

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

I. Project Abstract

Education on the Inside: A Career and Technical Education programs for inmates at Belknap County Department of Corrections (BCDOC) will continue to offer: OSHA 10 – Primary Partner: Jonathan Theberge of Seacoast School of Technology and Great Bay Community College (GBCC); and the SERVSAFE Employee Starter Program- Primary Partner: Chef Jayson McCarter of McCarter Services and NH Food Bank. Our proposed new and expanded programs will include the SERVSAFE Managers Program - Primary Partner: Chef Jayson McCarter of McCarter Services and NH Food Bank; and a Lead Paint Certification class - Repair, Renovate, and Paint –Primary Partner: Ben and Kathy Kirkwood of K. Kirkwood Consulting, LLC New England Health and Housing Lead-Edu.

The priorities that we will address are: (1) Support CTE programs for incarcerated youth and young adults that result in nationally recognized credentials; (2) Support to improve CTE courses and initiatives including Career Clusters for incarcerated youth and young adults between the ages of 14-24 that lead to high-skill, high-wage or high-demand occupations; (3) Supporting partnerships among correctional institutions, secondary CTE Centers, Institutions of high education and other entities, to enable incarcerated youth and young adults to achieve state academic standards and career and technical skills.

II. Description of Unmet Need:

Over the past four years, BCDOC has added a number of new educational programs, including the CTE programs that we have offered through 2011-2015 through the Carl D. Perkins Grant. By continuing to offer new programs and improve and expand upon our current CTE programs, BCDOC is meeting a need for the inmates that we have not always been able to provide such as the OSHA -10 training, the SERVSAFE Employee Starter Program, and now the RRP Lead Paint Certification Class and the SERVSAFE Managers Class.

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

Although BCDOC has offered new programming to inmates since 2010, continuing to offer some of those programs has proved to be challenging due to lack of classroom space and lack of staff to cover all of the new programming. We also have found that it has proven to be problematic, due to lack of “live” cars to work on and due to inmate attrition, to offer a class that is 12-weeks in length, such as Automotive Technology Training Program. Due to this reason we will not be offering ATTP for this grant cycle, and will be focusing only on programs that are shorter in length and offer nationally recognized credentials upon completion.

We have found that the number of younger inmates incarcerated at BCDOC has increased over the past few years. The current age range of our inmate population is as follows: 34 inmates 17-24; 25 inmates 25-29; 31 inmates 30-40; 22 inmates 41-55; and 4 inmates over 56. If we provide CTE programming to the target age of 17-24, and allow inmates of other ages to participate in the programs, they will all have an opportunity to learn new skills while earning certificates in the above offered CTE classes. However priority will be given to the target age of 17-24 and inmates between the ages of 25-56+ will be included when requested and on a case to case basis.

BCDOC only has one classroom, and this lack of useable space presents a problem regarding the amount and frequency of programming we are able to provide the inmates. However, in some instances, we can creatively utilize our space in order to maximize our programming. For example SERVSAFE will continue to be held in the staff room while the classroom is being used for AA, inmate visitation, and ecumenical church services.

III. Detailed Project Plan

SERVSAFE Employee Starter Program and SERVSAFE Managers Program: Primary partner – Jayson McCarter of McCarter Services, the NH Food Bank “Recipe for Success” program, and a former chef at the White House will be the instructor for the SERVSAFE programs.

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

The SERVSAFE Employee Starter Program is a two-week class with one-2 hour class each week for a total of 4 hours of classroom time. SERVSAFE will be offered six times during the grant calendar year with up to 10 participants per session for a possible total of 60 inmate participants during the grant calendar year. The SERVSAFE course is part of Hospitality & Tourism Career Cluster.

SERVSAFE is a National Restaurant Association educational program to teach persons in food service about proper food handling techniques, personal hygiene, cleaning and sanitizing, food storage, prep, cooking and serving. It teaches the students about proper time and temperature control required to keep food safe, and also teaches about persons with food allergies. The SERVSAFE program is based on the 2009 FDA Food Code (the most current version of the food code) and SERVSAFE workbooks will be given to each participant. At the end of the second class a 45-question test will be administered. If the participants pass the test they will earn the nationally recognized SERVSAFE Employee starter program certificate making them more marketable to potential employers.

