



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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ENTRY SERVICES

ANNIE D. HARVEY
CHAIRPERSON

VERONICA D. MOORE
EXECUTIVE DIRECTOR

286th Commission (Virtual) Meeting

January 30, 2025

Minutes

MEMBERS PRESENT:

April Cockrell, Citizen Member

Mary Denise Davis, Assistant Attorney General, representing Attorney General

Anthony G. Brown

Cleveland Friday, Commissioner, Division of Pretrial Detention Services

Annie Harvey, Deputy Secretary of Operations, Department of Public Safety and
Correctional Services

Lakia James, Correctional Officer, Local Correctional Facility

Courtney League, Assistant Secretary for Design, Construction and Energy,

Department of General Services, Representing Secretary Atif Chaudhry

Niani Smith, Citizen Member

MEMBERS ABSENT:

Laura Allen, Budget Analyst, Department of Budget and Management, Representing
Secretary Helene T. Grady

Kelly Russell, Councilperson, Local Elected Official, City of Frederick, Maryland

STAFF PRESENT:

Veronica Moore, Executive Director

Tanya Joyner, Assistant Executive Director

Brian Raivel, Senior Correctional Program Specialist

Mechelle Johnson, Correctional Program Specialist

Cassandra Holdsclaw, Auditor

Brandon Dickens, Auditor

Tammy McCotter, Auditor

LaDonna Newman, Management Associate

STAFF ABSENT:

Rene' Flowers, Auditor

VIRTUAL GUESTS:

Commissioner Phil Morgan, Division of Corrections

Deputy Commissioner Keith Dickens, Division of Corrections

Assistant Commissioner Jeff Nines, Division of Corrections, Western Region

Captain Joseph Wise, Garrett County Detention Center

Lieutenant Justin Fitzwater, Garrett County Detention Center

Corporal Ayla Fulmer, Garrett County Detention Center

Warden William Bailey, Eastern Correctional Institution
 Assistant Warden Monika Brittingham, Eastern Correctional Institution
 Facility Administrator John Milligan, Eastern Correctional Institution
 Sergeant Shanaeya Christian, Eastern Correctional Institution
 James White, Dietary Manager, Eastern Correctional Institution
 Warden Keith Arnold, North Branch Correctional Institution
 Assistant Warden Bethany Cornachia, North Branch Correctional Institution
 Sergeant Amie Stott, North Branch Correctional Institution
 Director Margaret Chippendale, Howard County Department of Corrections
 Deputy Director Greg Smith, Howard County Department of Corrections
 Captain Denise Dunston, Howard County Department of Corrections
 Correctional Specialist Peter Wanderi, Howard County Department of Corrections
 Director Terence Clark, Prince George's County Department of Corrections
 Deputy Director Rodney Brockenbrough, Prince George's County Department of Corrections
 Deputy Director Guy Merritt, Prince George's County Department of Corrections
 Associate Director Blanche Carney, Prince George's County Department of Corrections
 Dr. Gregory Bearstop, Prince George's County Department of Corrections
 Acting Chief Kevin Easton, Prince George's County Department of Corrections
 Assistant Chief Virgen Germosen, Prince George's County Department of Corrections
 Kalokoh Abu, Health Services Administrator, YesCare
 Ms. Alecia Creighton, Standards Compliance, Prince George's County Department of
 Corrections
 Major Craig Rowe (Warden), Washington County Detention Center\
 Captain Ed Long, Washington County Detention Center
 Captain Todd Faith, Washington County Detention Center
 Lieutenant Eric Moats, Washington County Detention Center
 Dr. Erin Shaffer, Director, Patuxent Institution
 Warden Paige Jones, Patuxent Institution
 Dontay Gaskins, Environmental Safety Compliance Officer, Patuxent Institution
 Sergeant Natasha Butler, Patuxent Institution
 Warden Gregory Werner Maryland Correctional Institution-Hagerstown
 Acting Assistant Warden James Sprecher, Maryland Correctional Institution-Hagerstown
 Chief of Security Wesley Crist, Maryland Correctional Institution-Hagerstown
 Lieutenant Joshua Shaw, Maryland Correctional Institution-Hagerstown

The Maryland Commission on Correctional Standards held the 286th Meeting (Virtual Meeting) via Google Meet. The agenda was as follows:

1. Welcome/Introduction/Remarks
2. Nomination/Vote Interim Chairperson
3. Interim Chair's Comments
4. Approval of Minutes-September 26, 2024
5. Executive Director's Comments
6. Nomination/Vote for Chairperson and Vice Chairperson
7. Consideration of Final Reports
 - Garrett County Detention Center
 - Eastern Correctional Institution
 - North Branch Correctional Institution
 - Howard County Department of Corrections

8. Continuing Business-Monitoring Reports
 - Prince George's County Department of Corrections
 - Washington County Detention Center
 - Patuxent Institution
 - Maryland Correctional Institution-Hagerstown
9. New Business
10. Announcements
11. Adjournment

1. WELCOME/INTRODUCTION/REMARKS

For the Record, it was noted that in the absence of a chairperson, the 286th Commission (Virtual) Meeting would be led by Executive Director Veronica Moore. Executive Director Moore stated that the nomination/vote would take place to select an interim chairperson. Additionally, Executive Director Moore stated that the nomination/vote would take place to select an individual to serve as the chairperson and vice chairperson of the Commission on Correctional Standards Board. Executive Director Moore added that once the nominee for chairperson was confirmed, the individual would facilitate the meeting.

Executive Director Veronica Moore officially called to order the 286th Commission (Virtual) Meeting at 10:00 AM. Executive Director Moore welcomed everyone to the 286th Commission (Virtual) Meeting. Executive Director Moore advised the attendees that the Commission (Virtual) Meeting would be recorded. Executive Director Moore reminded the members and guests to mute all microphones and cell phones during the meeting. Executive Director Moore stated that the facility management and attendees may choose if they would like to leave the meeting, once their report is presented and the report has been voted upon by the Commission Board. Executive Director Moore stated that all Recognition of Achievement awards will be forwarded to the managing officials once the meeting had concluded. Executive Director Moore reported that Major T.D. Reece is no longer an active member of the Commission Board. Executive Director Moore stated that a vote will be held for an interim chairperson for the meeting. Executive Director Moore stated that she asked DSO Harvey to act as the interim chairperson for the meeting today. Executive Director Moore conducted the roll call of the members for the purpose of a quorum in order to continue the meeting. Executive Director Moore was advised by Assistant Secretary Courtney League that Ms. Laura Allen was no longer employed with the Department of Budget and Management. Executive Director Moore asked Assistant Secretary League how long had it been since Ms. Allen had departed the Department of Budget and Management. Assistant Secretary League responded that it had been within the last couple of weeks concerning Ms. Allen's departure. Executive Director Moore reported that a quorum had not been reached for the meeting due to the absence of two members (Citizen Member April Cockrell and Corporal Lokia James). Executive Director Moore proceeded to contact the members who were absent for the meeting. Executive Director Moore was successful in contacting Ms. April Cockrell to join the meeting. Executive Director Moore announced that a quorum was achieved in order to hold the Commission meeting; however, if

there is a report which falls under the responsibility of DSO Harvey, she would have to recuse herself from the voting process concerning the audit/monitoring report. Executive Director Moore commented that the Commission Board will not have a quorum for all of the reports unless Corporal Lokia James joined the meeting. Executive Director Moore reiterated that as of right now the Commission Board had a quorum.

Executive Director Moore reported that Corporal Lokia James was attempting to log on for the meeting. Executive Director Moore reported that once Corporal James had logged on, a quorum would be achieved and all reports could be voted on by the Commission Board. Executive Director Moore extended apologies to everyone concerning the delay of the start of the Commission meeting.

