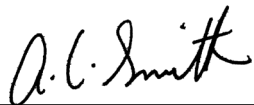




Department of
Rehabilitation & Correction

SUBJECT: Office of Enterprise Development Advisory Board and Partnerships	PAGE <u> 1 </u> OF <u> 5 </u>
	NUMBER: 02-REN-06
ORC/OAC REFERENCE: ORC 5120.01, 5145.162	SUPERSEDES: 02-REN-06 dated 02/12/2018
RELATED ACA STANDARDS:	EFFECTIVE DATE: May 2, 2022
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the Department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to set forth policy and procedure which creates the Office of Enterprise Development (OED) Advisory Board to advise and assist the Ohio Department of Rehabilitation and Correction (ODRC) Office of Enterprise Development with the creation of training programs and jobs for incarcerated individuals and releasees through partnerships with private sector businesses.

III. APPLICABILITY

This policy applies to persons employed by the ODRC, contractors providing a service to the ODRC, incarcerated individuals, interns, and volunteers.

IV. DEFINITIONS

The definitions for the below listed terms can be found at the top of the policies page on the ODRC Intranet at the following:

[Definitions Link](#)

- **Partnership**
- **Partnership Proposal**
- **Stakeholder**

V. POLICY

It is the policy of the ODRC that the OED will work to reduce recidivism and increase public safety for all Ohioans. OED shall reduce idleness of incarcerated individuals by offering training programs and by increasing the number of jobs available to individuals while they are incarcerated; these jobs shall not impact employment opportunities for Ohioans. In addition, OED will create partnerships with private sector businesses. OED shall utilize these partnerships to assist in the training and development of incarcerated individuals which will provide them transferrable job skills that prepares them for post-release employment.

VI. PROCEDURES

A. OED Advisory Board

1. Purpose

The OED Advisory Board shall advise and assist the ODRC with the creation of training programs and jobs for incarcerated individuals and releasees through partnerships with private sector business. The OED Advisory Board shall serve as an objective review and approval body for business proposals submitted to the OED.

2. Membership

Per Ohio Revised Code (ORC) section 5145.162, membership of the OED Advisory Board shall consist of the following:

- a. At least five (5) appointed members and the Executive Director of the Correctional Institution Inspection Committee (CIIC) who shall serve as an ex officio member. The members and the chairperson shall be appointed by the Director.
- b. Each member shall have experience in labor relations, marketing, business management or business.
- c. Each member of the OED Advisory Board will not receive compensation but may be reimbursed for expenses actually and necessarily incurred while performing official duties of the board. Members who are State employees shall be reimbursed for expenses pursuant to travel rules promulgated by the Office of Budget and Management.

3. Meeting Procedures

The OED Advisory Board shall meet at least once every quarter or at the request of the chairperson or the Director. Sixty percent (60%) of the members shall constitute a quorum. No transaction of the board's business shall be taken without the concurrence of a quorum of its members. The board may have committees with persons who are not members of the board but whose experience and expertise are relevant and useful to the work of the committee.

4. Duties

The OED Advisory Board shall have the following duties:

- a. Solicit partnership proposals offering job training, apprenticeship, education programs, and employment opportunities for incarcerated individuals and releasees.
- b. Provide information and input to the OED to support the job training and employment program of incarcerated individuals and releasees and any additional, related duties as requested by the Director.
- c. Recommend any legislation, administrative rule, or ODRC policy change the board believes is necessary to implement its purpose.
- d. Promote public awareness of OED and its employment program.
- e. Familiarize itself and the public with avenues to access the OED on employment program concerns.
- f. Advocate for the needs and concerns of the OED in local communities, counties, and the State of Ohio.
- g. Play an active role in the OED's efforts to reduce recidivism in the State of Ohio by doing all the following:
 - i. Provide input and make recommendations for the OED to monitor employment compliance and effectiveness,
 - ii. Make suggestions on the appropriate priorities for the OED's grant award criteria,
 - iii. Be a liaison between the OED and the constituents of the board members, and
 - iv. Work to develop constituent groups interested in employment issues.
- h. Aid in the employment program development process by playing a leadership role in professional associations by discussing employment program issues.

