prison for a State Use employee in October 1978 which resulted in "no cause for action".

Bureau Chief was requested by Superintendent G. Hilton to serve as the Step 2 Hearing Officer for a grievance filed by Printing Industry Trade Instructor in May 1979.

During June 1979 a Leesburg Trade Instructor was suspended for a disciplinary infraction.

A Truck Driver was terminated for falsifying his job application.

A temporary Trade Instructor was released for unsatisfactory performance.

A temporary Machinist was terminated for physical health reasons.

## STAFF PERSONNEL COMMENTS

### Leaves of Absence:

Lillian Blue, Principal Clerk Bookkeeper  
Margaret Antheil, Sr. Clerk Bookkeeper  
Earl Warden, Inst. Trade Instructor I (Machinist)  
Genevieve Marziaz, Inst. Trade Instructor II (Needle Trades)  
Joseph Mazza, Inst. Trade Instructor I (Needle Trades)  
George Kinney, Industrial Manager II  
Arthur Shinkle, Inst. Trade Instructor I (Allied Chemical)

### Transfers:

John Pursel, Supervising Inst. Trade Instr. S.U. 7/78  
Annandale to YCI, Annandale  
James Williams, Inst. Trade Instr. I, S.U. Annandale 7/78  
to YCI, Annandale

### Promotions:

Isaac Johnson, Principal Clerk - Prison S.U. Industrial Office 8/78  
Walter Hufnagel, Principal Clerk - Rahway S.U. Industrial Office 8/78

### New Employees:

Paul Reed, Storekeeper II 10/78  
Mary Mercantini, Clerk Typist 11/78  
Clifford Potent, Machinist 12/78  
Dolores Evans, Principal Clerk 1/79  
Joyce DiPietro, Inst. Trade Instr. II (Needle Trades) 3/79  
George Medeiros, Truck Driver 4/79  
Marlene Sanverdine, Clerk Typist 4/79

### Resignations or Terminations:

Daniel Wyant, Inst. Trade Instr. I, Feed Mill 7/78  
Joan Sargo, Clerk Typist 11/78  
Pamela Heath, Clerk Typist 4/79  
Robert Scott, Inst. Trade Instr. I, Printing 4/79  
Clifford Potent, Machinist 4/79  
Patricia DeAngelo, Clerk Typist 5/79  
George Medeiros, Truck Driver 6/79

STAFF PERSONNEL COMMENTS (continued)

<u>Retired:</u>	C. Arthur Cochran, Field Representative	7/78
	Earl Warden, Inst. Trade Instr. I (Machinist)	12/78
	John Tozzi, Truck Driver	4/79
	Frank Ruby, Inst. Trade Instr. I (Machinist)	6/79

CORRECTIONAL INST. FOR WOMEN, CLINTON:

Genevieve Marziaz, Institutional Trade Instructor II was honored as the State Use Industries Merit Award Representative.

SERVICE AWARDS:

Ass't. Chief L. Filipponi	25 years
Head Audit Acct. Clerk S. Krupa	15 years

HIGHLIGHTS OF PROBLEMS AND CONCERNS

1. A number of personnel problems have not been resolved by the Department of Civil Service. Bureau requests have been delayed for as much as 2 years. This situation does not contribute to industrial stability or improved staff morale.
2. In April 1979 our total inmate manpower was reduced to 414 workers. This is about 80 people short of our present manning table. Our Bureau's dissatisfaction with an inadequate inmate work force has been reported consistently. Adequate training is necessary to develop inmate production skills. This quality and quantity of our finished products is unreliable and doesn't instil customer satisfaction. A firm department policy is needed if this facet of the industrial program is to be improved.
3. State Use Industries continues to have problems with the Purchase Bureau. Several years ago as one of our administrative improvements we added a capable, experienced Buyer to our Central Office staff. His major function is to organize, coordinate and expedite State Use purchasing requirements with the Purchase Bureau. We are a manufacturing operation and raw material deliveries can be vital. It is unfair for Using Agencies to wait lengthy periods for delivery of our finished products. This Bureau must have special consideration in the purchasing process so we can have adequate manufacturing lead time. We are not receiving satisfactory cooperation or Department support in this area.