2. NOMINATION/VOTE FOR INTERIM CHAIRPERSON

Executive Director Veronica Moore opened the nominations concerning the interim chairperson position of the Commission on Correctional Standards Board. Executive Director Moore solicited nominations from the Commission members for the position of interim chairperson of the Commission on Correctional Standards Board. Assistant Secretary Courtney League put forth a nomination for Ms. Annie Harvey (Deputy Secretary of Operations, DPSCS) as the interim chairperson of the Commission on Correctional Standards Board. Executive Director Moore called for a second concerning the nomination of DSO Annie Harvey as the interim chairperson. Commissioner Cleveland Friday seconded the nomination of DSO Annie Harvey to serve as the interim chairperson of the Commission on Correctional Standards Board. Executive Director Veronica Moore called for a motion in favor of the appointment of DSO Harvey as the interim chairperson of the Commission on Correctional Standards Board. Assistant Secretary Courtney League made a motion in favor of the appointment of DSO Annie Harvey as the interim chairperson of the Commission on Correctional Standards Board and Assistant Attorney General Mary Denise Davis seconded the appointment in favor of DSO Harvey to serve as the interim chairperson of the Commission on Correctional Standards Board. Executive Director Moore asked if there were any nays concerning the appointment of DSO Annie Harvey to serve as the interim chairperson of the Commission on Correctional Standards Board. The members' silence denoted the approval of the appointment of DSO Harvey as the interim chairperson of the Commission on Correctional Standards Board. Executive Director Moore advised Interim Chairperson Annie Harvey that she could proceed with the agenda for the Commission meeting.

3. INTERIM CHAIRPERSON'S COMMENTS

Interim Chairperson Annie Harvey expressed appreciation to the Commission members for their confidence and acceptance as the Interim Chairperson of the Commission on Correctional Standards Board. Interim Chairperson Harvey commented that she thinks one of the most important things that we do as employees for the state is being a part of this Commission because it provides the opportunity to make sure our facilities are safe and we can defend what we do. Interim Chairperson Harvey commented that she really wanted to thank everyone for the opportunity to serve and just say thank you for the opportunity.

Interim Chairperson Annie Harvey welcomed everyone in attendance to the 286th Commission (Remote) Meeting. Interim Chairperson Harvey reminded everyone that the meeting would be recorded. Interim Chairperson Harvey reiterated the comments made by Executive Director Moore concerning the importance of ensuring that all devices are muted to reduce the background noise and interruptions during the meeting. Interim Chairperson Harvey advised the facility managers that they may choose to exit the meeting after their facility's report is heard/voted on; however, they are welcome to stay for the duration of the meeting. Interim Chairperson Harvey reviewed a few basic guidelines regarding how the virtual meeting would be conducted. Interim Chairperson Harvey stated that if there are any recusals, the individual should state his/her name prior to the reading of the report. Interim Chairperson Harvey stated that during the voting process, members who are going to present the first and second motion must state his/her name so that it can be entered into the record. Interim Chairperson Harvey commented that only nay responses would be addressed concerning the voting process. Interim Chairperson Harvey stated that the members' silence will confirm their support of the motion. Interim Chairperson Harvey requested that everyone please state their name and title prior to speaking for the purpose of knowing who is responding to any questions from the Commission members. Interim Chairperson Harvey commented that the agenda would be followed according to the order of the facilities as written in the agenda. Interim Chairperson Harvey stated that the reports will be read by the assigned M CCS staff member. Interim Chairperson Harvey stated that the facility representatives will be asked to make comments and the Commission members will be given an opportunity to ask questions prior to the vote on the report. Interim Chairperson Harvey stated that the Recognition of Achievement awards approved at the meeting will be forwarded to the managing official in the near future. Interim Chairperson Harvey said that the first order of business was to determine if there is a quorum concerning the meeting. Interim Chairperson Harvey asked Executive Director Moore if there was a quorum in order to proceed with the vote concerning the minutes of the September 26, 2024 meeting.

Executive Director Moore noted that Corporal Lokia James had officially joined the meeting.

4. APPROVAL OF MINUTES-SEPTEMBER 26, 2024

Interim Chairperson Annie Harvey entertained a virtual motion/vote concerning the approval of the Minutes of the September 26, 2024 meeting. Interim Chairperson Harvey called for a motion to accept/approve the Minutes of the September 26, 2024 virtual meeting. Assistant Secretary Courtney League made a motion to approve the Minutes of the September 26, 2024 virtual meeting and Assistant Attorney General Mary Denise Davis seconded. The unanimous response of silence denoted the approval of the Minutes of the September 26, 2024 Commission (Virtual) meeting.

5. EXECUTIVE DIRECTOR'S COMMENTS

Executive Director Veronica Moore stated that she would like to say a few remarks about Major T.D. Reece who was the chairperson of the Commission on Correctional Standards Board for years on the Commission Board and his tenure may be two years less than her tenure.

Executive Director Moore commented that she has been with the Maryland Commission on Correctional Standards for about 14 years. Executive Director Moore commented that she just wanted to give Major Reece all the glory and appreciation that she could for his tenure as a manager and a correctional professional with the Calvert County Detention Center; but, overall for his work with the Commission. Executive Director Moore commented that he has always been the greatest supporter of the Standards Commission and all that has been done through the remote audit process, through the MCCS reports. Executive Director Moore said that he always gave good advice and had the utmost respect for what we do. Executive Director Moore commented that she could not go without giving her appreciation and flowers to him for his service to the Commission Board and to the State of Maryland overall. Executive Director Moore commented that she just wanted to say those remarks in appreciation of Major Reece and will say them to him personally; but she wanted to make a statement of the record concerning her position about Mr. Reece and all that he has done. Executive Director Moore closed her remarks and stated that Mr. Reece is greatly appreciated for all his work with the Commission on Correctional Standards Board. Executive Director Moore announced that MCCS will hold two Duly Authorized Inspector (DAI) trainings a year. Executive Director Moore commented that the last DAI Training was held October 16, 2024 at the Police Correctional Training Commission. Executive Director Moore announced that the spring DAI training will be held in May 2025. Executive Director Moore commented that notices will be going out to the respective facilities for the spring DAI training. Executive Director Moore issued a reminder that the Commission Board still has vacancies concerning two local correctional personnel vacancies and she is diligently working hard to get people for those member positions. Executive Director Moore expressed appreciation to all of the correctional professionals/managers that approved DAI's to assist MCCS with the audits throughout the last year. Executive Director Moore also extended her appreciation to everyone who assisted MCCS with the audits throughout last year. Executive Director Moore closed her remarks and wished everyone a Happy New Year.

Interim Chairperson Harvey expressed her appreciation for Major TD Reece. Interim Chairperson Harvey commented that even today, Major Reece was assisting the Commission Board to make sure that this whole process went smoothly, which speaks about his character. Interim Chairperson Harvey commented that she really just wanted to thank Major Reece publicly for his support today.

6. NOMINATION/VOTE FOR CHAIRPERSON/VICE CHAIRPERSON

Executive Director Veronica Moore opened the nomination process for the chairperson/vice chairperson of the Commission on Correctional Standards Board. Executive Director Moore asked if there were any interested parties in the chairperson and vice chairperson positions. Interim Chairperson Annie Harvey stated that she would consider filling the vacant chairperson position. Executive Director Moore asked if there were any nominations for DSO Annie Harvey as the chairperson of the Commission on Correctional Standards Board. Assistant Secretary Courtney League nominated Ms. Annie Harvey (Deputy Secretary of Operations, DPSCS) as the chairperson of the Commission on Correctional Standards Board. Executive Director Moore called for a second concerning the nomination of DSO Annie Harvey as the chairperson. Assistant Attorney General Mary Denise Davis seconded the nomination of DSO Annie Harvey to serve as the chairperson of the Commission on Correctional Standards Board. Executive Director Veronica Moore called for a motion in favor of the appointment of

DSO Harvey as the chairperson of the Commission on Correctional Standards Board. Assistant Secretary Courtney League made a motion in favor of the appointment of DSO Annie Harvey as the chairperson of the Commission on Correctional Standards Board and Assistant Attorney General Mary Denise Davis seconded the motion concerning appointment in favor of DSO Harvey to serve as the chairperson of the Commission on Correctional Standards Board. Executive Director Moore asked if there were any nays concerning the appointment of DSO Annie Harvey to serve as the chairperson of the Commission on Correctional Standards Board. The members' silence denoted the approval of the appointment of DSO Harvey as the chairperson of the Commission on Correctional Standards Board. Executive Director Moore closed the nomination/vote concerning the chairperson position. The Commission members congratulated DSO Annie Harvey on her appointment as the chairperson of the Commission on Correctional Standards Board.

