



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

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THOMAS REECE
CHAIRPERSON

VERONICA D. MOORE
EXECUTIVE DIRECTOR

279th Commission (Virtual) Meeting

January 26, 2023

Minutes

MEMBERS PRESENT:

Terry Kokolis, Director, Talbot County Department of Corrections, Vice Chairperson
Annie Harvey, Commissioner, Division of Corrections
Laura Allen, Budget Analyst, Department of Budget and Management, Representing
Secretary David R. Brinkley
Beverly Hughes, Assistant Attorney General, representing Attorney General
Brian E. Frosh
Dionne Randolph, Commissioner, Division of Pretrial Detention Services

MEMBERS ABSENT:

Major Thomas D. Reece, Administrator Calvert County Detention Center,
Chairperson
Delores Alexander, Citizen Member
Nelson Reichart, Deputy Secretary, Department of General Services, Representing
Secretary Ellington E. Churchill, Jr.

STAFF PRESENT:

Veronica Moore, Executive Director
Brian Raivel, Correctional Program Specialist
Felecia Ray, Auditor
LaDonna Newman, Management Associate

STAFF ABSENT:

Officer Tareda Armwood-Faison

VIRTUAL GUESTS:

Captain Kevin Cross, Calvert County Detention Center
Lieutenant Charles Poff, Calvert County Detention Center
Major Matthew Carr, Cecil County Detention Center
Lieutenant William Jolly, Cecil County Detention Center
Major Tennille Johnson, Youth Detention Center
Captain Jacqueline Price, Youth Detention Center
Lieutenant Terry Edwards, Youth Detention Center

Warden David Greene, Maryland Correctional Prerelease System
Assistant Warden Lorelei Sattler, Dorsey Run Correctional Facility
Sergeant June McClellan, Dorsey Run Correctional Facility
Warden Debora Darden, Metropolitan Transition Center
Captain Daniel Lasher, Allegany County Detention Center
Lieutenant Elizabeth Shoemake, Allegany County Detention Center
Captain Joseph Wise, Administrator, Garrett County Detention Center
Lieutenant Justin Fitzwater, Garrett County Detention Center
Warden Fulton Holland, Worcester County Jail
Major Paul House, Worcester County Jail
Lieutenant Kathy Worth, Worcester County Jail
HAS Jen Patterson, Worcester County Jail
Major Thomas Robinson, Dorchester County Department of Corrections
Captain Rhonda Stanley, Dorchester County Department of Corrections
Warden Gregory Werner, Maryland Correctional Institution-Hagerstown
Lieutenant Joshua Shaw, Maryland Correctional Institution-Hagerstown

The Maryland Commission on Correctional Standards held the 279th Commission Meeting (Virtual Meeting) via Google Meet. The agenda was as follows:

1. Welcome/Introduction/Remarks
2. Approval of Minutes, November 17, 2022
3. Chair's Comments
4. Executive Director's Comments
5. Nomination/Vote for Chairperson
6. Consideration of Final Audit Reports
 - Calvert County Detention Center
 - Cecil County Detention Center
 - Youth Detention Center
 - Dorsey Run Correctional Facility
 - Metropolitan Transition Center
 - Allegany County Detention Center
 - Garrett County Detention Center
 - Worcester County Jail
7. Continuing Business
 - Monitoring Reports
 - Harford County Detention Center
 - Dorchester County Department of Corrections
 - Follow-up-Appeal-Maryland Correctional Institution-Hagerstown
8. Announcements
9. Adjournment

1. WELCOME/INTRODUCTION/REMARKS

Vice Chairperson Terry Kokolis announced that he would be serving as the Interim Chairperson in the absence of Major T.D Reece (Chairperson) who was unable to attend the meeting. Interim Chairperson Terry Kokolis officially called to order the 279th Commission (Virtual) Meeting at 10:00 AM. Interim Chairperson Kokolis welcomed everyone to the 279th Commission (Virtual) Meeting. Interim Chairperson Kokolis stated that the meeting would be recorded and minutes would be taken concerning the meeting. Interim Chairperson Kokolis reminded members and guests to mute their telephones and other devices in order to reduce background noise and interruptions during the meeting. Interim Chairperson Kokolis stated that each of the 11 reports on the agenda would be presented in chronological order as indicated on the agenda and read by a M CCS staff member. Interim Chairperson Kokolis stated that the facility representative(s) would have an opportunity to make comments regarding the audit experience. Interim Chairperson Kokolis stated that the Commission members would have an opportunity to ask questions regarding the audit report and the facility representative(s) will respond to any questions asked by the Commission members. Interim Chairperson Kokolis advised facility attendees that once their respective audit report is presented, they could feel free to exit the meeting however, they are welcome to stay for the duration of the meeting. Interim Chairperson Kokolis advised the Commission members regarding the voting process for the reports. He stated that he would call for a first and a second by the Commission members regarding the audit reports. Interim Chairperson Kokolis stated that the Commission member must state his/her name for the motion and prior to the second to seal the vote for the approval of the report. Interim Chairperson Kokolis advised the Commission members that he would only address “nay” responses regarding the voting process. Interim Chairperson Kokolis stated that the members silence would denote their support and approval of the report. Interim Chairperson Kokolis asked that each guest state their name prior to speaking for the purpose of knowing who is speaking/responding to a question. Interim Chairperson Kokolis stated that the Recognition of Achievement awards approved at the meeting would be forwarded to the managing official in the near future.

Interim Chairperson Kokolis deferred to Executive Director Veronica Moore to conduct a Roll Call (attendance) of the Commission members for the purpose of a quorum for the virtual meeting. The Roll Call of the Commission Members was followed by a Roll Call regarding the attendance of the facility representatives and M CCS staff who were present at the virtual meeting. Executive Director Moore advised Interim Chairperson Kokolis that a quorum was achieved for the meeting however, we would have to wait to see if additional persons arrive for the Department of Pretrial and Detention Services and the DOC facility reports. Executive Director Moore stated that for the three reports (YDC, DRCF and MTC) we will need six members to be present. Executive Director Moore advised that Commissioner Harvey and Commissioner Randolph would have to recuse themselves from their particular facility’s audit report.