B. Development of Partnerships

1. Once a partnership has been identified, the following steps shall be taken:
 - a. The partner is to complete the OED Partnership Proposal (DRC1188e) by:
 - i. Identifying what project (i.e., work location, job training, apprenticeship, education programs, and employment opportunities for incarcerated individuals and releasees) is to be done,
 - ii. Explaining why this project needs to be done,
 - iii. Demonstrating that the partnership is qualified to perform the project,
 - iv. Explaining a management plan and technical approach,
 - v. Identifying the resources needed to complete the project within the stated time and cost, and
 - vi. Include information regarding the wages, if any that will be paid to the incarcerated individuals for the work they complete.
 - b. The partnership proposal shall be forwarded by the ODRC staff overseeing the specified project to the OED administrator.

- c. The OED administrator shall initially screen (e.g., research the company, interview company representatives, inquiries for clarity, site visits, meetings, and consult with subject matter experts) the partnership proposal to ensure it is a viable venture to pursue. However, if the project proposal is for community service it will be referred for further action pursuant to ODRC Policy 04-CMJ-03, Community Service.
 - d. If so viable, the OED administrator shall forward the partnership proposal to the OED Advisory Board who shall meet and conduct the final vetting of the proposal to ensure it meets any or all the following guidelines:
 - i. Designed to reduce recidivism,
 - ii. Creates employment opportunities for incarcerated individuals and/or releasees in the community,
 - iii. Increases incarcerated individual jobs at the Ohio Penal Industry (OPI) and/or at the penal institutions,
 - iv. Increases training, apprenticeship, and education opportunities for incarcerated individuals,
 - v. Maintains existing jobs for Ohioans, and
 - vi. Products made by incarcerated individuals will not be transported or imported (excluding agricultural purposes, if approved by the OED administrator) in violation of 18 U.S.C.A. section 1761.
 - e. Partnership and stakeholders, if any, shall be asked to attend the OED Advisory Board meeting to explain its proposal.
 - f. The OED Advisory Board shall determine whether to recommend the implementation of the proposal to the Director who will make the final determination whether to pursue implementation of the proposal.
2. Upon approval of a partnership, a Memorandum of Understanding (MOU) or a contract (e.g., any transaction of funds/monies) shall be drafted by the partnership and the Division of Legal Services with input of the OED administrator, and approval by the Director/designee. The MOU/contract shall include, but is not limited to, the following provisions:
- a. Partnerships contact information,
 - b. The background of the project and what it entails,
 - c. The scope of the project and who will perform it and who will use what it provides,
 - d. Specified activities and implementation of activities,
 - e. Funding issues,
 - f. Roles and responsibilities of the parties,
 - g. A timeline, if desired,
 - h. Duration of the project,
 - i. Information regarding any transaction of funds to include incarcerated individual pay,
 - j. Date and signatures of the parties,
 - k. OPI-OED approved proposals shall be reviewed by the OOA deputy director,
 - l. OED approved proposals shall be reviewed by the deputy director of the Division of Parole and Community Service.

C. Retroactive Partnerships

Partnerships that have been developed prior to the effective date of this policy are to be reported to the OED as soon as identified.

D. Incarcerated Individual Compensation**1. Compensation**

Even though they are not assigned to OPI, incarcerated individuals participating in a partnership may receive from the stakeholder compensation and benefits pursuant to rule 5120-3-05 of the Ohio Administrative Code (OAC) unless the MOU or contract states otherwise.

2. Distribution of Compensation

Incarcerated individuals participating in a partnership may be subject to distribution of their compensation pursuant to rule 5120-3-09 of the OAC.

3. Prison Industry Enhancement Program

If products created by ODRC incarcerated individuals are to be transported or sold across state lines, then they shall be paid wages as in accordance with the Prison Industry Enhancement Program or PIE.

Referenced ODRC Policies:

04-CMJ-03 Community Service

Referenced Forms:

OED Partnership Proposal DRC1188