Executive Director Veronica Moore opened the nomination process for the vice chairperson of the Commission on Correctional Standards Board. Executive Director Moore stated that nominations were being accepted for the vice chairperson position. Chairperson Annie Harvey nominated Mr. Courtney League (Assistant Secretary for Design, Construction and Energy, Department of General Services) for the position of vice chairperson of the Commission on Correctional Standards Board. Executive Director Moore called for a second concerning the nomination of Mr. Courtney League as the vice chairperson. Commissioner Cleveland Friday seconded the nomination of Mr. Courtney League to serve as the vice chairperson of the Commission on Correctional Standards Board. Executive Director Veronica Moore called for a motion in favor of the appointment of Mr. Courtney League as the vice chairperson. Assistant Attorney General Mary Denise Davis made a motion in favor of the appointment of Mr. Courtney League as the vice chairperson of the Commission on Correctional Standards Board and Commissioner Cleveland Friday seconded the motion in favor of Mr. Courtney League to serve as the vice chairperson of the Commission on Correctional Standards. Executive Director Moore asked if there were any nays concerning the appointment of Assistant Secretary Courtney League to serve as the vice chairperson of the Commission on Correctional Standards Board. The members' silence denoted the approval of the appointment of Assistant Secretary Courtney League as the vice chairperson of the Commission on Correctional Standards Board. The Executive Director closed the nomination/vote concerning the vice chairperson position. The Commission members congratulated Assistant Secretary Courtney League on his appointment as the vice chairperson of the Commission on Correctional Standards Board. Vice Chairperson Courtney League expressed appreciation to the Commission members for the opportunity and stated that he is looking forward to serving the board and working with DSO Harvey (Chairperson).

Chairperson Annie Harvey advised the members and guests that Executive Director Veronica Moore would conduct a roll call of the facility representatives as the audit/monitoring reports were presented according to the meeting agenda.

7. CONSIDERATION OF FINAL AUDIT REPORTS

• GARRETT COUNTY DETENTION CENTER

Senior Correctional Program Specialist Brian Raivel presented the audit report concerning the onsite audit conducted at the Garrett County Detention Center on May 14-15, 2024 by Commission staff and one Duly Authorized Inspector. The Garrett County Detention Center, located in Oakland, Maryland, houses male and female pretrial and sentenced inmates, who are classified at maximum to work release security levels. The facility operates under the administrative authority of Sheriff Bryson Meyers and the daily management of Captain Joseph Wise. After a thorough review of the required audit documentation, the Garrett County Detention Center was found to be in total compliance with the standards for an Adult Detention Center. This is the second time that the Garrett County Detention Center has been found compliant with all of the standards at an initial MCCS audit. As a part of the Remote Audit Process, the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. Computers were available to access policies, procedures and additional electronic audit documentation. The facility utilized Microsoft Teams to provide and access standard documentation for remote review. The audit staff demonstrated an understanding of the remote auditing process by assisting with remote inventories and activities, communicating regarding the organization of the documentation provided remotely, uploading needed documentation to the virtual drive and preparing for the onsite audit activities. There was minimal documentation to be provided after the on-site audit. During the on-site portion of the audit process, the administration and staff were available to assist and address questions for the auditors. Primary and secondary documentation was located in the administration conference room and in specific areas where the function occurred. The facility utilized available technology, communication, and a high level of organization to support the objectives of the Remote Audit Process. The tour consisted of four groups of auditors and staff. The auditors were escorted to assigned areas of the facility to assess the condition of the facility. Overall, the detention center was found to be in exceptional condition, during the tour. It was evident that management had made positive renovations to areas to be more organized and functional to benefit the facility and staff. There were a few minor sanitation issues noted by the auditors and they were addressed prior to the end of the on-site portion of the audit. As observed by the auditors, the facility was clean, sanitary and orderly, during the on-site audit. The Garrett County Detention Center's staff are committed to the audit process and effectively managed the Remote Audit Process. The facility utilizes the standards on a daily basis, as an effective management tool. The facility has maintained this standard of operation and continues to achieve total compliance with the standards for an Adult Detention Center. The County Sheriff and administrator should continue to provide the necessary support, resources and assistance to the facility, in order to maintain this high level of compliance with the standards. The Garrett County Detention Center is recommended to receive the Recognition of Achievement Award.

Chairperson Annie Harvey welcomed comments from the representatives of the Garrett County Detention Center. Captain Joseph Wise requested a modification concerning the sheriff's name listed in the summary section of the draft audit report. Captain Wise stated that the Garrett County Detention Center is under the authority of Sheriff Bryson Meyers.

Chairperson Annie Harvey welcomed comments and questions from the Commission members. Assistant Attorney General Mary Denise Davis noted that the facility currently has only one vacancy. Assistant Attorney General Davis commented that the administration must be doing a great job. Captain Wise commented that he appreciated the comment that the administration is doing a great job.

Chairperson Annie Harvey entertained a virtual motion and a vote to approve the audit report and grant the Recognition of Achievement award. Vice Chairperson Courtney League made a motion to approve the audit report and grant the Recognition of Achievement award and citizen member April Cockrell seconded. The unanimous response of silence denoted the approval of the audit report and the Recognition of Achievement award. The Commission members congratulated the administration and staff on the achievement of total compliance with the standards.

Chairperson Annie Harvey requested a recusal concerning the draft audit report of the Eastern Correctional Institution. The Eastern Correctional Institution falls under the responsibility of DSO Annie Harvey. Chairperson Harvey turned the meeting over to Vice Chairperson Courtney League.

- **EASTERN CORRECTIONAL INSTITUTION**

Mrs. Cassandra Holdsclaw presented the audit report concerning the onsite audit conducted at the Eastern Correctional Institution on June 11-13, 2024 by Commission staff and ten Duly Authorized Inspectors. The Eastern Correctional Institution is located in Westover, Maryland and provides housing for maximum and medium security male inmates, sentenced to the Division of Correction. The facility comes under the authority of Commissioner Phil Morgan and is managed by Warden William Bailey. After a thorough review of the required documentation, the Eastern Correctional Institution was found to be in compliance with the majority of the standards for an Adult Correctional Institution. The identified deficiencies are listed below: Records did not demonstrate that semiannual facility searches were conducted in all inmate living and activities areas of the facility, during the audit period of July 1, 2021 through June 1, 2024, as required by the standard. Quarterly fire drills on each shift were not conducted for multiple areas of the facility during the audit period of July 1, 2021 through June 1, 2024, as required by the standard. One Central Kitchen dietary staff officer did not have a 2022 annual dietary medical screening, three East Kitchen inmate dietary workers did not have a 2022 medical screenings, and one East Kitchen inmate dietary worker did not have a 2021, nor a 2022 medical screening, as required by the standard. Records of the return of inmate kitchen uniforms were unavailable for the audit period of July 1, 2021 – June 1, 2024, as required by the standard. The Remote Audit Process was initiated upon the facility providing the compliance documentation and the pre-audit packet for remote review by the auditors. The facility utilized the MCCS U drive and the ECI restrictive folder which was developed to facilitate the remote audit process. The audit coordination team and the auditors were able to conduct remote inventories and activities, during this period, except in areas with no network connectivity. There was a high level of organization for documents within the ECI restrictive folder and those provided on-site. Primary and secondary documentation was located in the audit coordinator's

