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

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\textsuperscript{nd} 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.