2. APPROVAL OF MINUTES – NOVEMBER 17, 2022

Interim Chairperson Terry Kokolis entertained a virtual motion/vote on the approval of the Minutes regarding the November 17, 2022 meeting. Assistant Attorney General Beverly Hughes made a motion to approve the Minutes of the November 17, 2022 virtual meeting and Commissioner Dionne Randolph seconded. The unanimous response of silence denoted the approval of the Minutes of the November 17, 2022 Commission (Virtual) meeting.

3. CHAIR'S COMMENTS

Interim Chairperson Kokolis commented that the plan was to move as quickly and efficiently as possible getting through all the reports today, so that everyone can get back to work. Interim Chairperson Kokolis stated once again, the entire meeting is recorded and asked that everyone provide his/her name before providing any information in response to their respective audit reports. Interim Chairperson Kokolis stated the facility representative will have the opportunity, specifically, the administrator of the facility to comment on the validity of the report and the composition of the report prior to moving on.

4. EXECUTIVE DIRECTOR'S COMMENTS

Executive Director Veronica Moore commented that she would like to thank everyone as M CCS moved past calendar year 2022. Executive Director Moore said that it was very challenging for us all, specifically the M CCS agency itself, based on staffing issues, as well as the challenging audit schedule. Executive Director Moore stated that she wanted to again, thank everyone and each and every person that was on this call for their assistance with the process and getting through calendar year 2022. Executive Director Moore closed her comments by thanking everyone again and wished them a Happy New Year. Executive Director Moore added to her comments and introduced the newest M CCS team member, Ms. Tanya Joyner. Executive Director Moore commented that Ms. Joyner was hired as the Assistant Executive Director of the Maryland Commission on Correctional Standards. Executive Director Moore stated that Ms. Joyner joined the M CCS team in December 2022. The Commission members welcomed Ms. Joyner to the Maryland Commission on Correctional Standards.

5. NOMINATION/VOTE FOR CHAIRPERSON

Executive Director Veronica Moore requested that the Nomination/Vote for Chairperson of the Commission Board is placed on hold at this time. Interim Chairperson Terry Kokolis stated that the request presented by Executive Director Moore is duly noted regarding Nomination/Vote for Chairperson of the Board.

6. CONSIDERATION OF AUDIT REPORTS

- **CALVERT COUNTY DETENTION CENTER**

Mrs. Felecia Ray presented the audit report regarding the onsite audit conducted at the Calvert County Detention Center on April 12-13, 2022 by Commission staff and two Duly Authorized Inspectors. The Calvert County Detention Center located in Barstow, Maryland houses male and female pretrial and sentenced inmates, classified at maximum to work release security levels. The facility operates under the administrative authority of Sheriff Mike Evans and the daily management of Major Thomas D. Reece, Administrator. After a thorough review of the required audit documentation, the Calvert County Detention Center was found to be in total compliance with the standards for an Adult Detention Center. This is the fourth time that the Calvert County Detention Center has been found compliant with all of the standards at an initial M CCS 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, uploaded 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 three 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 good condition, during the tour. There were a few minor sanitation issues noted by the auditors and addressed prior to the closeout of the audit. The auditors did cite areas of the facility, as well as, cells that had peeling paint and needed painting. As observed by the auditors, the facility was clean, sanitary and orderly, during the on-site audit. The Calvert County Detention Center's staff demonstrate a commitment to the audit process through the constant and daily use of the standards, 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 Commissioners should continue to provide the necessary support, resources and assistance to the facility, in order to maintain 100% compliance with the standards. The Calvert County Detention Center is recommended to receive the Recognition of Achievement Award.

Interim Chairperson Kokolis welcomed comments from the representatives of the Calvert County Detention Center. Lieutenant Charles Poff expressed appreciation to the Commission and the audit team. Lieutenant Poff commented that the audit team was very professional. He commented that the audit went very smoothly. Lieutenant Poff thanked the staff at the Calvert County Detention Center for their hard work to ensure that the facility complied with all of the standards.

Interim Chairperson Kokolis entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Assistant Attorney General Hughes Beverly Hughes made a motion to approve the audit report and grant the Recognition of Achievement award and Commissioner Dionne Randolph seconded. The unanimous response of silence denoted the approval of the audit report and the Recognition of Achievement award. The Commission members congratulated the facility on their achievement.

- **CECIL COUNTY DETENTION CENTER**

Correctional Program Specialist Brian Raivel presented the audit report regarding the onsite audit conducted at the Cecil County Detention Center on April 26-27, 2022 by Commission staff and two Duly Authorized Inspectors. The Cecil County Detention Center is located in Elkton, Maryland. The facility houses male and female sentenced and pretrial inmates.