office, the conference room and in specific areas where the function occurred. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. After the pre on-site and on-site portions of the audit, there was minimal documentation remaining to assess compliance with a specific standard. As time continues with the Remote Audit Process, the facility will benefit from technology to continue the objectives of the auditing processes. During the tour, six groups of auditors were escorted throughout the facility. The physical plant was in good condition during the tour of the facility. The auditors noted several maintenance issues throughout the East, West and Outside compounds of the facility. A corrective action plan was requested and was provided to address maintenance and sanitation issues reported to management on the last day of the on-site. The cited areas within the compounds, which required additional time to repair, are as follows: West Compound - West Operations' Major's Office had 3 lights out. West Dietary Department's soda dispenser was leaking. Housing Unit #3 - Housing Unit #3 clerk's office had a light out. Housing Unit #4 - Housing Unit #4 Property Room's light was out. East Compound - The East Gym's Band Room had a light out. The Visiting Room's Inmate Waiting Area is missing a metal strip on the ceiling. The Education Department Rm #124 has a light out. There were multiple lights out in the East Operations area (Rooms 119, 120, 127, 128 and 131). There were lights out in the Exam and X ray rooms and the Pharmacy has stained ceiling tile. Housing Unit #5 - In Housing Unit #5, A Tier (Mental Health), two faucets were leaking and there was a light out; in the Dayroom there was a light out; and Cell #38 toilet is not flushing properly. On B Tier, 2 shower heads were leaking; Cell #10 has no hot water; Cell#11 had a light out; and in the Property Room and Hallway there were lights out. In C Tier, the Dayroom's light was out and the ceiling paint was peeling; a shower was leaking; the washer and dryer vents require cleaning. Housing Unit #6 - In Housing Unit #6, A Tier's Dayroom has a shower that leaks; Cell #23 has a toilet that does not flush properly; and Cell #4 has no cold water. The B Tier, Lower Level Dayroom's door is difficult to open; Cell #9 toilet does not operate properly; two showers are leaking and there is peeling paint in the shower. The C Tier's Dayroom has 3 lights out and Cells #33, 39 and 43 toilets do not flush properly. On Tier D, a shower is leaking; there is peeling paint; Cells #26, 38, and 47 have extremely hot water; and the pipe chase is leaking between Cells #19 and 20. Housing Unit #7 - On Housing Unit #7, A Tier, there were several lights out and Cells #17 and 28 had water damage under the light fixtures. Compound Buildings - In the Maintenance Building, there were lights out in the Main area, the Upper Level of the Tool Room and the Welding area. The Warehouse area had several lights out in the storage areas, the Produce Cooler area and the Faren Refrigerator. The Central Kitchen's 1st Cooler has 5 lights out and the 2nd Cooler is out of service; there were lights out in the hood and steam areas; ceiling tile is missing by the double cooler and the alarm was activated in the electrical room. In the Lobby, it was noted that there was peeling paint in the Women's and Men's bathrooms and the light fixture needs cleaning in the Women's bathroom. The West Gatehouse had stained ceiling tile and the bathroom had rust, peeling paint and mold on the vents. The Armory had a lights that was out, as well as, in the West Gatehouse vestibule, which had ceiling tiles missing. The East Gatehouse's phone room had missing lights, the K9 area required cleaning, and the Commitment area's bathrooms had peeling paint. The Sally port area and the Administration Building Conference Room required cleaning. The Conference Room had missing ceiling tiles. The Finance Office area's light fixtures required cleaning and had missing ceiling tiles. The facility must continue to demonstrate sanitation and maintenance practices throughout the compound to

ensure that inmates and staff are in a sanitary and safe environment. The Department of Public Safety and Correctional Services (DPSCS) Managing for Results (MFR) initiative includes specific core objectives that address compliance with the minimum standards for places of adult confinement. The results of these objectives are outlined below:

- Percent of applicable inmate security standards met 94%
- Percent of applicable inmate well-being standards met
 - *Medical, Dental and Mental Health 100%
 - *Food Service 80%
 - *Housing and Sanitation 100%

The compliance results are incorporated as a part of this audit report for the Department of Public Safety and Correctional Services MFR 2024 fiscal year reporting requirements. The Maryland Commission on Correctional Standards will conduct a monitoring review of the documentation required to be submitted to MCCS, no later than August 13, 2025, to assess compliance with the standards found in noncompliance, at the audit. Upon completion of the assessment of the noncompliant standards, the Eastern Correctional Institution may be recommended for the Recognition of Achievement Award. In conclusion, the Eastern Correctional Institution continues to be managed by dedicated staff. The administration and staff take pride in their work and all operational components. The standards remain a vital tool for managing the daily operations of the facility. The Department of Public Safety and Correctional Services is encouraged to continue to provide the support and resources necessary to the Eastern Correctional Institution to achieve and maintain compliance with the standards.

Vice Chairperson Courtney League welcomed comments from the representatives of the Eastern Correctional Institution. Warden William Bailey commented that he would like to thank the audit team for coming in with objective eyes to look at what they do every single day, by not only acknowledging the areas of deficiency. Warden Bailey commented that the auditors also acknowledged the things that they do extremely well and it is certainly appreciated. Warden Bailey said that he found the report to be fair. Warden Bailey commented that they are working daily to correct the deficiencies. Warden Bailey stated that there were deficiencies that existed that they were not aware of that existed. Warden Bailey expressed appreciation to the audit team for pointing out the deficiencies, so that they can make the necessary corrective actions.

Vice Chairperson Courtney League welcomed questions from the Commission members. There were no questions presented concerning the audit report of the Eastern Correctional Institution.

Vice Chairperson Courtney League entertained a virtual motion and a vote to approve the audit report as written with the established monitoring date. Assistant Attorney General Mary Denise Davis made a motion to approve the audit report and citizen member April Cockrell seconded. The unanimous response of silence denoted the approval of the audit report.

Chairperson Annie Harvey requested a recusal concerning the draft audit report of the North Branch Correctional Institution. The North Branch Correctional Institution falls under the responsibility of DSO Annie Harvey. Vice Chairperson Courtney League continued to facilitate the meeting.

● **NORTH BRANCH CORRECTIONAL INSTITUTION**

Assistant Executive Director Tanya Joyner presented the audit report concerning the on-site audit at the North Branch Correctional Institution conducted on July 16-18, 2024 by Commission staff and seven Duly Authorized Inspectors. The North Branch Correctional Institution is located in Allegany County, Maryland and houses both maximum and medium custody male incarcerated individuals. The facility is under the administrative authority of Commissioner J. Phillip Morgan and the facility is managed daily by Warden Keith Arnold. After a thorough review of the required documentation, both remote and on-site, the North Branch Correctional Institution was found to be in compliance with all of the standards for an Adult Correctional Institution. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. The facility saved the compliance documentation for review on the MCCS U drive and the NBCI Restrictive Folder. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. The facility will benefit from technology to continue the objectives of the Remote Audit Process, to conduct remote inventories and provide the majority of documentation for the standards. The audit coordination team demonstrated organization skills and teamwork with documentation that was provided remotely on the U drive and NBCI restrictive folder. During the audit, primary and secondary documentation was located in the audit coordinator's office, the roll call room and other documentation was located in specific areas where the function occurred. Emergency plans and post orders were conducive to staff, inmate and public safety concerns. Manuals of standard operating procedures and inmate orientation materials were reviewed during the audit and found to be current, useful to staff and responsive to inmate needs. During the tour, six groups of auditors were escorted to identified areas of the facility to assess inmate health and safety concerns. General areas of the facility were additionally assessed by auditors during the review of assigned standards. The auditors noted minor issues that were corrected prior to the conclusion of the audit. Work orders were provided for areas that required additional time to repair, including the following: Housing Unit 1, bottom laundry was not draining and 1E2026 door lock needs replacement. Housing Unit 2, A19 door is not working properly. Housing Unit 3, 3E102 and 3F102 outlet covers need to be repaired or replaced, D wing dayroom door glass is cracked, part of top shower floor is missing on D wing and B wing showers bottom have growing mold. Housing Unit has standing water is behind the washer and dryer in D wing laundry room, C1 laundry has standing water on the floor, B23 door needs repair, and A13 pipe chase door wouldn't open. Overall, the facility was found to be in outstanding condition, clean, sanitized, organized and very well maintained. The administrators at the North Branch Correctional Institution demonstrated that there is a very high standard required of staff and inmates to maintain a clean facility, within the inmate housing and common areas. The Department of Public Safety and Correctional Services (DPSCS) Managing for Results (MFR) initiatives includes specific core objectives that address compliance with the minimum standards for places of adult confinement. Outlined below are the results for these objectives:

- | | | |
|---|---|------|
| • | Percent of applicable inmate safety standards met | 100% |
| • | Percent of applicable inmate well-being standards met | |
| | *Medical, Dental and Mental Health | 100% |
| | *Food Service | 100% |
| | *Housing and Sanitation | 100% |

The compliance results are incorporated as part of this report for the DPSCS MFR 2025 fiscal year reporting requirements. In conclusion, the North Branch Correctional Institution continues to be managed by dedicated staff. The administration and staff take pride in their work and all operational elements. The standards remain an integral tool for managing the daily operations of the facility. The Department of Public Safety and Correctional Services is encouraged to continue to provide the support and resources necessary to the North Branch Correctional Institution to achieve and maintain compliance with the standards. The North Branch Correctional Institution is recommended to receive the Recognition of Achievement Award.

Vice Chairperson Courtney League welcomed comments from the representatives of the North Branch Correctional Institution. Warden Keith Arnold commented that he would like to thank the audit team for coming in because they always like a new set of eyes looking at everything that is done and if there is a problem, it can be fixed right away. Warden Arnold requested a modification concerning the summary section of the draft audit report. Warden Arnold stated that the draft audit report indicated that the facility houses maximum custody male individuals. Warden Arnold stated that the facility houses both maximum and medium custody male individuals.