SERVSAFE classes will be open to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend and participate in this class. Inmates will be screened through the Classification Committee for appropriateness before they enter.

The SERVSAFE Managers Program is an 8-hour program, which will be broken down into four 2-hour classes. The SERVSAFE Managers Program will be offered four times during the grant calendar year with up to 5 inmate participants per session for a possible total of 20 inmate participants during the grant calendar year. The SERVSAFE course is part of Hospitality & Tourism Career Cluster.

The SERVSAFE Managers program provides food safety training educational materials to those interested in being Foodservice managers. The program blends the latest FDA Food Code, food safety research and years of food sanitation training experience. Participants learn about food-borne illness, how to prevent it, and how to implement essential food safety practices. Participants learn how to train

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

employees in food sanitation, and they learn how create a culture of food safety. All content and materials are based on actual job tasks identified by foodservice industry experts. Inmate participants can earn the SERVSAFE Manager Certification, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP), and the National Restaurant Association.

The SERVSAFE Managers classes will be open to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend and participate in this class. Inmates will be screened through the Classification Committee for appropriateness before they enter and they must have completed the SERVSAFE Employee starter program to be eligible to attend the SERVSAFE Managers course.

Those inmates who have completed either SERVSAFE program and are interested in culinary job training are encouraged to apply to the “Recipe for Success Program” once they are released. This free program is a 260-hour culinary job-training program for those who are suffering financial hardship and are unemployed or underemployed.

The SERVSAFE Employee Starter Program was offered here during the 2014-2015 grant calendar year and 52 inmates earned their SERVSAFE Certification. Out of the 52 who earned their SERVSAFE certification 12 were released into the community. Of those 12 that were released into the community 2 are full-time students at LRCC and both are employed and 5 are currently employed and 2 of those 5 are working in restaurants. 33 of the inmate students are still incarcerated at BCDOC. Of those 33 that are still incarcerated, 4 are currently employed through the BCDOC work-release program, 3 of those 4 are working in a restaurant, and another 3 inmates will be starting the work-release program within the next month. 4 of the participants were sent to prison, 1 was released to a rehab facility and 2 are currently on the electronic monitoring program and both are employed. None of the inmate participants who earned their SERVSAFE certification returned to BCDOC. Out of the 52 inmates who earned their SERVSAFE

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

certification the break-down of the participant ages are as follows: 29 inmates 17-24; 11 inmates 25-29; 9 inmates 30-40; and 3 inmates 41-57.

OSHA 10 Courses and Certificate Program: Primary Partner –Jonathan Theberge of Seacoast School of Technology and Great Bay Community College (GBCC). The OSHA course that will be offered is: OSHA 10- General Industry Safety Course which is designed to give entry-level construction workers a basic understanding of how to recognize and prevent hazards on a construction site. The OSHA-10 course is part of the Architecture & Construction Career Cluster.

The OSHA-10 class will be offered five times during the grant calendar year with up to 12 inmates participating in each class for a possible total of 60 inmate participants during the grant calendar year. Each session will provide 10 hours of classroom time. These classes will be offered to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend this class. Inmates will be screened through the Classification Committee for appropriateness before they enter.

All inmate participants will receive a certificate of completion plus a course completion wallet card supplied by OSHA that certifies they have successfully completed the 10-hour course.

The OSHA -10 class was offered here in the 2014-2015 grant calendar year and 31 inmates participants so far have earned their OSHA -10 card with 12 inmates in the current OSHA-10 class which ends 6/26/15. Out of those 31 inmates who have earned their OSHA-10 card 15 are still incarcerated at BCDOC and 3 of those 15 are employed through the work-release program, 1 is on the electronic monitoring program employed at a tool-making factory and 1 is will be in the work-release program within a month. Out of those 31 inmates 1 was sent to prison, and 15 were released back into the community. Of those 15 that were released back into the community, 7 are currently working and 3 are working in the construction field and 2 are enrolled full-time at LRCC. Out of the 31 inmates who earned

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

their OSHA -10 card and certification 2 have returned to BCDOC both on Probation Violations. The break-down of the participant ages who earned their OSHA-10 card and the 12 that are in the current class are as follows: 27 inmates 17-24; 10 inmates 25-29; 5 inmates 30-40; and 1 inmate who is 53.