The facility comes under the administrative authority of Sheriff Scott Adams and is managed daily by Director Barry Janney. After a thorough review of the required documentation, the facility was found to be in substantial compliance with the standards for an Adult Detention Center. The identified deficiencies were: There were no pre-employment dietary medical screenings for any of the Aramark dietary staff, as required by the standard. There were no records of daily inventories of kitchen utensils for July 2019, the year of 2020, and January 2021 through July of 2021, as required by the standard. There were no records of the issue and return of kitchen utensil, for the entire audit period, as required by the standard. There were no records of quarterly inventories and inspections of the kitchen utensils, as required by the standard. There were no records of the exchange of personal and issued clothing for most of the male inmate population, as required by the standard. There were no managing official, or designee, signatures denoting a review of the inmate reclassification within one week, as required by policy and the standard. The Remote Audit Process was used for this audit and the facility provided compliance documentation and the pre-audit packet for remote review by the auditors. The facility utilized an external hard drive to submit remote documentation for the remote review. 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. 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, five groups of auditors were escorted to identified areas of the facility to assess inmate health and safety concerns. Auditors, additionally, assessed general areas of the facility 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 the repair of the female segregation shower floor and the library floor, which needed to be repainted. Overall, the facility was found to be in outstanding condition, clean, sanitized, organized and very well maintained. The administrators at the Cecil County Detention Center 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 Maryland Commission on Correctional Standards will conduct a monitoring review of the required documentation to be submitted to MCCS, no later than Friday, August 4, 2023. Once the compliance has been determined, the Cecil County Detention Center will be recommended to receive the Recognition of Achievement Award. The Cecil County Detention Center has demonstrated their commitment to adhering to the standards for an Adult Detention Center. The Sheriff's Office and the Cecil County Executive is encouraged to continue provide the support and the resources necessary to the Cecil County Detention Center in their efforts to achieve total compliance with the standards.

Interim Chairperson Kokolis welcomed comments from the representatives of the Cecil County Detention Center. Major Matthew Carr (Director) commented that Lieutenant William Jolly was on the Google meet with him. Lieutenant Jolly expressed appreciation to the auditors who came out to the facility to conduct the audit. Lieutenant Jolly reported that the facility added a digital filing system to assist with the remote audit process in the future.

Lieutenant Jolly reported that every aspect of the audit presented by Mr. Raivel has been corrected. Lieutenant Jolly added that some elements have been added to the audit process to assist the facility with keeping better track of the processes. Lieutenant Jolly commented that the facility will be prepared at the time of the monitoring visit.

Interim Chairperson Kokolis welcomed questions/comments from the Commission members. Interim Chairperson Kokolis commented that at the time of the monitoring visit, he is sure that the facility will have everything in order to achieve total compliance with the standards.

Interim Chairperson Kokolis entertained a virtual motion and vote to approve the audit report with the established monitoring date as written. Assistant Attorney General Beverly Hughes made a motion to approve the audit report with the established monitoring date and Commissioner Annie Harvey seconded. The unanimous response of silence denoted the approval of the audit report and the monitoring date.

- **YOUTH DETENTION CENTER**

Mrs. Felecia Ray presented the audit report regarding the on-site audit at the Youth Detention Center conducted on May 16-17, 2022 by Commission staff and three Duly Authorized Inspectors. The Youth Detention Center opened in September 2017 and serves as a separate institution within the Division of Pretrial and Detention Services. YDC is a three-story, dormitory style, juvenile facility located in Baltimore, Maryland. The facility houses male and female detainees and inmates under the age of 18, who have been waived from juvenile court to criminal court and/or alleged to have committed or have been convicted of an exclusionary offense. The security levels are maximum to pre-release. At the time of the audit, there were no female detainees. The Youth Detention Center is under the authority of Commissioner Dionne Randolph and is managed daily by Facility Administrator Daniel Ogunmodede. After a thorough review of the required documentation, the Youth Detention Center was found to be in substantial compliance with the majority of the standards for an Adult Detention Center. The identified deficiencies were: Semi-annual searches of the inmate living and activity areas were not conducted, during the audit period, as required by the standard. Youth Detention Center's Emergency Evacuation plans, which includes a copy of the building interior diagram that shows marked exits and symbols, were not reviewed annually, during the audit period, as required by the standard. Weekly dietary sanitation inspections were not conducted during July and August 2019 and July, August and December of 2021 of the audit period, as required by the standard. Annual reviews of all policies, procedures, post orders, emergency plans, orientation handbooks, and manuals was not conducted, during the audit period, 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 provided compliance documentation for review on the MCCS U drive and the YDC 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. During the audit, primary and secondary documentation was

located in the audit coordinator's office, the roll call room. 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. The auditors toured the facility in four groups, escorted by the facility staff. Overall, the facility was found to be in exceptional condition, on the day of the audit. No deficiencies were found during the on-site tour and the facility was found to be orderly and sanitary.

MANAGING FOR RESULTS STATISTICS

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 94%
- Percent of applicable inmate well-being standards met
 - *Medical, Dental and Mental Health 100%
 - *Food Service 90%
 - *Housing and Sanitation 100%

The compliance results are incorporated as part of this report for the DPSCS MFR 2022 fiscal year reporting requirements. The Maryland Commission on Correctional Standards will conduct a monitoring review of the required documentation to be submitted to MCCS, no later than Thursday, August 3, 2023. Once the compliance has been determined, the Youth Detention Center will be recommended to receive the Recognition of Achievement Award. In conclusion, the Youth Detention Center is managed by professional, experienced and dedicated staff who strive to integrate the standards into the daily operations of the facility. The Department of Public Safety and Correctional Services should continue to provide the needed support and resources to achieve total compliance with the standards for an Adult Detention Center.

Interim Chairperson Kokolis welcomed comments from the representatives of the Youth Detention Center. Major Tennille Johnson reported that she was present on the Google meet along with Captain Jacqueline Price and Lieutenant Terry Price were the representatives for the Youth Detention Center. Lieutenant Terry Edwards (audit coordinator) reported that since the audit, they have conducted two wall-to-wall searches to include every inch of the facility. Lieutenant Edwards reported that they are currently updating the post orders for annual review. Lieutenant Edwards provided an update regarding the disaster plans. Lieutenant Edwards reported that a memorandum was drafted by Captain Smead and no changes were necessary at this time. Lieutenant Edwards reported that she collects the dietary sanitation sheets on a monthly basis.