Vice Chairperson Courtney League welcomed comments and questions from the Commission members. Assistant Attorney General Mary Denise Davis referenced page 8 of the draft audit report and asked a question about the seventeen (17) individuals in medium custody. Assistant Attorney General Davis asked would the seventeen (17) individuals fall within the medium incarcerated individuals. Warden Arnold responded that this may be true. Warden Arnold added that the North Branch Correctional Institution does not house medium incarcerated individuals too often; but, every now and then they have them; but, the facility is a maximum facility. Warden Arnold requested that the information is listed in the summary section of the audit report. Assistant Attorney General Davis asked if it is correct that the facility does not usually house minimum incarcerated individuals. Warden Arnold responded that there are no minimum custody individuals and to house medium custody individuals is very rare; but, every now and then, they do house medium inmates. .

Vice Chairperson Courtney League entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Assistant Attorney General Mary Denise Davis made a motion to approve the audit report and grant the Recognition of Achievement award and Dr. Niani Smith seconded. The unanimous response of silence denoted the approval of the audit report and Recognition of Achievement award. The Commission members congratulated the administration and staff on the achievement of total compliance with the standards.

Vice Chairperson Courtney League turned the meeting back over to Chairperson Annie Harvey.

- **HOWARD COUNTY DEPARTMENT OF CORRECTIONS**

Correctional Program Specialist Mechelle Johnson presented the audit report concerning the on-site audit conducted at the Howard County Department of Corrections on August 20-21, 2024 by Commission staff and three Duly Authorized Inspectors. The Howard County

Department of Corrections is located in Jessup, Maryland, and houses male and female sentenced and pretrial inmates. The facility comes under the administrative authority of the County Executive and is managed daily by Director Margaret Chippendale. After a thorough review of the required documentation, the Howard County Department of Corrections was found to be in substantial compliance with the standards for an Adult Detention Center. The identified deficiencies were: Records of the monthly inventories and inspections of security equipment in the Armory's HCDC SERT Room did not include the leg irons, handcuffs, handcuff keys, and radios for the audit period of November 1, 2021 through August 1, 2024, as required by the standard. Records of the daily inventories and the issue/return for tools, located in the Wood Shed, were not available for the audit period of November 1, 2021 through August 1, 2024, as required by the standard. The Remote Audit Process was initiated for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. The facility utilized Google Meet to assist with facilitating the completion of a majority of remote interviews and inventories, during the pre-onsite audit phase of the audit. Prior to the audit, the facility remotely submitted documentation to MCCS for review on a Microsoft OneDrive. Secondary documentation was located in a centralized location in the conference room and compliance office. Computers were available to access policies, procedures and additional electronically stored data. Additional documentation was located in areas of the facility where the specific functions occur. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. Debriefings were held daily with the audit coordinator and a remote debriefing was held with management upon the conclusion of the on-site audit to provide feedback regarding the status of the audit process. Manuals of standard operating procedures and inmate orientation materials were found to be current, useful to staff and responsive to the needs of inmates. Emergency plans, post orders, policies and procedures reviewed by the audit staff were informative and appropriate for facility staff, inmates and the local community to address public safety concerns. During the tour, four groups of auditors were escorted to designated areas of the facility to access inmate health and safety issues. Other areas of the facility were inspected by each auditor during the review of their assigned standards. There were work orders placed for vent and fan cleaning in the W3, A, C units, and Hendricks Hall. There was a work order submitted for cracks on the ceiling and wall of C unit for repair and parts ordered for a clothes washer in Hendricks Hall. The physical plant was in good condition during the tour of the facility. The Maryland Commission on Correctional Standards will conduct a monitoring review of the documentation required to be submitted to MCCS, no later than Wednesday, August 13, 2025, to assess compliance with the standards found in noncompliance at the audit. Remote inventories may be necessary to conduct and a date and time will be arranged by MCCS and the Howard County Department of Corrections audit staff. Once compliance has been established, the Howard County Department of Corrections may be recommended to receive the Recognition of Achievement Award. The Howard County Department of Corrections staff utilizes the standards as a management tool to improve on the daily operations of the facility. The management and staff are committed to the audit process and obtaining total compliance with the standards of an Adult Detention Center. The Howard County Department of Corrections is encouraged to continue to uphold the standards, ensure compliance, and operate within the guidelines of the State of Maryland.

Chairperson Annie Harvey welcomed comments from the representatives of the Howard County Department of Corrections. Director Margaret Chippendale expressed appreciation to the auditors who came in and conducted the audit. Director Chippendale commented that this was the first time they had experienced a remote audit. Director Chippendale commented that it was a true learning process for the administration and staff; but, they did take away a better understanding of the remote process. Director Chippendale said that she truly appreciated the patience that was provided to the administration/staff while they worked through it. Director Chippendale stated that they accept the report as written. Director Chippendale commented that they understand the two deficiencies. Director Chippendale commented that she believes that they have already corrected the two deficiencies sufficiently and are prepared to move forward. Director Chippendale, again, thanked the Commission staff for their patience. Director Chippendale commented that the report as well as the eyes and ears of MCCS are appreciated. She commented that the audit is appreciated and helps to ensure that any institution is managed appropriately.

Chairperson Annie Harvey welcomed comments and questions from the Commission members. There were no questions presented concerning the monitoring report of the Howard County Department of Corrections.

Chairperson Annie Harvey entertained a virtual motion and vote to approve the audit report with the established monitoring date. Vice Chairperson Courtney League made a motion to approve the audit report with the established monitoring date and Assistant Attorney General Mary Denise Davis seconded. The unanimous response of silence denoted the approval of the audit report and the established monitoring date.

8. CONTINUING BUSINESS

MONITORING REPORTS

• PRINCE GEORGE'S COUNTY DEPARTMENT OF CORRECTIONS

Mr. Brandon Dickens reported on the monitoring review conducted on August 1, 2024 concerning the Prince George's County Department of Corrections' non-compliant standards. Mr. Dickens reported that the purpose was to review the standards that were found in non-compliance at the initial audit conducted in January 2023. Mr. Dickens reported that this was the first monitoring review since the audit. The documentation to substantiate compliance with the standards was submitted via email, by Alecia Creighton (Audit Coordinator). The results of the monitoring period from February 1, 2024 through August 1, 2024, were as follows: Standard .01 L (3) Tool Control was found to be compliant. The Property Maintenance Inventory "Box Cage Area 1" forms, and the Locksmith Tools Inventory and Inspection Forms were provided for the monitoring period. A review was conducted of the records demonstrated that the Maintenance Contractor's tools, Locksmith tools and other tools were inventoried daily, during the monitoring period, as required by the standard. Standard .02 O Physical Examinations was found to be compliant. A remote review of the Electronic Patient Health Records (EPHR) was conducted with Prince George's County Department of Corrections medical staff. During that review, fifty current inmate EPHRs were reviewed regarding their initial inmate physicals. The EPHRs demonstrated that initial inmate physicals were completed

Within fourteen days of the inmate's admission, as required by the standard. Standard .03 E Dietary Medical Screenings was found to be compliant. The dietary medical screenings for dietary staff and inmate dietary workers were submitted and reviewed for the monitoring period. The roster of current dietary staff and the inmate workers was cross referenced with the dietary medical screenings. The dietary medical screenings demonstrated that all dietary staff and inmate dietary workers were cleared for the dietary department, as required by the standard. Standard .06 A (3) Classification Process was found to be compliant. The Prince George's County Department of Corrections Bureau of Operations Population Management Division's Classification Daily Reclassification Review form, the Treatment Assessment Board Interview and a roster of incarcerated individuals was provided for the monitoring period. The records were reviewed and a remote Google meet was held with Prince George's County Department of Corrections' staff for clarification of the documentation. The documents demonstrated that Incarcerated Individuals, based on meeting the criteria, had a classification review annually during the monitoring period, as required by the standard. Inspection reports were reviewed from other regulatory agencies. Dietary Menus were reviewed and approved in January 2024 by Julia Dunnigan (Lic. #DX4883). The Maryland Department of Labor, Licensing, and Regulations conducted a MOSHA inspection on July 17, 2024, with six violations that were abated on July 24, 2024. A Maryland Department of Health and Human Hygiene comprehensive health inspection was conducted on October 23, 2023, with eleven violations and re-inspected on November 29, 2023, with two pending work orders. The Prince George's County Fire/EMS Department – Office of the Fire Marshall inspected this facility on June 5, 2024, with four violations, which were corrected the next day. After a thorough review of the secondary documentation for the four non-compliant standards, the facility was found to be in compliance with all the standards for an Adult Detention Center. Prince George's County Department of Corrections is recommended to receive the Recognition of Achievement Award.

