

State Prison Complex – Board of Trustees
Jones Farm Conference and Training Center
November 21, 2025

A regular meeting of State Prison Complex Correctional Institutions, Jones Farm Conference and Training Center, 721 Bear Tavern Road, Ewing NJ at 11:30 AM, Friday, November 21, 2025.

PLEDGE

ROLL CALL By: Director K. Fisher

Present: Samuel Quiles, Charles Albino, Damon Venable, Deborah Corbett, John Fuqua, Aisling MacDonald, Carl Styles.

Vote for the Chairperson:

- Motion to nominate Aisling MacDonald by D. Corbett
- Seconded by C. Styles
- Motion carried by committee – A. MacDonald appointed Chairperson.

Vote for the Vice Chairperson:

- Motion to nominate Damon Venable by J. Fuqua
- Seconded by C. Styles
- Motion carried by committee – D. Venable appointed Vice Chairperson

Vote for the Board Secretary:

- Motion to nominate John Fuqua by D. Corbett
- Seconded by C. Styles
- Motion carried by committee – J. Fuqua appointed to Board Secretary.

Approval of Meeting Minutes:

- I, Rebecca Stepniewski, serving as recorder of minutes for the Board of Trustees, I have prepared the documents submitted for your approval. I affirm that these minutes are accurate and truly reflect the proceedings of the meeting.
- Motion to approve – C. Styles.
- Seconded by J. Fuqua.
- Motion carried, no opposed. Meeting minutes from June 19, 2024 Approved.

Administration Report: Administrator Lewis Bayside State Prison and Administrator Spratley South Woods State Prison

- **Introduction from Administrator Lewis** – Bayside State Prison opened in 1969 on over 1000 acres of property.
- Current population is between 1200-1300 IPs housed at the medium compound (capacity 1008) and minimum compound (capacity 352)
- Some of the current events that have been happening inside the facility to help keep the IP population motivated in a positive manner. Cleaning competition where units would work towards a prize of pizza, wings and cake, replaced and updated children's area in visit halls, \$65000 worth of gym equipment purchased for both compounds, \$5600 worth of sporting goods, games and other recreation items, Black History Month Art challenge, gaming systems installed in minimum housing units, and enhancements to landscaping in East arcade which allowed IP's to learn various landscaping trades.
- Education updates; Average of 130 students enrolled in academic programming, Vocational programs offered include forklift, green technology, horticulture, OSHA 10, SERV Safe food handler/manager, CPR, bloodborne pathogens, fire safety, Career Readiness course focuses on resume writing, budgeting and other relevant life skills, and horticulture operations, construction, heavy equipment operation, greenhouse operations, turf and grass management, etc.
- Current projects involving Deptcor include; operational shops that make, lifeguard stands, beach boxes, benches, beach walkways as well as operating a bakery, clothing shop and tag shop on site.

- **Introduction from Administrator Spratley** – South Woods State Prison was opened in 1997 on 84 acres of land in Bridgeton, NJ. Southwoods is a Prison complex that houses all classification of IP from Maximum to Minimum Custody. IPs are housing in General Population in Facility 1,2 and 3. In general population minimum custody status in our minimum unit. Housed in our Extended care unit or housed in our close custody units.
- We currently have 3,247 IPs assigned to Southwoods. Approximately 1000 Civilian and custody staff
- 2704 are in our general population; Approx. 200 of those are in some form of EPU
- 312 are in our Minimum Units
- 56 Are assigned to out ECU
- 173 are assigned to of Close Custody unit
- In addition to the various housing unit SWSP has a full-service Extended Care Unit I.E. ECU. This unit operates as a fully functional hospital were inmates can be diagnosed and treated for various medical issues. It also operates a fully functional dialysis clinic that operates 6 days a week.
- South Woods State Prison has two fully operational Extended privileges Units. One unit in Facility 2 for GP inmates who have exceptional disciplinary records and 1 unit in facility 3 for those who have an exceptional disciplinary record and are enrolled in NJSTEP.
- I-Building at Southwoods State Prison offers many different IP shops for educational advancement in the trades. For example, this is where the clothing, boots, shoes, food processing, road way signs, meat packing plant and other various educational and career-oriented shops are located.

Deptcor Presentation:

- Please see the attached Power Point presentation from Mr. Brian Gallagher from Deptcor.

Discussion Topics:

- Pigeonly and Raysecur – Mail is now being processed in Nevada, the only exception is legal mail. Legal mail is still being sent directly to the facilities. Raysecur is currently located at South Woods State prison, Northern State prison, and Garden State Youth Correctional facility. This system scans approx. 20 pages for traces of drugs like K-2.
- C. Styles discussed the CDL Program, asking about how they study and take the course.
- It was confirmed that at South Woods State prison, they study films to take the test. Giving the IP population to take the first step to getting their CDL License.
- J. Fuqua wanted to touch on the Controlled drug program and the availability of suboxone program.
- Director Fisher will be setting up the opportunity for Chief Sessomes to either attend herself or send a representative for the division of Programs and Reintegration Services to discuss many of the topics brought up during the meeting.
- Viapath tablets are being integrated into our facilities offering more direct contact with the IP population. This will allow for direct phone calls, video visits, and downloadable educational information right in their cells.

Chairperson Report:

- Chairperson MacDonald, as we grow and participate and collaborate we will come up with new approaches. I am deeply excited to serve.

Old Business:

- None at this time

New Business:

- Designation of Paper Record for calendar year 2026.
 - D. Venable Motion to Approve.
 - C. Albino, Seconded the motion
 - Motion carried – Approved.
- Approval for 2026 BOT Calendar Dates.
 - C. Albino – Motion to Approve
 - J. Fuqua – Seconded the motion.
 - Motion Carried – Approved.

No private session needed.

Adjournment

- C. Albino – Motion to Adjourn.
- J. Fuqua – Second the Motion.
- Meeting adjourned at 12:54PM.