



## **CI ADVISORY COMMITTEE**

Meeting Minutes

June 2, 2022, 9AM – 11AM

Location: Virtual TEAMS

### **PRESENT**

Committee Members: Rep. Dan Griffey, Rep Simmons, Senator Kuder, Terri Fortner, Suzanne Cook, Marilyn Kennedy, Chris Elwell, and Karen Dove

CI/DOC Staff: Sean Murphy, Danielle Armbruster, Sarah Sytsma, Jamie Dolan, Ryan Sadler, Todd Cunnington, Alissa Meshesha, Steve Petermann, John Campbell, and CI CMT Members

Meeting called to order at 9:00 a.m.

### **WELCOME**

Correctional Industries (CI) Director Sarah Sytsma welcomed everyone to the meeting, conducted an official roll call and discussed the potential of an in-person meeting next quarter.

Sean Murphy welcomed everyone to the CI Advisory Committee. He discussed how many restrictions throughout the state have been lifted; however, we do still have some restrictions.

Danielle Armbruster welcomed everyone and conducted housekeeping items. Danielle announced that due to suggestions made in March, the open forum moving forward is at 10:25AM. She went over the structure of the CI Advisory Committee and our efforts in filling the two vacant positions. Danielle also discussed the virtual chat functions, and it was decided the chat function would stay although CI would not be monitoring it.

### **BUSINESS MEETING**

#### **Approval of 3/3/22 Meeting Minutes:**

Motion was made for approval and seconded. Minutes were approved as submitted.

#### **Operations Report:**

The CI Executive Management Team reviewed the operations report, and no questions were asked

#### **Financial Report:**

Scott Edwards, CI's Chief Financial Officer, reviewed the financial operations report, and no questions were asked.

#### **Questions re Operational Reports:**

No questions were asked.



**Business Led Transformations (BLT) Update:**

Lindsey Konrad gave an update on the BLT project. Wave one, which includes CI Headquarters and finance is near completion. The first week in June, the project is scheduled to UAT testing, which makes sure configuration and screens are working appropriately. The project go-live for finance and accounting is July 1, 2022.

Wave two has begun configuration stages and will begin the implementation of D365 for our Textiles department. Subject Matter Expert's (SMEs) along with industry manufacturing and business office SMEs have been participating in system build activities. Textiles has a tentative go-live date of Fall 2022.

**Strategic Planning:**

Todd Cunningham discussed CI's two-day strategic meeting. The goal of the meeting was to plan for financial stability. Day one consisted of a "idea brain dump", which was from facility data collection. Day two expanded into cost saving measures such as consolidating operations that may result in cost savings, new programming ideas, and top strategy topics review (steamed from "idea brain dump").

**NEW BUSINESS**

**Commercial Driver's License Program:**

Education and CI are collaborating with Department of Licensing (DOL) and the State Board for Community and Technical Colleges (SBCTC) to develop a prerelease CDL pilot program. Working closely with Montana and Idaho, which have very successful CDL programs. Looking to gain knowledge on their practices, programs, and procedures.

**OLD BUSINESS**

No old business for discussion.

**STAKEHOLD ENGAGEMENT**

John Campbell spoke on Classification and Case Management. He discussed each department he has oversight on in his new role which are HQ Classification, Transportation, Restrictive Housing, Case Management Services and Special Investigative Services.

Mr. Campbell discussed Restoration of Good Conduct (RGCT) time, which is an initiative for incarcerated individuals to complete programming. RGCT time helps take time off the incarcerated individual's sentence if they gained time previously for negative behavior.

When the incarcerated individual gets into the prison system the corrections counselor talks with the individual about their goals, needs, wants and just asking them how they are doing. This helps the counselor identify programming needs and much more.

Collaboration between the Classification, CI, and Reentry Navigators is crucial to supporting the programming needs and conversations to best help the incarcerated individual and workers in the system.



**OPEN FORUM 10:25 AM**

Jeff Chambers, a formerly incarcerated individual, shared concerns to John Campbell about the WA One Risk Assessment. John Campbell responded and explained how classification counselors fall under the Prisons Division, not classification, which is a common misconception.

Byron Coates shared the same concerns Mr. Chambers had and how crucial a caring counselor can be. Mr. Coates also shared concerns about having counselors go to training to be counselors. John Campbell brought up Tuition Reimbursement for State Employees. Mr. Coates also brought up Commissary percentage increases, which was addressed by Jamie and is sitting around 7%. Third, he asked if CI is required to have a third party evaluate the operational and organizational analysis to include management and personnel.

Open forum concluded at 10:50 a.m.

**Action Items:**

No action items for discussion.

**Conclusion of meeting.**

**Meeting adjourned at 10:52 a.m.**