Interim Chairperson Kokolis welcomed comments and questions from the Commission members. Interim Chairperson Kokolis complimented Lieutenant Edwards for her quick reading of the deficiencies and the explanations that were provided. Interim Chairperson Kokolis commented that the Commission Board is appreciative of the efforts of the facility for turning the tide to ensure that the facility is in full compliance with the standards. Interim Chairperson Kokolis stated that the efforts of the staff to correct the deficiencies is not only a compliment to

the staff, but to Commissioner Randolph as well. Interim Chairperson Kokolis stated that it has been his experience that when you run into a couple of months where you do not have the different inventories completed, the compliance monitor needs to ensure that every month they see the month's worth of sign-in sheets and that really keeps the facility as part of the culture to view all of the sign-in sheets. Interim Chairperson Kokolis stated that he is sure the facility will be prepared for the monitoring visit.

Interim Chairperson Kokolis inquired about the status of a quorum in order to entertain a virtual motion and vote to approve the audit report regarding the Youth Detention Center. Executive Director Moore advised Interim Chairperson Kokolis that there was not a quorum in order to accept the motion/vote due to the recusal of Commissioner Randolph and Commissioner Harvey. Interim Chairperson Kokolis inquired about the protocol in the instance when there is not a quorum. Executive Director Moore responded that in the past the vote was placed on hold until additional members joined the line and if the members do not join the line and the vote cannot be held, the vote is placed on hold until the next regularly scheduled Commission meeting. Interim Chairperson Kokolis issued an apology to Major Johnson regarding the delay concerning the vote to approve the report. Interim Chairperson Kokolis commented that the facility was prepared for an outstanding review of their report. Interim Chairperson Kokolis stated that the Commission body will hold the report pending a quorum to be able to provide the motion and vote on the report. Interim Chairperson Kokolis added that if the Commission members are unable to vote today, then the Commission members would hold the report until the next Commission meeting. Interim Chairperson Kokolis asked the facility representatives if they have any questions relative to the need to place the report on hold. Major Johnson stated that she did not quite understand the voting process as presented by Interim Chairperson Kokolis. Major Johnson asked if there was anything further that the facility was required to do. Interim Chairperson Kokolis explained that all of the changes that were made since the audit to ensure compliance for the revisit in August should be continued in order to meet the standards. Interim Chairperson Kokolis explained that the Commission may be able to vote on the report today if there is a quorum, however if there is not a quorum, the report will be approved at the next regularly scheduled Commission meeting. Major Johnson thanked Interim Chairperson Kokolis for the explanation and comments regarding the report and voting process.

**Interim Chairperson Kokolis inquired if the representatives from the Calvert County Detention had joined the virtual meeting. Executive Director Moore stated that it appeared that the facility was experiencing technical difficulties joining the meeting. Executive Director Moore stated that Lieutenant Charles Poff had joined the meeting.

- **ALLEGANY COUNTY DETENTION CENTER**

Correctional Program Specialist Brian Raivel presented the audit report concerning the on-site audit conducted at the Allegany County Detention Center on June 14-15, 2022 by Commission staff and three Duly Authorized Inspectors. The Allegany County Detention Center is located in Cumberland, Maryland. The facility houses male and female sentenced and pretrial inmates. The facility comes under the administrative authority of Sheriff Craig Robertson and is managed daily by Captain Daniel Lasher, Assistant Administrator. After a comprehensive and thorough review of the required documentation, the Allegany County Detention Center was found to be in substantial compliance with the standards for an Adult Detention Center. The

identified deficiencies were: A comprehensive health inspection was not conducted in the year 2021 by the Health Department, as required by the standard and COMAR. One Dietary employee did not have Dietary Medical Screening for 2020 and 2021, as required by the standard. The Remote Audit Process was used for this audit and the facility provided compliance documentation through a remote Google Drive and the pre-audit packet for remote review by the auditors. During the on-site audit, the administration and staff were available to assist and address questions for the auditors. Most of the inventories were able to be completed remotely which assisted with the onsite portion being completed in a timely manner. During the audit, primary and secondary documentation was located in the conference room, with other documentation 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. Four groups of auditors were escorted throughout the facility, for the tour. The physical plant was in excellent condition and a high level of sanitation was maintained throughout the facility. The tour groups noted minor issues, which were corrected before departing the facility. Overall, the physical plant was in exceptional condition during the tour of the facility demonstrating the commitment of both staff and inmates. The Maryland Commission on Correctional Standards will conduct a monitoring review of the required documentation to be submitted to MCCS, no later than Friday, August 4, 2023, to assess compliance with the two standards found in noncompliance at the initial audit. Once compliance has been determined, the Allegany County Detention Center may be recommended for the Recognition of Achievement Award. In conclusion, the Allegany County Detention Center is managed by staff who is committed to the audit process. The management is supportive and recognizes the standards as an important tool to ensure compliance with the standards for an Adult Detention Center. The county Board of Commissioners is encouraged to continue to provide the necessary support and resources to maintain a high level of achievement.

Interim Chairperson Kokolis welcomed comments from the representatives of the Allegany County Detention Center. Captain Daniel Lasher commented that the audit team was absolutely perfect in their assessment and they enjoyed having the auditors there. Captain Lasher agreed that the facility was deficient in those areas. Captain Lasher reported that they replaced the kitchen manager and the facility has had the inspections completed. Captain Lasher reported that all of the new staff have all had their physicals. Captain Lasher said that all of the deficient areas have been corrected and hopefully the facility can move forward without any more hiccups. Interim Chairperson Kokolis commented that last year a lot of facilities had difficulty with the health department inspections. Interim Chairperson Kokolis commented that the Commission has heard a lot of appeals and debate on the dietary inspections. Interim Chairperson Kokolis complimented the administration for having it completed now and going forward.

Interim Chairperson Kokolis entertained a virtual motion and vote to approve the audit report with the established monitoring date as written. Assistant Attorney General Beverly Hughes made a motion to approve the audit report with the established monitoring date and Commissioner Annie Harvey seconded. The unanimous response of silence denoted the approval of the audit report and the monitoring date.