Chairperson Annie Harvey welcomed comments from the representatives of the Prince George's County Department of Corrections. Director Terence Clark expressed appreciation to the Maryland Commission on Correctional Standards for the auditing process. Director Clark commented that they look forward to maintaining 100% compliance going forward and working with the Maryland Commission on Correctional Standards.

Chairperson Annie Harvey welcomed comments and questions from the Commission members. Vice Chairperson Courtney League referenced the regulatory agencies review section of the monitoring report. Vice Chairperson League noted that the monitoring report stated that there were two pending work orders open as of November 29, 2023 as a result of the Department of Health and Human Hygiene inspection. Vice Chairperson League asked if the two violations have been corrected. Ms. Alecia Creighton responded that the two violations have been corrected.

Chairperson Annie Harvey entertained a virtual motion and vote to accept the monitoring report and grant the Recognition of Achievement award. Vice Chairperson Courtney League made a motion to approve the monitoring report and grant the Recognition of Achievement award and Assistant Attorney General Mary Denise Davis seconded. The unanimous response of silence denoted the approval of the monitoring report and the Recognition of Achievement award. The Commission members congratulated the administration and staff on the achievement of total compliance with the standards.

- **WASHINGTON COUNTY DETENTION CENTER**

Mr. Brandon Dickens reported on the monitoring review conducted on September 6, 2024 concerning the Washington County Detention Center's non-compliant standards. Mr. Dickens reported that the review was conducted by Auditor Cassandra Holdsclaw and Correctional Program Specialist Mechelle Johnson. The purpose was to review the standards found in non-compliance at the initial audit conducted in February 2023. This was the first monitoring review since the audit. The M CCS requested that the documentation to substantiate compliance with the standards and regulatory agency reports, were to be forwarded to this office by Friday, August 9, 2024. The documentation, to substantiate compliance with the standards, was submitted by Lieutenant Eric Moats (Audit Coordinator) via a Google One Drive, at the request of M CCS. The results of the monitoring period from February 1, 2024 through August 1, 2024 were as follows: Standard .01 J (2) Search Procedures was found compliant. A review was conducted of the Washington County Detention Center, Daily Shift Commander's Log (WDC 177), 2024 Cell Search Spreadsheet, and the facility memorandum submitted by Lieutenant Eric Moats, dated July 26, 2024. The memorandum addressed the segregation searches on C/D pods. The Washington County Detention Center Policy and Procedures; Policy No. E-408; Search Procedures was also reviewed to determine if semi-annual searches were conducted, during the monitoring period. The documentation demonstrated that facility staff conducted random, unannounced and thorough inspections searches of all areas in which inmates have access on a regular basis, with records maintained, as required by the standard. Standard .01 L (5) Tool Control was found to be compliant. A review was conducted of the WCDC Tool Control Inspection, Inventory and Issue Daily Log # 285 for tool carts # 1, 2, 3, 4, and 5, during the monitoring period. Documentation demonstrated that tools, which are located in all carts, were inventoried, distributed and returned properly during the monitoring period and a system was devised to record the inventory, distribution and return of tools, to provide proper security and control, as required by the standard. Standard .03 C Health Inspections was found to be compliant. The Maryland Department of Health and Mental Hygiene conducted a Comprehensive Food Service Facility Inspection on October 19, 2023, with four violations, which were abated on site, during the visit. The comprehensive health inspection conducted during the monitoring period demonstrated compliance with annual health inspections, as required by the standard. Standard .03 E Dietary Medical Screening was found to be compliant. A review was conducted of the Prime Care Medical Inc. Annual History and Physical forms and the WCDC facility dietary officers roster submitted. Documentation demonstrated that all dietary staff received their annual dietary medical screenings, as required by the standard. WCDC Interoffice Correspondence from the facility classification department to medical was reviewed, as well as the facility's July 2024 Kitchen Trustees list. The reviewed documentation demonstrated that all dietary staff and inmate kitchen trustees received their dietary medical screenings, as required by the standard inspection reports were reviewed from other regulatory agencies. A review of the Maryland State Fire Marshal Safety inspection report indicated that a fire safety inspection was conducted at the Washington County Detention Center on December 14, 2023 and reports were pending regarding the sprinkler and fire alarm systems. The follow-up report from the Maryland State Fire Marshal, on June 20, 2024, states that Washington County Detention Center was compliant with the state fire code. Dietary menus were approved on September 8, 2023, by Julia Dunnigan, Dietician (Lic. DX4883). The Maryland Department of Labor, Licensing, and Regulations conducted a MOSHA inspection in the facility on February 7, 2024, which listed eight violations. A corrective action plan was noted on Appendix B.

Employer Report of Action Taken on February 7, 2024, noting four violations were abated during the visit. The remaining violations reported were corrected during a follow-up visit by MOSHA on March 8, 2024. After a thorough review of the secondary documentation for the four non-compliant standards, the facility was found to be in compliance with all of the standards for an Adult Detention Center. The Washington County Detention Center is recommended to receive the Recognition of Achievement Award.

Chairperson Annie Harvey welcomed comments from the representatives of the Washington County Detention Center. Major Craig Rowe (Warden) thanked Executive Director Moore and the MCCS staff. Major Rowe commented that the MCCS staff does an amazing job. Major Rowe commented that the administration and staff are always very thankful to have another set of eyes, as the other colleagues have said, looking at the facility.

Chairperson Annie Harvey welcomed comments and questions from the Commission members. There were no questions presented concerning the monitoring report of the Washington County Detention Center.

Chairperson Annie Harvey entertained a virtual motion to approve the monitoring report concerning the Washington County Detention Center and grant the Recognition of Achievement award. Vice Chairperson Courtney League made a motion to approve the monitoring report and grant the Recognition of Achievement award and Assistant Attorney General Mary Denise Davis seconded. The unanimous response of silence denoted the approval of the monitoring report and the Recognition of Achievement award. The Commission members congratulated the administration and staff on the achievement of total compliance with the standards.

Chairperson Annie Harvey requested a recusal concerning the draft audit report of the Patuxent Institution. The Patuxent Institution falls under the responsibility of DSO Annie Harvey. Chairperson Annie Harvey turned the meeting over to Vice Chairperson Courtney League.

- **PATUXENT INSTITUTION**

Ms. Tammy McCotter reported on the monitoring review conducted on October 15, 2024 concerning the Patuxent Institution's non-compliant standards. Ms. McCotter reported that the review was conducted by Auditors Brandon Dickens and Cassandra Holdsclaw and Senior Correctional Program Specialist Brian Raivel. The purpose was to review the standards that were found in non-compliance at the initial audit in June 2023. This was the first monitoring review since the audit. The documentation, to substantiate compliance with the standards, was submitted via the MCCS U drive and Patuxent Restrictive Folder by Sergeant Natasha Butler, Audit Coordinator, at the request of MCCS. The results of the monitoring period from April 1, 2024 through October 1, 2024 were as follows: Standard .01 E (3) Security Equipment was found to be compliant. The equipment inspection logs were provided for the Patuxent Institution –Women. The documentation demonstrated that monthly inspections of security equipment were conducted in the following areas: PIW Center Hall, Control 1 and 2 along with multiple other areas in the facility. The inspections logs indicated that inspections were conducted monthly on the security equipment, during the monitoring period, as required by the standard. Standard .01 L (2) Tool Control was found to be compliant. The facility Daily Tool

