

# CI ADVISORY COMMITTEE DIVISION UPDATE

## WASHINGTON STATE CORRECTIONAL INDUSTRIES

**Our Mission:** Correctional Industries is committed to maintain and expand work training programs which develop marketable job skills, instill and promote positive work ethics, and reduce the tax burden of corrections.

**Our Vision:** Transform lives and increase successful reentry through training and mentoring.

### Our Core Values

- **Lead:** We walk the talk to motivate change.
- **Humanity:** We provide opportunity for second chances.
- **Connections:** We foster understanding and mentor growth.
- **Teamwork:** We build unity and strength through collaboration.
- **People:** We inspire and empower individual success.

## Points of Contact

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WASHINGTON STATE  
CORRECTIONAL INDUSTRIES

# BRaille SERVICES

Washington Corrections Center for Women (WCCW)

**Program Participants: 17**

**Programming Hours Worked: 6,057**

**SOC Certificates Issued: 1**

**Certificates (other) Issued: 6 - Makin' It Work**

**Vacant Positions: 7**

## MAJOR ACCOMPLISHMENTS:

- A transcriber earned a Braille Formats Certificate (attesting to a transcriber's ability to properly apply the formats guidelines to transcription projects), and a new Nemeth (math) test created by a senior transcriber has been approved by the National Braille Association, making this new test available for transcribers across the nation.
- Three braille apprentices were hired, and the director of the Ogden Resource Center made a site visit to recognize the braille team in December.
- A braille client praised the workmanship of the team's graph and tactile (*see right ►*).
- A total of 35,203 braille pages were produced from 11,860 print and 5,165 tactile pages.

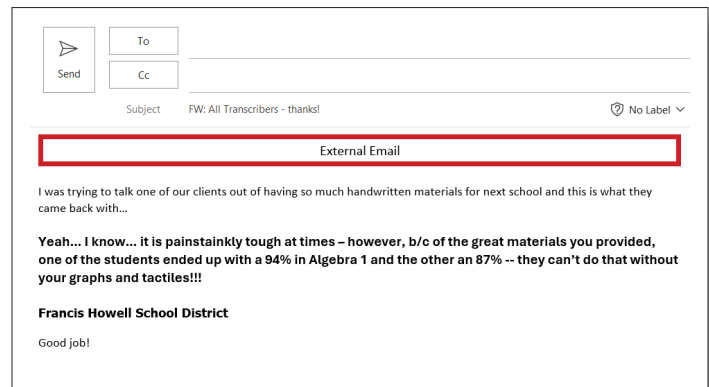
## FOCUS AREAS:

### Certification:

- To expand the knowledge base, transcribers continue to work toward learning more subjects and earning more certifications.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Fill vacancies.
- Work on getting more transcribers certified.



# COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

**Program Participants: 5**

**Programming Hours Worked: 1,814**

**SOC Certificates Issued: 1**

**Certificates (other) Issued: 5 - Certificates of Appreciation  
5 - Makin' It Work**

**Vacant Positions: 1**

## MAJOR ACCOMPLISHMENTS:

- Received 33 new drafting jobs in the fourth quarter. Finalized 10 jobs and verified 22. All drafters completed the Makin' it Work class in October. For a friendly competition to come up with design ideas for the reception station and the administrators' office in the Correctional Industries (CI) headquarters, each drafter submitted a draft packet with their idea for the best use of space and product. Our newest drafter won the challenge! Her designs were chosen to be installed in the two spaces. A plaque will be placed at CI HQ that will name the winner and the other drafters who participated.

## FOCUS AREAS:

### Training:

- In November 2023, representatives from KI/Original Equipment Industries (OEI) came for a two-day site visit/training. They assisted with AutoCAD issues and menus and trained on several product lines. The site visit was very helpful for our team with a lot of information shared and opportunities to address challenges.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to gain better product knowledge. As new products are added to the offerings for our customers, the need to gain all of the pertinent information is critical.
- Train newly hired drafter.
- Complete all of the jobs by the end-of-year cutoff.

# CONSTRUCTION TRADES

Mission Creek Corrections Center for Women (MCCCW)

Washington Corrections Center for Women (WCCW)

**Program Participants: 8**

**Programming Hours: 1,528**

**Certificates (other) Issued: 13 - AJAC Manufacturing Academy**

**113 - Flagger**

**Vacant Positions: 1**

## **MAJOR ACCOMPLISHMENTS:**

- Recruited a full class of eight for TRAC class #66 at WCCW.
- AJAC Manufacturing Academy class #6 graduated on October 16, 2023, with 13 students.

## **FOCUS AREAS:**

### TRAC Class #66:

- TRAC class #66 is on pace for a mid-March 2024 graduation.

### AJAC Manufacturing Academy Class #7:

- AJAC Manufacturing Academy class #7 started in January at WCCW as a hybrid model with an on-site instructor for a great portion of the time.

### Flaggers Classes:

- Flagger classes were held at Olympic Corrections Center (OCC) and Stafford Creek Corrections Center (SCCC).