**Interim Chairperson Kokolis inquired if the additional Commission members had joined the meeting in order to close out the reports that were pending a quorum. Interim Chairperson Kokolis requested that the additional members be contacted. Executive Director Moore advised Interim Chairperson Kokolis that Deputy Director Nelson Reichart advised that he would be joining the meeting late. Executive Director Moore advised Interim Chairperson Kokolis that Ms. Delores Alexander stated that she planned to attend the meeting however, she had not joined the meeting. Executive Director Moore stated that she forwarded an email to Ms. Alexander. Executive Director Moore stated that she would follow-up with a text message to Ms. Alexander.

- **GARRETT COUNTY DETENTION CENTER**

Assistant Executive Director Tanya Joyner presented the audit report regarding the on-site audit at the Garrett County Detention conducted on June 14-15, 2022 by Commission staff and two Duly Authorized Inspectors. The Garrett County Detention Center located in Garrett, Maryland houses male and female pretrial and sentenced inmates, classified at maximum to work release security levels. The facility operates under the administrative authority and daily management of Sheriff Rob Corley. 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 first 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, uploaded 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 three 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 the management had made positive renovations to areas to make them 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 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 Commissioners 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

Interim Chairperson Kokolis welcomed comments from the representatives of the Garrett County Detention Center. Captain Joseph Wise (Administrator) and Sergeant Justin Fitzwater were the representatives who joined the virtual meeting. Captain Joseph Wise expressed appreciation to Executive Director Moore and the entire audit team. Captain Wise commented that it was great working with the audit team throughout the first remote audit process.

Interim Chairperson Terry Kokolis welcomed questions/comments from the Commission members. Assistant Attorney General Hughes commented that she did not have a question, but she wanted to congratulate the facility on the achievement of total compliance. Assistant Attorney General Hughes commented that it was noted in the audit report that changes were made in areas to make them more organized and functional to benefit the facility and staff. Assistant Attorney General Hughes asked Captain Wise about the process/operation that was used in order to make things so functional to achieve total compliance. Assistant Attorney General Hughes added to her question and asked what did the facility do that could be beneficial to other facilities. Captain Wise explained that essentially he broke down every single standard and substandard and put all the required documentation into each folder. Captain Wise commented that a correctional officer is assigned to take care of ensuring that the documentation is placed in each folder. Captain Wise stated that a correctional officer takes care of scanning the documents each month at the end of each month into each of the folders that were created within a drive on the computer that is shared with that person. Captain Wise reported that each month all of the documentation that is generated within the facility is placed in the appropriate standard and substandard which will make it easier to share at the time of the MCCA audit. Captain Wise commented that it was a lot of work in the beginning but, they knew that they were going to have to do it, so they implemented the process and it seemed to work flawlessly. Captain Wise stated that a position was created within the facility and a correctional officer will be the new standards coordinator who will be responsible for the remote audit process and handle uploading all of the documentation each month concerning the remote audit process. Assistant Attorney General Hughes stated that basically the facility has a process for uploading all of the documentation into a system that could be shared throughout the facility so that it is available for the auditors at the time of the audit. Captain Wise responded that the previous comments made by Assistant Attorney General Hughes were correct. Captain Wise added that he granted access to all of the audit team to see all the documentation within those folders for each standard. Captain Wise commented that it seemed to work very well and in addition, they did some virtual things as well to do inventories. Captain Wise commented that all of the processes seem to work very good. Assistant Attorney General Hughes commented that the administration and staff did a good job regarding the remote audit process.

Interim Chairperson Kokolis entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Interim Chairperson Kokolis noted that this the first time that the Garrett County Detention Center achieved total compliance with the standards at the time of the initial audit. Assistant Attorney General Beverly Hughes made a motion to approve the audit report and grant the Recognition of Achievement award and Commissioner Dionne Randolph seconded. The unanimous response of silence denoted the approval of the audit report and the Recognition of Achievement award. The Commission members congratulated the facility on their achievement.

- **WORCESTER COUNTY JAIL**

Assistant Executive Director Tanya Joyner presented the audit report regarding the on-site audit at the Worcester County Jail conducted on June 28-30, 2022 by Commission staff and three Duly Authorized Inspectors. The Worcester County Jail, located in Barstow, Maryland houses male and female pretrial and sentenced inmates, classified at maximum to work release security levels. The facility operates under the administrative authority of the Worcester County Commissioners and is managed daily by Warden Fulton Holland. After a thorough review of the required audit documentation, the Worcester County Jail was found to be in total compliance with the standards for an Adult Detention Center. This is the third time that the Worcester County Jail has been found compliant with all of the standards, at an initial MCCA 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. Tablets 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, uploaded 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 good condition, during the tour. There were a few minor maintenance and sanitation issues noted by the auditors, which were reported on the last day of the on-site audit. The cited maintenance issues, which required additional time for repair and a corrective action plan, were as follows: there were a number of lights out in Q Block, H Block, J Block, the female locker room, Gym, Library, and U Block; the ice chest door was broken in Q Block; there were ants/bugs in Medical Cell #3; there was peeling paint on the phone wall in U Block; on T Block, the phones had static issues, in Cell #12, the hot water button did not work, and in Cell #16, there was a leak under the toilet; on A Block, the top tier shower and bathroom sink have a leak and a toilet is out of order, Cell #7 has no hot water, Cell #6 has low water pressure and Cell #10 has a crack in the window; on B Block, there are window cracks on the doors of Cells #7, #9, and #11; on C Block, there was paper covering the cell door and the lights in the cells and the phone wall needs painting; on B Block, the bottom tier bathroom sink had a leak; and 03 Male Block's water faucet needs repair. As observed by the auditors, the facility was clean, sanitary and orderly, during the on-site audit. The Worcester County Jail's staff demonstrates a commitment to the audit process through the constant and daily use of the standards, 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 Commissioners should continue to provide the necessary support, resources and assistance to the facility, in order to maintain total compliance with the standards. The Worcester County Jail is recommended to receive the Recognition of Achievement Award.