Inventory/Equipment Log and the Patuxent Institution; Department Tool/Equipment Issue and Return Log, form number P.I. 364-1101 (REV.) for the PIW Control 1 area were submitted for the monitoring period. The documents demonstrated that the tools located at the Patuxent Institution – Women were inventoried on a daily basis, during the monitoring period, as required by the standard. Standard .02 A Fire Safety Inspection was found to be noncompliant. During the Maryland State Fire Marshal fire safety inspection on October 11, 2024, numerous deficiencies, including multiple inoperable alarms and sprinkler systems, were noted. Patuxent Institution is still under a 24-hour fire watch in all buildings and areas. The facility does not meet all fire safety codes due to the inoperable fire alarm system as cited by the Maryland State Fire Marshal's fire safety inspection. The standard remains in noncompliance. Standard .03 C Health Inspection - Compliance – A Capital Project in the Kitchen is currently in progress and a comprehensive Food Service Facility Inspection was conducted by the Maryland Department of Health and Mental Hygiene on September 9, 2024. During the inspection, three violations were noted and work orders were submitted for the violations. The annual health inspection was conducted and the Patuxent Institution was found to be compliant, as required by the standard. Standard .04 E (1, 3, 5) Personal Hygiene Articles was found to be compliant. A review was conducted of the records and documentation concerning the issuance of indigent kits and menstrual hygiene articles to the inmate population, during the monitoring period. The records for Welfare Kit Request forms demonstrated that inmates, who requested the welfare kits, did receive them, as required by the standard. The Monthly Menstrual Hygiene Kit Issuance forms were also reviewed, for the monitoring period. A review of the forms demonstrated that menstrual hygiene kits were inventoried, accounted for and issued to inmates, during the monitoring period, as required by the standard. Standard .08 D Official Publications/Annual Review was found to be in compliance. The list of Patuxent Institution Annual Review of Publications, The Warden's Review/Change Log, along with the Post Order Review forms and Facility Manuals review forms were received for the monitoring period. Upon review, the documents proved that annual reviews of official publications, post orders and manuals were conducted, during the monitoring period, as required by the standard. Inspection reports were reviewed from other regulatory agencies. The dietary menus were reviewed and approved on May 4, 2023 by Scott Steininger, Dietician (Lic. #D01350). The Maryland Department of Labor, Licensing, and Regulations conducted a MOSHA inspection at the facility on October 4, 2024 with nine deficiencies noted. Five of the deficiencies were corrected the same day with work orders being submitted for the remaining four. After a thorough review of the secondary documentation for the six non-compliant standards, the facility continues to be in non-compliance with standard .02 A Fire Safety Inspection. Patuxent Institution does not meet all of the standards for an Adult Correctional Institution. The facility must submit updated documentation of the status of the corrective actions to repair the fire alarm system, to meet the fire safety code regulations and to comply with standard .02 A Fire Safety Inspection. The facility has until April 1, 2025 to be compliant with all of the standards for an Adult Correctional Institution. The Recognition of Achievement Award must be achieved within 1 year of the Commission's approval of the compliance plan in accordance with COMAR 12.14.01.05. The Patuxent Institution is not eligible for the Recognition of Achievement Award.

Vice Chairperson Courtney League welcomed comments from the representatives of the Patuxent Institution. Warden Paige Jones commented that he would like to thank everybody and the audit team who visited the facility and provided a fresh set of eyes. Warden Jones commented that the Standards Commission always diligently works with the administration and staff and gives them a good product to let them know exactly where they are concerning the

audit process. Warden Jones reported that they are moving forward concerning the deficiency cited for standard .02 A Fire Safety Inspection. Warden Jones commented that he is pleased at the rate that they have moved forward with this issue and getting all the other issues cleared up and the one issue that is remaining concerning standard .02 A Fire Safety Inspection. Warden Jones assured the Commission members that the one issue concerning standard .02 A Fire Safety will be cleared up. Warden Jones remarked that he is looking forward to the day when the issue is off of their plate and they can say that they have accomplished the deficiency. Warden Jones stated that he is hopeful and in no way is this a setback nor is he dismayed. Warden Jones echoed that he has a very passionate standards coordinator (Sergeant Natasha Butler). He commented that she really does love the work that she does, concerning standards compliance. Warden Jones commented that he just wanted to take this moment to give her, her flowers and to let Sergeant Butler know that he really appreciates her and all the work that she does concerning standards' compliance. Warden Jones commented that the Patuxent Institution is going to get there. Warden Jones provided encouraging remarks to Sergeant Butler and stated that the deficiency is not a reflection on her and thanked Sergeant Butler again. Warden Jones expressed appreciation to Lieutenant Dontay Gaskins. Warden Jones closed his remarks and expressed appreciation to everyone who had any part in getting them to the goal of being compliant.

Vice Chairperson Courtney League welcomed comments and questions from the Commission members. Vice Chairperson League referenced the regulatory agencies review section of the monitoring report. Vice Chairperson League mentioned that the report referenced that there were nine deficiencies that MOSHA identified and five were corrected the same day with work orders for the remaining four deficiencies. Vice Chairperson League asked if the deficiencies have been corrected. Warden Jones deferred to Lieutenant Dontay Gaskins for a response. Lieutenant Gaskins responded that all of the work orders concerning the deficiencies cited by MOSHA have been completed. Lieutenant Gaskins reported that the deficiency cited by MOSHA is remaining due to the fire alarm system. Vice Chairperson League asked if the facility is on track to be able to accomplish the April 1, 2025 deadline for being compliant concerning standard .02 A Fire Safety Inspection. Lieutenant Gaskins reported that a meeting was held, about two weeks ago to discuss the status of the fire alarm system. Lieutenant Gaskins reported that they do each building, one at a time to cut the cost down in order to obtain the funding to complete the fire alarm system. Vice Chairperson League commented that it was good to receive information concerning the status of the alarm system. Vice Chairperson League thanked Lieutenant Gaskins for his efforts. Warden Jones added that a majority of the issue is concerning funding. Warden Jones commented that the institution has really come a long way from where they were and at least they can somewhat see daylight toward the end. Vice Chairperson League acknowledged Assistant Attorney General Davis concerning a question. Assistant Attorney General Davis stated that Warden Jones answered her question in his previous comments concerning the progress of the fire alarm system. Assistant Attorney General Davis commented that it sounds like they are progressing. Vice Chairperson League commented that he completely understands the budget situation. Vice Chairperson League commented that it sounds like the Patuxent Institution is making strides. Vice Chairperson League advised the administration and staff to keep up the good work.

Vice Chairperson Courtney League entertained a virtual motion to approve the monitoring report concerning the Patuxent Institution with the established deadline of April 1, 2025 to achieve compliance with standard .02 A Fire Safety Inspection. Assistant Attorney General Mary Denise Davis made a motion to approve the monitoring report with the aforementioned caveat and Dr. Niani Smith seconded. The unanimous response of silence denoted the approval of the monitoring report.

Chairperson Annie Harvey requested a recusal concerning the draft audit report of the Patuxent Institution. The Patuxent Institution falls under the responsibility of DSO Annie Harvey. Chairperson Annie Harvey advised Vice Chairperson Courtney League to continue to preside over the meeting.

- **MARYLAND CORRECTIONAL INSTITUTION-HAGERSTOWN**

Ms. Tammy McCotter reported on the monitoring review conducted on October 11, 2024 concerning the Maryland Correctional Institution Hagerstown's non-compliant standards. The review was conducted by Auditors Brandon Dickens, Rene' Flowers and Tammy McCotter. The purpose was to review the standards that were found in non-compliance at the initial audit conducted in July 2023. This was the first monitoring review since the audit. The documentation to substantiate compliance with the standards was submitted via email by Lieutenant Joshua Shaw (Audit Coordinator). The results of the monitoring period from April 1, 2024 through October 1, 2024, were as follows: Standard .02 A Fire Safety Inspections was found to be noncompliant. A Maryland State Fire Marshal's Fire Safety Inspection was conducted on December 13, 2022 at the Maryland Correctional Institution –Hagerstown (MCI – H). A review of the report indicates that the fire alarm system remains inoperable and no documentation was submitted which provided a tentative date of repair. On September 30, 2024, Maryland Correctional Institution - Hagerstown forwarded an email correspondence from Regional Fire Protection, who would be working on the fire alarm system. The Deputy Fire Chief's fire safety inspection conducted in 2023, which provided a date of completion of the repairs, as June 09, 2027. The Maryland Correctional Institute - Hagerstown must submit a status report for the fire alarm system to MCCS, quarterly. A State Fire Marshal's inspection report must be forwarded to the MCCS office, to determine compliance with the standard, once the system is repaired and operational, as required by COMAR and the standard. Standard .03 E Dietary Medical Screenings was found to be compliant. The dietary medical screenings for dietary staff and inmate dietary workers were submitted and reviewed for the monitoring period. A roster of dietary staff and inmate dietary workers was provided to cross reference with the dietary medical screenings. The dietary medical screenings demonstrated that the dietary staff and inmate dietary workers were cleared by a qualified health care professional to work in the dietary department. The dietary medical screenings for dietary staff and inmate dietary workers were conducted prior to employment/assignment and annually thereafter, as required by the standard. Standard .04 F Inmate Clothing was found to be compliant. A review was conducted of the Maryland Correctional Institute-Hagerstown Inmate Clothing Room Return Logs for the return and/or exchange of inmate clothing. The documentation was reviewed for the monitoring period of April 1, 2024 through October 1, 2024. All records reviewed indicate returns and/or exchanges

of inmate issued clothing were properly documented by facility staff, during the monitoring period, as required by standard. Inspection reports were reviewed from other regulatory agencies. Dietary Menus were reviewed and approved on May 4, 2023 by Scott L. Steininger (Lic. #587779). The Maryland Department of Labor, Licensing, and Regulations conducted a MOSHA inspection on March 20, 2024, with twenty violations, which were corrected. A Maryland Department of Health and Human Hygiene comprehensive health inspection was conducted on April 25, 2024, citing one violation with a pending Capital Project maintenance order. After a thorough review of the secondary documentation for the three non-compliant standards, the facility was found to be in non-compliance with .02A Fire Safety Inspection standard for an Adult Correctional Institution. The facility must submit updated documentation of the status of the corrective actions to repair the fire alarm system, to meet the fire safety code regulations and to comply with standard .02 A Fire Safety Inspection. The facility has until April 1, 2025 to be compliant with all of the standards for an Adult Correctional Institution. The Recognition of Achievement Award must be achieved within 1 year of the Commission's approval of the compliance plan in accordance with COMAR 12.14.01.05. The Maryland Correctional Institution - Hagerstown is not eligible for the Recognition of Achievement Award.