Lead Paint Certification class - Repair, Renovate, and Paint: Primary Partner - Ben and Kathy Kirkwood of K. Kirkwood Consulting, LLC New England Health and Housing Lead-Edu.

The RRP (Repair, Renovation & Painting) is an 8-hour training course that teaches how to prevent lead exposure and is applicable for anyone who renovates older buildings, for example: contractors, painters, plumbers, electricians, carpenters, siding contractors, window replacement workers, landlords and maintenance staff. The RRP course is part of the Architecture & Construction Career Cluster.

The EPA's Renovation, Repair and Painting Final Rule took effect in 2010 and federal law now requires renovation firms (including sole proprietorships) working in pre-1978 homes and child-occupied facilities to be EPA certified and requires individuals to be trained in the use of lead-safe work practices. This lead-paint certification RRP class will provide the inmate participants with training and a nationally recognized RRP certification from Lead-Edu, an EPA-accredited training provider.

The training curriculum will include but not be limited to: Module 1: Why Should I Be Concerned about Lead Paint. Module 2: Regulations, Module 3: Before beginning the work (lead testing and occupant notification), Module 4: Contain Dust during Work, Module 5: During the Work (prohibited practices), Module 6: Cleaning Activities and checking Your Work, Module 7: Record keeping, Module 8: Training Non-Certified Renovation Workers.

In addition to the topics covered in classroom training, the initial training session will include approximately 2 hours of hands on training regarding: the use of currently recognized Lead Test Kits, setup of containment, putting on and taking off personal protective equipment, decontaminating and disposing of used equipment, and interior and exterior clean up verification procedures.

Education on the Inside:
 A Career and Technical Education Training Program for Inmates at
 Belknap County Department of Corrections
 6/17/2105

The students will receive a comprehensive training manual as well as copies of: EPA's Renovation, Repair, and Painting Program Final Rule (40 CFR Part 745); U.S. Department of Housing and Urban Development (HUD) Requirements; Renovate Right: Important Lead Hazard Information for Families, Child Care Providers and Schools; Small Entity Compliance Guide to Renovate Right; and Steps to LEAD SAFE Renovation, Repair and Painting, State and Local Regulations.

The Renovator will be certified and will receive a photo id card that will identify him/her as an EPA and HUD certified renovator on successful completion of the class and the test. Students will be required to demonstrate competency and pass a skills assessment for the hands on portion as well as pass a written course examination.

This RRP class will be offered 6 times during the grant calendar year with up to 10 inmates participating in each class for a possible total of 60 inmate participants during the grant calendar year. Each session will provide 8 hours of classroom time. These classes will be offered to male and female minimum and medium security inmates. The target audience will be under the age of 24 but inmates over the age of 24 will be allowed to attend this class. Inmates will be screened through the Classification Committee for appropriateness before they enter.

IV. Evaluation Plan and Reports – Total Population

Goals and Performance	Totals	Female	Male	17-24	25-40	41-55+	White	African Amer.	Other	Unknown
1. Baselines	196	24	172	86*	80	30				
2. Enrollment Goal	182	20	162	80	76	26				
4. Completion Goal	170	18	158	76	72	22				

**We currently have 34 inmates between the ages of 17-24 however, this baseline number of 86(chart below) reflects the number of inmates we could have between the ages of 17-24 during the entire 2015-2016 grant calendar year. Given that we had 78 inmates between the ages of 17-24 participate in the 2014-2015 CTE programs the baseline number of 86, the enrollment goal of 80 and the completion goal of 76 are all achievable.*

Education on the Inside:
 A Career and Technical Education Training Program for Inmates at
 Belknap County Department of Corrections
 6/17/2105

IV. Evaluation Plan and Reports – 17-24 Age Group

Goals and Performance	Totals	Female	Male	17-24	White	African-American	Other	Unknown
1. Baselines	86	16	70	86				
2. Enrollment Goal	80	14	66	80				
4. Completion Goal	76	12	64	76				