Interim Chairperson Kokolis welcomed comments from the representatives of the Worcester County Jail. Interim Chairperson Kokolis asked Warden Fulton to address the corrective plan regarding the maintenance items that were indicated in the facility tour that required more than repair at the end of the day. Warden Fulton Holland expressed appreciation to Executive Director Moore and the audit team. Warden Holland reported that the major has ensured that the Maintenance Department has fixed all of the items that were mentioned in the audit report. Warden Holland expressed appreciation to the staff of the Worcester County Jail. Interim Chairperson Kokolis asked if all of the maintenance items on the corrective action plan have all been completed and repaired at this point. Warden Holland responded that all of the maintenance items listed in the audit report have been repaired.

Interim Chairperson Terry Kokolis welcomed questions/comments from the Commission members. Assistant Attorney General Hughes commented that it appears that the Worcester County Jail seems to be doing very well in the transition from paper to electronic records regarding the remote audit process. Assistant Attorney General Hughes asked Warden Holland how the maintenance items were handled. She asked if there is paperwork or reports from an individual confirming that the maintenance items were repaired. Assistant Attorney General Hughes commented that she has a concern regarding some sort of covering over a cell door that was indicated in the audit report. She stated that as an attorney, there are a lot of law suits regarding issues for things inside of the cell. Assistant Attorney General Hughes raised a question regarding the maintenance repairs and asked if the issues are being addressed individually and not collectively. Warden Holland responded that the maintenance issues were addressed. Assistant Attorney General Hughes asked Warden Holland if he could provide any documentation that the maintenance issues were addressed. Warden Holland responded that the work orders were completed to show that the maintenance issues were satisfactorily completed. Assistant Attorney General Hughes stated that because it is a safety issue, it may become a legal issues which is why it is important to address the issues that may seem minor now and may not become minor later. Assistant Attorney General Hughes thanked Warden Holland for his responses to her questions/concerns. Commissioner Annie Harvey raised a question regarding the bugs/ants. Commissioner Harvey stated that she is aware that the bugs/ants can be wiped away. Commissioner Harvey asked Warden Holland how does the facility plan to contain the insect problem so that it is not a problem consistently. Warden Holland responded that the facility has increased the pest control contract to have the exterminator visit the facility more frequently to help resolve the problem.

Interim Chairperson Kokolis entertained a virtual motion and vote to approve the audit report and grant the Recognition of Achievement award. Assistant Attorney General Beverly Hughes made a motion to approve the audit report and grant the Recognition of Achievement award and Commissioner Annie Harvey seconded. The unanimous response of silence denoted the approval of the audit report and the Recognition of Achievement award. The Commission members congratulated the facility on their achievement.

**Interim Chairperson Kokolis stated that he would return to the presentation of the audit report regarding the Calvert County Detention Center. Interim Chairperson Kokolis stated that he believed that Ms. Delores Alexander had joined the meeting. Executive Director Veronica Moore advised Interim Chairperson Terry Kokolis that Ms. Delores Alexander nor Deputy Director Nelson Reichart had joined the virtual meeting. Executive Director Moore stated that

the Dorsey Run Correctional Facility, Metropolitan Transition Center and Youth Detention Center audit reports will be rescheduled until the next regularly scheduled Commission Meeting due to the lack of a quorum to vote on the audit reports.

Interim Chairperson Kokolis recommended that the presentation of the audit reports are rescheduled until the next regularly scheduled Commission Meeting regarding Dorsey Run Correctional Facility, Metropolitan Transition Center and Youth Detention Center for the reason stated above by Executive Director Veronica Moore.

Interim Chairperson Kokolis noted that Warden Debora Darden (MTC) had joined the virtual meeting. Interim Chairperson Kokolis welcomed Warden Darden to the meeting.

7. CONTINUING BUSINESS

MONITORING REPORTS

- **HARFORD ROAD DETENTION CENTER**

Correctional Program Specialist Brian Raivel presented the monitoring report regarding the Harford County Detention Center. Mr. Raivel reported that the monitoring review was conducted on November 7, 2022 by Officer Tareda Armwood-Faison. The purpose was to review the standards found in non-compliance at the initial audit conducted in March 2022. This was the first monitoring review since the audit. The documentation to substantiate compliance with the standards was submitted, via email, by the Compliance Manager Christina Rumbaugh. The results for the monitoring period of May 1, 2022 through October 1, 2022, were as follows: Standard .01 K (2) Key Control was found to be compliant. A review was conducted of the quarterly inspections of spare keys. The records, of the quarterly inspections of spare keys, were provided and assessed for the second and third quarters, to determine compliance during the monitoring period. The spare keys are stored in the Chief of Security's office and were inspected quarterly to ensure that they are in proper condition, during the monitoring, as required by the standard. Standard .02 K (3, 4) Control of Medical and Dental Instruments was found to be compliant. A review of the medical and dental instruments and needles and syringes inventories, inspections and usage records was conducted for the Medical and Dental Departments. Records of quarterly inspections were provided for the Medical and Dental instruments for the monitoring period. The weekly inventory records for the bulk needles and syringes, located in the HCDC Medical Dispensary, were assessed for compliance. The inventory and sharps usage records demonstrated that the bulk needles and syringes were accounted for and inventoried weekly, as required by the standard. The Wellpath Harford County Maryland Detention Center Policy #100_D-03 cites that health care staff are required to count needles and syringes daily and to notate the date, if the count is correct or incorrect and the staff's initials. Based on the review of the review of the needles and syringes inventory, inspection and usage records for the monitoring period, it was determined that the standard was compliant. Inspection reports were reviewed from other regulatory agencies. The Maryland State Fire Marshall conducted a fire inspection on November 8, 2021, with no violations. The Department of Mental Health and Hygiene conducted

an inspection of the Dietary Department, on April 22, 2022 with no violations noted. Dietary Menus were reviewed and approved on August 29, 2022 by Wendy Anne Johnson, Dietician (Lic. #DX4112). The MOSH inspection was conducted on April 26, 2021, with one violation that was corrected on June 21, 2021. After a thorough review of the secondary documentation for the two non-compliant standards, the facility was found to be in compliance with all of the standards for an Adult Detention Center. The Harford County Detention Center is recommended to receive the Recognition of Achievement Award.