Vice Chairperson Courtney League welcomed comments from the representatives of the Maryland Correctional Institution-Hagerstown. Warden Gregory Werner expressed appreciation to Executive Director Moore and her staff. Warden Werner commented that it is always a privilege and an honor to have the Standards Commission visit the facility. Warden Werner commented that the Maryland Correctional Institution-Hagerstown is not the only facility in the state of Maryland that is dealing with the fire suppression system. Warden Werner reported that the Maryland Correctional Institution-Hagerstown is about six months into the current contract, with the anticipated conclusion of the project in June of 2027. Warden Werner said that things are going slow and steady. Warden Werner commented that he just appreciates everyone's considerations.

Vice Chairperson Courtney League welcomed comments and questions from the Commission members. Assistant Attorney General Mary Denise Davis commented that she noticed that the Patuxent Institution has a 24-hour fire watch program. Assistant Attorney General Davis asked if the Maryland Correctional Institution-Hagerstown also has a 24-hour fire watch program. Assistant Attorney General Davis stated that she was trying to figure out perhaps, if those violations are not as serious as the violations concerning the Patuxent Institution and if they warranted a 24-hour watch. Warden Werner responded that there is a 24-hour watch system in place at the Maryland Correctional Institution-Hagerstown. Vice Chairperson League requested that the Maryland Correctional Institution-Hagerstown submit a quarterly report concerning the status of the fire alarm system. Vice Chairperson League requested that the report concerning the fire alarm system be shared with the Commission members. Executive Director Moore commented that she can submit a quarterly report concerning the fire alarm system. Executive Director Moore stated that generally, it depends on what part of the process MCCS is at with a facility, regarding a monitoring or an audit. Executive Director Moore stated that if MCCS is not between any of those, she generally will reach out to the facility and ask them for the status; but, she can make it a part of the meeting packet or submit it to the Commission board quarterly, if necessary. Vice Chairperson League stated that it would be great

to know how the progress is going with completing the repairs and renovation of the fire alarm system. Vice Chairperson League referenced the regulatory agencies review section of the report. Vice Chairperson League stated that the Maryland Department of Health and Human Hygiene inspection on April 25, 2024 cited one violation with the pending capital project maintenance order. Vice Chairperson League asked Warden Werner what was the violation related to? Warden Werner responded that MCI-H has a central kitchen and in the central kitchen there are several freezers that are out of service. Warden Werner reported that the capital project concerning the repair of the freezers is relying on available funding.

Vice Chairperson Courtney League entertained a virtual motion to approve the monitoring report concerning the Maryland Correctional Institution-Hagerstown with the established deadline of April 1, 2025 to achieve compliance with standard .02 A Fire Safety Inspection (seems like it is going to be 2027 before it is achievable). Assistant Attorney General Mary Denise Davis made a motion to approve the monitoring report with the aforementioned caveat and Dr. Niani Smith seconded. The unanimous response of silence denoted the approval of the monitoring report.

Vice Chairperson Courtney League turned the meeting over to Chairperson Annie Harvey to facilitate the meeting.

9. NEW BUSINESS

Assistant Attorney Mary Denise Davis stated that she was not sure if the matter falls under new business as much as it was her inquiring about the inmate interviews of the incarcerated individuals. Assistant Attorney General Davis commented that she was just wondering how those comments are addressed. Assistant Attorney General Davis asked if there is any feedback or anything along those lines about the questions that are asked of the incarcerated individuals. Assistant Attorney General Davis commented that it seems like most of the comments made by the incarcerated individuals are mainly positive; but, there are some things that are negative and sometimes she feels like they get incorporated into some of the recommendations if they need to be; but, mainly, how are they addressed? Executive Director Moore explained that the questions are based on the standards that are asked of the inmates, i.e. food service, maintenance, programs, etc.; but, the responses are given anonymously. Executive Director Moore stated that M CCS does not know the names of the individuals when they are interviewed. She stated that it is a group usually of four to six inmates (male/female) and M CCS does provide a verbal summary of those inmate interviews at the on-site audit to the administration and their audit staff. Executive Director Moore commented that there is no follow-up on M CCS' part. Executive Director Moore stated that M CCS provides that information to the facility to address as they need to. Executive Director Moore reiterated that there is no follow-up to say if they addressed anything, particularly because on the other side of that is, the comments are the opinion of the inmate. Executive Director Moore stated that M CCS is also reviewing the standards to see if those comments relate to the standard and are actually factual that cause the standard to be non-compliant.

10. ANNOUNCEMENTS

Executive Director Moore reiterated her comments made earlier in the meeting under the Executive Director's Comments due to a pause or glitch in the system. Executive Director Moore reported that the Duly Authorized Inspector Training was held October 16, 2024 at the Police Correctional Training Commission. Executive Director Moore reported that M CCS will be holding a Duly Authorized Inspector Training in the spring again. Executive Director Moore expressed thanks to DSO Harvey for really stepping in to facilitate today's meeting. Executive Director Moore also congratulated DSO Harvey on her appointment as the Chairperson of the Commission on Correctional Standards Board. Chairperson Harvey thanked Executive Director Moore for her comments. Executive Director Moore commented that she believes they will be a great team. Executive Director Moore assured Chairperson Harvey and Vice Chairperson League that they have her full support and her agency as always. Executive Director Moore stressed the importance of a meeting with Chairperson Harvey and Vice Chairperson League prior to the next Commission Meeting just to go over regarding how M CCS does things that they may not be familiar with from just the meetings. Executive Director Moore commented that again she wanted to remind everyone, particularly the members that in order to move forward with Commission meetings, we must have a quorum. Executive Director Moore explained that a quorum is over half of the active members that are currently on the board. Executive Director Moore commented that is why she spends so much time at the initial scheduled meeting, not only sending the members emails to determine their attendance; but, at the beginning of the meeting conducting the roll call for the purpose of achieving a quorum in order to hold the meeting. Executive Director Moore emphasized that it is really critical that we have a quorum in order to move forward with these reports and to make sure that facilities who have compliance plans or receiving their recognition of achievement awards receive them and we are able to move forward with their compliance. Executive Director Moore commented that she just wanted to thank everyone for their cooperation today as well as throughout the whole entire year and again, she is very appreciative.

Chairperson Annie Harvey expressed appreciation to Executive Director Moore and Assistant Secretary Courtney League for their partnership. Chairperson Harvey commented that she is looking forward to working with both of them, so that they all can serve the Commission on Correctional Standards Board. Chairperson Harvey asked Vice Chairperson League if he had any comments. Vice Chairperson League echoed the comments made by Chairperson Harvey. Vice Chairperson League expressed his appreciation for the opportunity to serve in the vice chairperson position. Vice Chairperson League commented that he looks forward to working with the Commission on Correctional Standards Board. Vice Chairperson League commented that it is very important work and there is a lot of opportunity to make sure that our facilities are as best run as possible. Vice Chairperson League commented that he believes the work of the Commission on Correctional Standards Board will have a great impact. Vice Chairperson League said that he thinks it is a great idea and he would be happy to have a pre-meeting with Chairperson Harvey and Executive Director Moore before the next Commission meeting just to kind of go over some things.

11. ADJOURNMENT

Chairperson Annie Harvey adjourned the 286th Commission (Virtual) Meeting at 11:48 a.m.