**These goals are based on the numbers we currently have here at BCDOC and take into consideration different factors such as the ratio of male to female inmate, the changing demographics of our population, the attrition rates due to: pre-trial inmates sentenced to state prison, pre-trial inmates released on bail, and disciplinary infractions of a participant that requires his/her removal from CTE programs.*

The Evaluation Plan and Reports will consist of:

- A. Baseline Data, Enrollment goals and Completion goals
- B. Enrollment outcomes and Completion outcomes
- C. Entrance interviews, Pre and Post-program data collection
- D. A 3- month and 6-month follow up phone screening with the inmates that successfully completed or participated in the ND CTE Programs.

During the entrance interview we will ask all inmates to participate in the evaluation process and give us permission to follow up with them after they are released. Through our pre-program data collection we will know the percentage of inmates that were employed, either full-time or part-time prior to incarceration as well as the highest level of education completed. We hope to increase that number of who are employed after they are released by 2%-3% and we hope to decrease the percentage of those who have not received their HS diploma by enrolling them in the BCDOC High School Equivalency Test-HiSET program. Another goal of the program is to have 20% of those inmates participating in the program secure employment within 6-months of their release or to be enrolled in continuing their education at LRCC or one of the NH Community Colleges.

One of the evaluation tools is through contacting all participating inmates post-release regarding their employment/educational status. We will ask for three ways of contacting them (home or cell phone,

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

email address, and mailing address). We will also be asking for permission to speak with a designated contact person (mother, father, or other family member); in case they are not available to speak with us. Through this 3-month and 6-month follow up evaluation we will be able to assess if the participants have been able to secure employment within 3 months of their release and if they were able to maintain that employment 6 months after their release and/or if they were able to continue with their education. We will also be able to track the recidivism rate among the participants.

Some of the additional goals for this expanded program are listed below. These are general goals that will occur during and after the grant year and will be examined during and beyond the grant period. These additional goals are: (1) Teach the inmates marketable skills that will assist them in securing employment; (2) Provide the inmates with certificates upon completion of a CTE program; (3) Help them with the re-entry process out of a correctional facility back into the community; and (4) Encourage them to continue their education at one of the NH Community Colleges and assist them with the application process. The over-arching goal for this proposed program is to reduce the rate of recidivism among the inmates at BCDOC and to help them break the cycle they are in and find hope for the future.

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

V. Education on the Inside Budget

EXPENSES		REVENUE			TOTALS
ITEM	AMOUNT	CASH	IN-KIND	DOE Grant	
PROFESSIONAL TECHNICAL SERVICES					
SERVSAFE Manager Course: 4 X a year @ \$700 a session = 2,800	\$2,800.00			\$2,800.00	\$2,800.00
OSHA-10 classes: 5 X a year, 12 students per class @ \$2,000 per session = \$10,000.00	\$10,000.00			\$10,000.00	\$10,000.00
SERVSAFE Employee Starter Program: 6 sessions @ \$350 a session = \$2,100	\$2,100.00			\$2,100.00	\$2,100.00
Repair, Renovate and Paint - Lead Paint Certification Class: 6 x a year @ \$2,000 per session = \$12,000	\$12,000.00			\$12,000.00	\$12,000.00
BCDOC Program Director Time/ Grant Manager (14hrs/mo x 12 mo x \$22.86/hr= \$3,840.48)	\$3,840.48		\$3,840.48		\$3,840.48
BCDOC Program Director Time: Entrance interviews and follow-up phone screenings (175 hours x 22.86/hr = \$4,000.50)	\$4,000.50		\$4,000.50		\$4,000.50
Program Assistant Time: (to assist with all CTE programs @ \$20/hr X 154 hours = \$3,080)	\$3,080.00		\$3,080.00		\$3,080.00
OTHER SERVICES					
Utilities/Internet Access	\$2,000.00		\$2,000.00		\$2,000.00
AVA Equipment, Laptop, Projector, Copier, Paper	\$1,500.00		\$1,500.00		\$1,500.00
TOTALS					
			\$14,420.98	\$26,900.00	\$41,320.98