Interim Chairperson Terry Kokolis welcomed comments from the representatives of the Harford County Detention Center. Major Donald Gividen stated that his comments were on behalf of Warden Daniel Galbraith. Major Gividen stated that Warden Galbraith was obligated to attend a court hearing. Major Gividen commented that he was appointed as the assistant warden about a month ago. Assistant Warden Gividen expressed appreciation to the auditors for their professionalism and time regarding the audit process. Assistant Warden Gividen said that they were glad that they could rectify the deficiencies. Assistant Warden Gividen commented that the administration and staff pride themselves on compliance. Assistant Warden Gividen closed his comments and stated that he looks forward to receiving the Recognition of Achievement award as well as working with MCCS in the future. Interim Chairperson Kokolis stated that although Assistant Warden Gividen's time with the corrections bureau is short, key control and medical/dental instruments are two crucial areas of managing a maximum security facility that a pretrial facility is. Interim Chairperson Kokolis welcomed Assistant Warden Gividen to the corrections bureau. Interim Chairperson Kokolis commented that he is sure that Assistant Warden Gividen will learn as much as possible about key control and controlling instruments.

Interim Chairperson Kokolis invited questions/comments from the Commission members. Assistant Attorney General Hughes commented that it is not a small feat regarding the importance of keeping track of keys and medical and dental instruments for security reasons. Assistant Attorney General Hughes commented that Commission Board looks forward to the facility maintaining their standards that have already been started.

Interim Chairperson Kokolis entertained a virtual motion to accept the monitoring report concerning the Harford County Detention Center and grant the Recognition of Achievement award. Assistant Attorney General Beverly Hughes made a motion to approve the monitoring report and grant the Recognition of Achievement award and Commissioner Annie Harvey 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.

- **DORCHESTER COUNTY DEPARTMENT OF CORRECTIONS**

Executive Director Veronica Moore presented the monitoring report regarding the Dorchester County Department of Corrections. Executive Director Moore reported that the monitoring review was conducted on November 7, 2022 by Officer Tareda Armwood-Faison. The purpose was to review the standard found in non-compliance at the initial audit conducted in October 2021. This was the first monitoring review since the audit. The documentation, to

substantiate compliance with the standard, was submitted, via email, by Director Kenneth Rodgers. The results for the monitoring period of April 1, 2022 through October 1, 2022, were as follows: Standard .03 C Health Inspections was found compliant. On March 28, 2022, the Maryland Department of Health conducted a comprehensive health inspection of the DCDC's kitchen. The inspection noted seven deficiencies and each deficiency was corrected, on March 31, 2022. The DCDC's kitchen was inspected and all deficiencies were corrected for the 2022 comprehensive health inspection. The facility has demonstrated compliance with the standard. Inspection reports were reviewed from other regulatory agencies. The Maryland State Fire Marshal conducted a fire inspection on November 4, 2022, with one violation. Dietary menus were reviewed and approved on November 7, 2022 by Julia Dunnigan, Dietician (Lic. #L86086847). The Maryland Department of Labor, Licensing, and Regulations conducted a MOSH inspection at the facility, on November 16, 2022, with one violation. After a thorough review of the secondary documentation for the non-compliant standards, the facility was found to be in compliance with all of the standards for an Adult Detention Center. The Dorchester County Department of Corrections is recommended to receive the Recognition of Achievement Award.

Interim Chairperson Kokolis welcomed comments from the representatives of the Dorchester County Department of Corrections. Major Robinson (Assistant Warden) stated that he and Captain Stanley were the representatives for the facility. Major Robinson stated that Director Kenny Rodgers was on vacation. Major Robinson commented that the audit team was great. He stated that the audit was pretty painless. Major Robinson commented that they accept the audit report as written and they are more than happy to fix any issues.

Interim Chairperson Kokolis welcomed questions/comments from the Commission members. Interim Chairperson Kokolis asked Major Robinson to address the one violation regarding the MOSH inspection from November 2022 and if it had been corrected. Major Robinson responded that he knew that the issue that the facility had with the health inspections was due to the pandemic and that inspectors would not come out. Major Robinson added that the inspectors have been coming out and conducting the MOSH inspections. Major Robinson stated that he did not know if the violation regarding the November 2022 inspection had been corrected. Major Robinson stated that he did not know what the violation was about as he is usually on the security side of operations. Captain Stanley reported that the violations cited concerning the MOSH inspection were corrected by the facility. Interim Chairperson Kokolis commented that generally MOSH puts a timeframe on correcting any of the deficiencies in the safety inspections because they are very important. Major Robinson commented that during the time of the MOSH inspection, he was on vacation. He stated that Director Rodgers did not share with him any information regarding the MOSH violation. Interim Chairperson Kokolis stated that it is the vested interest of the Standards Commission to know what the violations are even though the result of the re-audit is to provide 100% compliance on the MCCS audit side. Assistant Attorney General Hughes stated that she wanted to reiterate the importance of knowing what the one violation was that was cited by MOSH. Assistant Attorney General Hughes inquired about the violation cited by the fire marshal. Captain Stanley responded that the violation cited by the fire marshal was related to the vents needing to be cleaned and that has been done. Major Stanley referred back to the question regarding the one MOSH violation. Captain Stanley stated that she believed that the violation was concerning exit signs. Captain Stanley reported that exit signs have been installed. Commissioner Randolph stated that her question is specific to the health inspection. Commissioner Randolph stated that she was not