HIGHLIGHTS OF PROBLEMS AND CONCERNS (continued)

4. There is an increasing number of violations of the State Use Laws (Title 30:4-92 thru 100). The Bureau has always tried to cooperate with Using Agencies when special products were needed. It is our opinion that the creation of the Department of Corrections from the Department of Institutions & Agencies has intensified these statutory violations after separation. State Use Industries expects that all Department of Corrections facilities will cooperate and give us their full support.
5. This Bureau is operating within the statutory regulations. However, we have experienced a complaint from the private sector because of our State Use manufacturing activities. Our "market" is limited strictly to tax supported Using Agencies and there is no deliberate attempt to encroach into the private sector. The Bureau's position has been supported by several legal opinions from the Attorney General. Hopefully all complaint situations have now been clarified and resolved.
6. Production has not increased in most areas proportionate to the cost of operations. Material and service costs are increasing regularly due to market inflation factors and increased wages or salaries. The Bureau attempts to maintain price stability within budgetary limitations of the Using Agencies. But, unfortunately prices will have to increase as inventories are replaced or inmate wages and staff salaries are upgraded.
7. The curtailment of available gasoline for State Use vehicles is now a serious problem which will drastically affect our ability to deliver finished products. Based on past experience we used an average 400 gallons per week last year. The State coupon ration program presently allocates only 250 gallons per week for our vehicles, which is obviously inadequate. Our 10 ton trucks have a 50 gallon gasoline capacity. Unless this situation is improved, we will be forced to curtail trucking services.

## MONTHLY REPORT LOG

## SUMMARY

Staff Visits	Inmates Emp.
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JULY 1978

458

20

Staff completed checking and computing annual physical inventory, balance sheet, profit and loss statement. Field Representative C. A. Cochran retired. Supervisor J. Pursel and Instructor J. Williams transferred to Annandale payroll with closing of the Feed Mill Industry on July 28th. Third traffic sign contract received from the Department of Transportation. New license plate in early planning stage. Printing industry backlogged and orders are being released for outside purchase. Priority for new mattress replacement given to Trenton and Rahway prisons.

AUGUST 1978

469

39

Machine shop instructor E. Warden on extended sick leave after surgery. The industrial output closely approximated last year's record volume. A purchase order for 500,000 lbs. of aluminum has been delayed pending new color selection by the Governor's committee. Chief attended Correctional Industries conference at the American Corrections Congress in Portland. Bureau staff attended Employee Relations Seminar at Correction Officers Training Center. Staff met with Mr. Clair Murphy, a 3M Company consultant on sign shop operations.

SEPTEMBER 1978

450

38

Chief visited Federal Prison Industries in Washington, D.C. Conducted additional "burn tests" with assistance of the State Fire Marshall's Office on various mattress materials. Meeting in Governor's Office with representatives of N.J. Sanitary Supply Association. Started delivering 500,000 pair license plates on September 8th. Trenton Prison lock-up from September 11th to September 19th. State Use staff used by the institution for other job assignments. Our Central Office staff questioned various inventory shortages and notified those concerned. Printing backlog has gotten worse. Staff visited Griffin Electric Co. equipment exhibit. Met with Rahway Prison Superintendent.

## MONTHLY REPORT LOG

## SUMMARY

	Inmates Emp.	Staff Visits
<p><u>OCTOBER 1978</u></p> <p>The Department of Transportation received Federal Highway Administration matching funds for additional traffic signs. These contracts are valued at about \$413,000. Orders were placed for \$142,300 worth of equipment for 5 industries. Bureau participated in 8th National Forum of Volunteers in Criminal Justice. Straw background aluminum inventory almost depleted. Several supervisory staff meetings held in Central Office. Staff met with Civil Service and Bureau of Personnel representatives trying to expedite various personnel changes that were dormant. Chief met with Trenton and Leesburg Prison Superintendents.</p>	409	37
<p><u>NOVEMBER 1978</u></p> <p>Staff manned display booth at League of Municipalities in Atlantic City. Rehired Clerk Typist M. Mercantini. Trade instructor J. Mazza on extended sick leave. Staff met with Department of Transportation and Federal Highway Administration officials on traffic sign contracts. Chief served as industrial consultant to New York's Department of Civil Service. Met with Bordentown Superintendent. Finally received initial shipment of new license plate aluminum. Problems with new dies for license plates. Auto Tag Industry at a standstill. Additional mattress material "burn tests" conducted by State Fire Marshall. Supervisory staff meetings.</p>	409	38
<p><u>DECEMBER 1978</u></p> <p>Several supervisory meetings on expanding Inmate Hourly Wage Program to Bordentown and Rahway. Department of Transportation placed additional orders for plastic tubing breakaway barriers. Trenton Printing Industry having electrical problems. Inmate work stoppage at Leesburg (December 6th thru 11th). Trade Instructor E. Warden and Sr. Clerk Bookkeeper M. Antheil hospitalized. Initial shipments of Vonar laminated mattress pads received which are a combustion retardant improvement. Third Street officially closed to traffic prior to Prison renovation program. Staff attended luncheons for Dr. Richard Bruner and Harold Goldman; a 30th anniversary reception for the Parole Board; and a Christmas luncheon for this Bureau's Central Office. Meetings with Bordentown Superintendent and Assistant Director Motor Vehicles.</p>	452	49