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

VI. Budget Narrative and Justification:

- A. Professional Technical Services:** The professional services for the OSHA-10 instructor, the SERVSAFE instructor and the RRP Lead Paint Certification instructor will be paid for with the CTE grant. The Program Assistant time will be paid for by BCDOC. The professional services are determined by the cost of the OSHA, SERVSAFE & RRP classes. All costs of managing and overseeing the CTE program will be the responsibility of the Programs Director/Grant Manager and selected BCDOC staff.
- B. Other Services:** Property, property services, and other overhead expenses will all be provided through BCDOC. The use of a TV, DVD, photocopier, laptop, projector, and internet will be provided through BCDOC.
- C. Other Sources of Support:** The educators at LRCC will provide their time and transitional services to those inmates interested in continuing their education at LRCC. The members of the Institutional Advisory Committee are: BCDOC Superintendent, Belknap County Administrator, BCDOC Programs Director Tamara McGonagle, Vice President of LRCC Tom Goulette, Director of the NH Employment Security Laconia Office Carol Cantin-Aubet , Director of Laconia Adult Education Margaret Selig and UNH Cooperative Extension Educator Sue Cagle.

Education on the Inside:
A Career and Technical Education Training Program for Inmates at
Belknap County Department of Corrections
6/17/2105

Attachment A

Current Programs at Belknap County Department of Corrections: The current programs and services at the BCDOC are: (1) weekly AA meetings; (2) weekly NA meetings; (3) The Adapt Program (12 week psycho-educational substance abuse self-awareness group); (4) Alternatives to Violence Program (AVP is a 1-2 day workshop for male inmates offered every 3-4 months); (7) SERVSAFE -Food safety/food service class – currently offered through the CTE grant; (8) The High School Equivalency Test and HiSET certificate program; (9) weekly Writing class; (10) Weekly Male Book Club; (11) Communication and Conflict Resolution, (12) Money Management, and (13) Female Parenting classes are all taught through UNH Cooperative Extension; (14) Nurturing Parenting Skills taught through the Family Resource Center of Lakes Region Community Services (15) weekly Yoga class for female inmates; (16) weekly Yoga classes for the male inmates; (17) weekly non-denominational Church services; (18) weekly non-denominational female bible study groups; (18) weekly non-denominational male bible study groups (19) Health Services; (20) Pastoral and Mental Health counseling services; (21) weekly Knitting classes for male inmates; (22) weekly Knitting classes for female inmates; (23) Impact of substance abuse during pregnancy and Shaken baby syndrome (offered 3-4 times a year taught by Ruth O’Hara, RN from LRGH); (24) OSHA – 10 hour general construction safety course –currently offered through the CTE grant; (25) Tai Chi Chih – offered to both male and female inmates; (26) Anger Management Group offered separately for male and female inmates (26) Poetry Classes for male and female inmates (offered 4x a year at 6 weeks a session); (27) LRCC Informational Sessions; (28) Celebrate Recovery Group – A faith based addictions group for Medium security male inmates; (29) a weekly Art class offered separately for male and female inmates; (33) a Basic Math and Reading class.

The constituency for the Belknap County Department of Corrections is Belknap County and all the people that reside within that county.

Attachment B

Community Collaborations: Some of the community organizations that Belknap County Department of Corrections has collaborated with and or provides services to are: Belknap County Nursing Home, Belknap County Economic Development Council, Belknap County Police Departments, 4-H chapter in Laconia, NH Employment Security in Laconia, 911 Fire and Dispatch offices in Laconia, Belknap County Court House in Laconia, Belknap County Youth Services, Belknap County Juvenile & Adult Diversion, United Way, UNH Cooperative Extension, Horizons Counseling, Genesis Behavioral Health, Salvation Army, Catholic Charities, Habitat for Humanity, Health-Link, New Beginnings of Laconia, Community Action Program, Laconia Adult Education, The Winnepesaukee Playhouse, Lakes Region Community Services and the Family Resource Center, Department of Health and Human Services, Lakes Region Community College, Lakes Region General Hospital, the Belknap Mill, and Multi-Cultural Market Day in Laconia.