sure that was part of the MOSH inspection where it is noted regarding the seven deficiencies and are the seven deficiencies the deficiencies that the facility are unaware of and if the facility is aware of those deficiencies, what were they. Major Robinson was unsure if it was the health inspection report that cited the seven deficiencies. Major Stanley commented that they were not sure what the seen deficiencies were. Captain Stanley exited the meeting to locate the health inspection in order to report on the seven deficiencies. Major Robinson offered an apology regarding the lack of a response regarding the question that was presented by Commissioner Randolph regarding the seven deficiencies. Commissioner Randolph stated that she not sure of how Dorchester County operates in terms of their kitchen, or the operations in the kitchen, but is there any dietary individual that would know what those deficiencies were related to. Major Robinson responded that Aramark is subcontracted to do the cooking, with some assistance provided by the inmates. Executive Director Moore commented that the deficiencies would be noted on the health inspection report. Major Robinson commented that Captain Stanley (Administrative Captain) had located paperwork concerning the health inspection report. Captain Stanley provided an update regarding the seven deficiencies and reported that the seven violations were corrected. Executive Director Moore commented that Captain Stanley did a great job in locating the paperwork and addressing the seven violations. Interim Chairperson Kokolis provided closing comments and regards to the staff of the Dorchester County Department of Corrections and Director Rodgers. Interim Chairperson Kokolis said, job well done.

Interim Chairperson Kokolis entertained a virtual motion to accept the monitoring report concerning the Dorchester County Department of Corrections and grant the Recognition of Achievement award. Assistant Attorney General Beverly Hughes made a motion to approve the monitoring report and grant the Recognition of Achievement award and Commissioner Dionne Randolph 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.

➤ Follow-up Appeal – Maryland Correctional Institution-Hagerstown–Interim Chairperson Kokolis deferred to Executive Director Veronica Moore regarding how to proceed with the meeting concerning the Appeal of the Maryland Correctional Institution-Hagerstown. Executive Director Moore conducted a roll call to see if the representatives from MCI-H were on the Google meet call. Executive Director Moore stated that MCIH was experiencing technical difficulties at the institution. Warden Gregory Werner responded that he was connected to the Google meet via telephone, as well as, Lieutenant Joshua Shaw. Warden Werner apologized for the debilitating network issues at the complex. Executive Director Moore recommended that the Commission Board reschedule the appeal hearing of the Maryland Correctional Institution-Hagerstown until the next regularly scheduled Commission meeting based on the issue with the quorum at this time. Interim Chairperson Kokolis asked if a motion is required since this is an appeal of an appeal and at the previous meeting the Commission Board provided direction that the Board would give the facility some direction regarding the repair of the fire system at the facility. Interim Chairperson Kokolis stated that a quorum would be necessary in order to vote on both matters. Executive Director Moore agreed that a quorum would be necessary in order to vote on the matter. Executive Director Moore stated that she would notify the administration at MCI-H of the date time of the next Commission meeting, unfortunately.

Interim Chairperson Kokolis stated that the audit report concerning the Youth Detention Center was heard by the Commission Board today. Interim Chairperson Kokolis asked if the Youth Detention Center would have to gather and report identically as they did today at the next Commission meeting. Executive Director Moore responded that the representatives of the Youth Detention Center would have to report to the next regularly scheduled Commission meeting in order for the audit report to be accepted by the Commission Board and what the compliance plan would be. Interim Chairperson Kokolis stated that if there is no motion needed and they can be rescheduled for the next hearing, then he would assume that it is now under the supervision of Executive Director Moore to be taken care of. Executive Director Moore responded absolutely and that she would notify each of the facilities managers of their rescheduled Commission meeting date, which will be in March of 2023. Interim Chairperson Kokolis commented that he hopes there is a quorum for the next Commission meeting.

8. ANNOUNCEMENTS

Interim Chairperson Kokolis commented that it was good to see so many jurisdictions receive the Recognition of Achievement award. Executive Director Moore stated that her comments were regarding the Commission Board. Executive Director Moore reported that the Commission is still in need of a healthcare professional for the board, a political person for the board and is also looking for a citizen member for the board. Executive Director Moore stated that further information will be coming out later as the Commission continues to try to stabilize our board. Commissioner Annie Harvey announced that Ms. Carolyn Scruggs was appointed as the Secretary of the Department of Public Safety and Correctional Services. Assistant Attorney General Hughes extended congratulations to Secretary Scruggs on her appointment. Interim Chairperson Kokolis extended congratulation to Secretary Scruggs on her appointment as well.

Executive Director Moore and the Commission Board welcomed Ms. Laura Allen. Ms. Allen will serve as the ex-officio member for the Secretary of the Department of Budget and Management. Ms. Allen expressed thanks to the Commission Board for the warm welcome. Ms. Allen commented that it was nice to see everyone.

Interim Chairperson Kokolis commented that it was wonderful being Chairperson for the day. Assistant Attorney General Hughes commented that Mr. Kokolis did a great job as Chairperson for the day.

9. ADJOURNMENT

Interim Chairperson Kokolis entertained a motion to adjourn the 279th Commission (Virtual) Meeting. Assistant Attorney General Beverly Hughes made a motion to adjourn the meeting and Commissioner Annie Harvey seconded. The 279th Commission (Remote) Meeting concluded at 1:26 p.m. Interim Chairperson Kokolis wished everyone a great weekend and an early winter.