MONTHLY REPORT LOG

SUMMARY

JANUARY 1979

473 47

Trade Instructor E. Warden retired. Large order for "mile markers and route signs" from Dept. of Transportation. New license plate has problems with new dies and numeral paint. Production in Auto Tag Industry limited to courtesy type tags. Also losing skilled inmates without ability to train any replacements. Mattress shop also not able to produce due to lack of new materials. New equipment arrived in Printing Industry. Bureau developed a substantial classroom furniture order for Waterford Township Schools. Arranged for outside laboratory tests of Am-Quat disinfectant. Supervisory and Industrial Manager meetings. Ten Bureau staff members attended the Department Merit Award Luncheon at Forsgate Country Club.

FEBRUARY 1979

467 35

Staff visited various warehouse facilities. Chief met with Chief of Community Services and Trenton Board of Managers. Industrial Manager G. Kinney on sick leave. H. Lynn assigned to Bordentown as Industrial Manager and F. Palumbo from Rahway to Trenton. Hired D. Evans as Principal Clerk in Bordentown. License Plate dies finally acceptable and approved. The Auto Tag Industry still unable to manufacture new tags. Heavy snowstorm on February 19th caused problems, particularly at Leesburg. Sales volume is down for this period. Supervisory staff meetings.

MARCH 1979

427 32

Industrial Manager G. Kinney assigned to Trenton Prison. Principal Clerk Bookkeeper L. Blue on extended sick leave. Initial shipments of straw numeral paint arrived at Leesburg Auto Tag. Bureau staff invited to DuPont "Burn Room" for various flammability tests. Negotiations continue to locate a State Use Warehouse/Office facility. Staff visit to Connecticut Correctional Industries at Enfield. Obtained some valuable clothing materials from Federal Surplus in Egg Harbor, N.J. Auto Tag Industry started to manufacture new blue license plate (100 LAA). Trenton Warehouse stock-piling 12 ft. galvanized sign posts for Dept. of Transportation orders. Staff meetings with Div. of Motor Vehicle officials. Chief met with Leesburg Superintendent. Chief and Ass't. Chief also met with Ass't. Commissioner Blumenthal and Deputy Director Waldis. Met with Bureau Chief W. Bolen of Real Property Management.

MONTHLY REPORT LOG

SUMMARY

Inmates  
Visits  
Staff  
Emp.

APRIL 1979

420 28

Hired Clerk Typist M. Sanverdine, Trade Instructor J. DiPietro and Truck Driver G. Medeiros. License Plates being made at a reduced rate due to technical problems with paint. Negotiations active for purchasing a suitable warehouse property located in Trenton. State Auditors reviewing our financial activities for the past few years. Participated in Middle Atlantic States Conference on Correction at Cherry Hill, N.J. Met with Ass't. Commissioner Blumenthal.

MAY 1979

428 39

Trade Instructor F. Ruby and Truck Driver J. Tozzi retired. Pressure to produce license plates - no finished product inventory on hand. Still experiencing difficulties with single coat numeral paints. There have been numerous attempts to resolve this problem, but none have been entirely satisfactory. Contract for purchasing a warehouse building is being handled by the Attorney General's office. We are participating in the Northeast Correctional Industries Conference - a regional group of 10 states. Power outage at Trenton Prison on May 22nd. Mattress Industry manufacturing new Vonar laminated foam mattress with staph-chek covers. New Tire Recapping Industry approved by State House Commission. Received new traffic sign order from Dept. of Transportation. Discussed single coat numeral paint problems with Ass't. Director J. Monaco. Also met with Purchase Bureau Supervisor G. Mazzone on various purchasing difficulties.

JUNE 1979

429 26

Started delivering 160,000 pair new license plates. Because of continued problems the Auto Tag Industry was instructed to return to a (2) coat numeral paint system. Bureau has no license plate inventory having lost (5) months without production. Delivering to Motor Vehicle as we manufacture tags. Due to lack of gasoline, our trucks going to Leesburg only every two weeks. State Auditors completing review of Bureau's fiscal operation. Staff attended Northeast Correctional Industries Conference in Albany, New York. Also DuPont Burn Center in Wilmington, Delaware. Received new 10 ton GMC truck. Physical inventory taken on June 28th and 29th.