

## MINNCOR Advisory Board Information and Application Process

### Minnesota Department of Corrections Vision

*Contribute to a safer Minnesota*

### Mission

*Reduce recidivism by promoting offender change through proven strategies during safe and secure incarceration and effective community supervision.*

### MINNCOR Industries Information



#### WHO WE ARE

MINNCOR Industries' mission is to provide offenders job skills training to support positive behavior and successful transition into the community, at no cost to taxpayers. We make an effort to fulfill our mission every day with recidivism-reducing programs such as EMPLOY and BRIDGE.



#### WHAT WE DO

MINNCOR provides premium manufactured goods and services to government entities, educational institutions, non-profit organizations, and private sector companies in Minnesota.

We receive no state subsidies, taxpayer dollars or grants.



#### WHY WE MATTER

MINNCOR supports Minnesota economies, provides victim restitution, keeps Minnesota prisons safer, contributes to reducing recidivism, prepares offenders for employment, saves taxpayers money, reduces the cost of incarceration, generates return on investment, and makes products in the U.S.A.

### Advisory Board Purpose: To provide non-binding strategic advice and direction

- Assess and recommend changes as necessary to meet program plan goals and objectives
- Solicit ideas, proposals, and suggestions from business representatives, non-profit organizations, government entities, and members of the public on ideas to enhance the work experiences and skills of offenders in order to obtain gainful employment after release.
- Recommend opportunities for new business
- Monitor business performance to ensure self-sufficiency
- Review and identify ways to improve business practices including sales, marketing, inventory, warehousing, and product line operations
- Guide quality improvement

**Meeting schedule:**

Advisory board will meet on a quarterly basis on the 2<sup>nd</sup> Thursday of January, April, July, and October each year from 1:00 – 3:00 pm.

**Meeting and reporting procedures:**

Meetings will be led by Advisory Board Chair person. The chair person will be elected at the first meeting and will hold the position for three years.

Meeting minutes will be taken with action items noted. Meeting minutes will be shared with all advisory board members within 20 days of the meeting. Action items will be assigned a completion date.

**Membership and term limits:**

- Department of Corrections (DOC) Deputy Commissioner of Facilities (no limit)
- DOC MINNCOR Chief Executive Officer (no limit)
- DOC Assistant Commissioner – Special Advisor to the Governor on Criminal Justice Reform (no limit)
- DOC Warden (3 years)
- AFSCME representative (3 years)
- Formerly incarcerated person who worked in industries (3 years)
- 2-3 Business leaders (3 years)
- 2-3 Community stakeholders (3 years)
- Legislator (3 years)

**Accepting Applications for Voluntary Positions (unpaid):**

- Formerly incarcerated person who worked in industries
- Business leaders
- Community stakeholders

**Application process:**

Please submit a resume and cover letter describing your interest in serving on this Advisory Board to:

Lisa Wojcik  
Lisa.Wojcik@state.mn.us  
MINNCOR Industries  
2420 Long Lake Road  
Roseville MN 55113

**Applications are due by November 1, 2019**

**Appointment procedures:**

Completed applications shall be reviewed and submitted to the Commissioner of Corrections for selection to the Advisory Board. Each member will be appointed for the term listed under membership and term limits. If an advisory board member removes themselves from the board, the Commissioner will choose a replacement from the most recent pool of applicants.