

Youth Correctional Institution Complex – Board of Trustees  
Jones Farm Conference and Training Center  
November 21, 2025

A regular meeting of Youth Correctional Institution Complex, Jones Farm Conference and Training Center, 721 Bear Tavern Road, Ewing NJ at 10:30 AM, Friday, November 21, 2025.

**PLEDGE**

**ROLL CALL By: Director K. Fisher**

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

**Vote for the Chairperson:**

- Motion to nominate Joseph Rizzo by C. Albino
- Seconded by D. Corbett
- Motion carried by committee – J. Rizzo appointed Chairperson.

**Vote for the Vice Chairperson:**

- Motion to nominate Samuel Styles by D. Corbett
- Seconded by J. Fuqua
- Motion carried by committee – S. Styles appointed Vice Chairperson

**Vote for the Board Secretary:**

- Motion to nominate Deborah Corbett by C. Styles
- Seconded by A. MacDonald
- Motion carried by committee – D. Corbett 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.
- A. MacDonald addressed that these minutes have no previous business that needed to be addressed or voted on, so this should not be a concern.
- Motion to approve – C. Styles.
- Seconded by J. Fuqua.
- Motion carried, no opposed. Meeting minutes from September 12, 2024 Approved.

**Administrator Report: Admin. Hassan from Garden State Correctional Facility.**

- **Introduction from Administrator Hassan** – Garden State Youth Correctional Facility was opened in 1968, Incarcerated Person (IP) capacity is approx. 1,500. General Population is 750, Reception Count 224, and Restorative Housing Count is 59.
- Primary mission is custody, care and rehabilitation for the IP's with a focus on preparing them for reintegration into society.
- Current Capital Projects include; Roof repairs complete in the minimum unit; contracted vendor has transitioned to the main building for Admissions and Discharges area and the North 3 Housing Unit. Switchgear Infrastructure Upgrade to allow for a more efficient and reliable transition between municipal power and generator backup systems. North 3 Counseling Office Construction is in progress for dedicated office space for mental health intake and reception team. Sanitation enhancements are in place with an external vendor to conduct professional deep cleaning of shower areas, ensuring improved hygiene and facility standards. Security and surveillance improvements throughout the facility to enhance the safety and security, increase visibility and reduce blind spots.
- Educational and Academic Programs - The facility currently offers 12 structured educational and vocational programs, including but not limited to: Adult Basic Education (ABE), SFEA Education, Carpentry and Cabinet Making, Welding and Forklift Certification, Cosmetology, Green Technology and NJ STEP.

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- Offender Programs and Supportive Services (OPSS) -
  - The Programs Supportive Services Department facilitates 6 targeted behavioral and reentry-focused programs, including: Thinking for a Change (T4C) & Cage Your Rage (CYR) & The Road to Reentry (R2R)
- Academic Housing Unit Overview
  - The Academic Unit currently houses approximately 50 incarcerated persons, each assigned to a single-occupancy cell. Placement in this unit is contingent upon demonstrated positive behavior, program engagement, and administrative approval.

**Discussion Topics:**

- Chairperson Rizzo brought up that they would like to tour the prison as soon as it becomes possible.
  - Director Fisher will provide a calendar and dates for potential visit dates for the committee to choose from.
- A. MacDonald wanted to discuss mental health and outside agencies that assist with programs.
  - Director Fisher will work to ensure that Chief Sessomes from the Division of Programs and Reintegration services either attends herself or assigns a designee to attend a meeting and present a detailed overview of the programs available.

**Chairperson Report:**

- Chairperson Rizzo, I want to thank everyone in attendance for your support, outstanding questions from everyone from all. Looking forward to working with the group, supporting administration and making an impact.

**Old Business:**

- None at this time

**New Business:**

- Designation of Paper Record for calendar year 2026.
  - J. Rizzo 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.
- A. MacDonald – Second the Motion.
- Meeting adjourned at 11:04AM.