## **STRATEGIC PRIORITIES FOR UPCOMING QUARTER:**

- Expand in-person training for TRAC and AJAC Manufacturing Academy, with AJAC Manufacturing Academy moving fully to in-person instruction at MCCCW the spring quarter of 2024.
- Gearing up for TRAC starting at MCCCW in April 2024.
- Four flaggers classes are scheduled for four facilities: SCCC, OCC, MCCCW, and WCCW.

# FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

**Program Participants: 138**

**Programming Hours Worked: 70,292**

**Vacant Positions: 52**

## MAJOR ACCOMPLISHMENTS:

- Structured communication and meetings to help avoid empty interactions. Utilized weekly meetings between work groups to reduce silos, increase communication, measure performance and broadcast to the team. Examples include: team meetings centered on customer service focused deliveries, customer concerns, substitutions, schedule changes, etc., for 15-20 minutes; inventory control meetings to review variances, communicate between stakeholders and new items for 20-25 minutes; purchasing meetings to review late orders, shortages, projects and non-inventory purchases for 30 minutes; and productions meetings to review production statuses, shortages, raw materials and equipment issues, and priorities for 15 minutes.

## FOCUS AREAS:

Maintain and expand work training programs for incarcerated individuals:

- Working with institutions to increase number of workers available as we are currently understaffed.

Develop marketable job skills:

- Developing job skill classes to help teach basic skills and providing education they may be interested in, also structuring classes for consistency so staff can easily deliver materials.

Instill positive work ethics:

- Develop skills training for workers focusing on work ethics and respect in the workplace.

Reduce tax burden:

- A \$30,000+ raw material reduction by competitive purchasing and expanding secondary vendor options.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Transition work to utilize Microsoft D365.
- Focus on staff training, working on function details and appropriate tool utilization for tasks and timeliness and availability of data.

# FOOD SERVICE

Airway Heights Corrections Center (AHCC)  
Coyote Ridge Corrections Center (CRCC)  
Monroe Correctional Complex (MCC)  
Washington Corrections Center (WCC)  
Washington State Penitentiary (WSP)

**Program Participants: 688 - Monthly Average**  
**Programming Hours Worked: 98,666 - Monthly Average**  
**SOC Certificates Issued: 23**  
**Certificates (other) Issued: 132**  
**Vacant Positions: 72 - Monthly Average**

## MAJOR ACCOMPLISHMENTS:

- Conducted site visits to food service areas in six prisons: WSP, Clallam Bay Corrections Center (CBCC), CRCC, MCC, AHCC and Stafford Creek Corrections Center (SCCC). Discussed and reviewed with food service staff, the facility layout, financials, personnel staffing status and challenges, incarcerated workforce status, menu compliance and associated challenges and various concerns. We also conducted a site visit to WCC with the new Department of Health (DOH) Dietitian to review diet feeding process.
- We have 2,690 signed-up participants for Passover, the most number of signed-up participants we have ever had, accounting for about 21% of the prison population.

## FOCUS AREAS:

### Dietitian Support:

- We held monthly meetings of ongoing collaboration with the state dietary manager to assist in menu planning, product review, approvals for substitution items, support for medical diets and information requests. We are continuing our partnership with DOH through their new dietitian.

### Religious Observances Preparation:

- Preparing for the upcoming Ramadan and Passover observances with the most number of Passover participants we've had so far and providing menu support for these events.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to support all DOC food service facilities. Monitor the food supply and collaborate with food manufacturing to ensure product is available as required.

# FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

## MAJOR ACCOMPLISHMENTS:

- Two new flagship seating lines have been introduced to replace legacy lines with supply chain issues: Summit, an executive and conference room style chair, and Range, an ergonomic family of chairs.
- Revised and published seating warranty statement.
- Published updated residential living wood line pricing.
- Reestablished on-site monthly meetings between Stafford Creek Corrections Center (SCCC) and the sales group to improve communication and idea-sharing.
- Updated our offering of demo chairs in our showroom space.

## FOCUS AREAS:

### Capitol Campus Legislative Projects:

- The Irv Newhouse Building Replacement project has been in the works for more than two years. The architectural firm charged with furniture, fixtures and equipment (FFE) selection recently presented sustainability specifications beyond current industry standards to Correctional Industries (CI). Because CI was not included earlier in the project, there was no time to plan and accommodate these specifications so a \$2 million exception request was granted. CI was told there will be earlier inclusion in the next campus project, which is the revamp of the Pritchard Building.

### Residential Living Product Lines:

- After significant success with the hybrid metal and laminate residence hall furniture line over the last decade, it is paramount to future success to adapt current offerings to the needs of the latest higher education classes. To this effect, CI is attending the Northwest Association of College and University Housing Officers annual conference with an eye toward product development and improvements. The results of that information gathering will be the basis and a priority for manufacturing and introducing revamped and new lines.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to improve CI website product selection and availability.
- Rollout cabinetry products and services to existing customer base.
- Prepare for NeoCon trip to leverage commercial industry trends to better serve CI customers.
- Further develop collateral material and tools to address the needs of customers impacted by the Office of Financial Management directive to reduce leased space footprint through consolidation of agency offices into state-owned and lease-own buildings.
- Support the factory in advancing skill sets in the metal plant to improve capabilities to manufacture and accept metal furniture orders.

# FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

**Program Participants: 187**

**Programming Hours Worked: 56,118**

**SOC Certificates Issued: 14**

**Certificates (other) Issued: 9**

**Vacant Positions: 97**

## **MAJOR ACCOMPLISHMENTS:**

- Completed hiring for the following vacant positions: Engineering Manager, Customer Service Representative and Office Assistant, Warehouse Operator 4 and Warehouse Operator 2. Accepted and developed three new projects for cabinet (casework) orders in the hopes of advancing these as new product offerings for our eligible customers.

## **FOCUS AREAS:**

### Equipment:

- The new CNC and edge banding machines are on-site in the factory waiting for a load study to be completed. Coordinating with the facility engineering department to help with the install of the new machines.

### Metal Shop Training:

- During COVID-19, the furniture factory lost almost all of the trained and qualified incarcerated workers in the metal shop. We are working on providing training to get the metal shop back to pre-pandemic levels of technical expertise and quality. While this can be a slow process due to the complicated features of the CNC Turret and the CNC bending machines, we are committed to accomplishing this.

### Onboarding:

- We will be working with new team members to make sure they have the training and information needed to make a successful transition in our furniture factory.

### Personnel:

- A metal shop supervisor who has been with us since 2000 will be retiring on February 29. He will be taking 23 years of knowledge and experience with him, so we are working on hiring a qualified replacement to fill that loss.

## **STRATEGIC PRIORITIES FOR UPCOMING QUARTER:**

- Working on metal shop training, installing the CNC router and CNC edge bander, and onboarding our new team members.



# INCARCERATED INDIVIDUAL SERVICES

Airway Heights Corrections Center (AHCC)  
Monroe Correctional Complex (MCC)

**Program Participants: 153**  
**Programming Hours Worked: 42,677**  
**SOC Certificates Issued: 18**  
**Certificates (other) Issued: 3**  
**Vacant Positions: 8**

## MAJOR ACCOMPLISHMENTS:

- Commissary has experienced a 30% increase in order size as a result of SB 5131 (created deduction-free commissary sub-account) and increased pay to Class II and III workers. The increase in daily production has been managed by the teams at AHCC and MCC with no delays or inventory issues.
- During the holiday season, the commissary operates under compressed production schedules and continues with no interruptions or delays. Both the commissary and the food package program offered several special holiday offerings that were popular with incarcerated customers.
- Fulfillment of the Cedar Creek Corrections Center (CCCC) commissary has transitioned from AHCC to MCC, which created truck capacity at AHCC allowing them to support other operations.

## FOCUS AREAS:

### Training:

- Utilizing trained facilitators of the Makin' It Work curriculum at each site to train the incarcerated workforce in soft skills.

### Schedule Management:

- With the reopening of F-Unit at Coyote Ridge Corrections Center (CRCC) and planned reopenings of units at Washington State Penitentiary (WSP) and Clallam Bay Corrections Center (CBCC), the commissary team is reviewing production and distribution schedules to manage increased order fulfillment. In addition to managing schedules for reopened units, the team is finalizing work to eliminate blind ordering at CBCC. Blind order occurs when individuals must submit their next commissary order before receiving their current order.

### Tablet Utilization:

- The issuing of Securus tablets has provided a number of benefits for incarcerated services while also generating a number of challenges. The commissary team is focused on utilizing the technology available to the customers to provide the greatest benefit and ease of use while working with the department and vendor to mitigate some of the challenges.

### Inventory Management:

- The incarcerated services program continues to focus on offering items to incarcerated customers that our vendors can reliably source. There is an increased focus on discontinuing items that aren't regularly available and sourcing new products to replace them. With transportation prices at an all-time high, many manufacturers and distributors have implemented minimum order quantities focused toward larger national grocery brands, making some products challenging for vendors to source.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- The commissary team will continue to monitor the impacts of SB 5131 and increased Class II and III worker pay on overall order volume and product selection.
- The commissary procurement team is working to source additional better/best commissary items to increase healthy choices available to the population.
- The package program team is working in collaboration with Union Supply Group to improve reliability and customer service within the food and property package programs.
- All commissary and package team members will continue to look for opportunities for continuous improvement.

# LAUNDRY

Statewide

**Program Participants: 132**

**Programming Hours Worked: 54,400**

**SOC Certificates Issued: 9**

**Certificates (other) Issued: 15 - Makin' It Work  
10 - Assoc. of Linen Management**

**Vacant Positions: 23**

## MAJOR ACCOMPLISHMENTS:

- At Olympic Correction Center (OCC), we're constructing a new correctional officer uniform area for organization/security matters. In addition, for our operations at Coyote Ridge Corrections Center (CRCC), two new washing machine replacements were ordered and two additional washers were repaired and are operational.
- We are getting replacements and new washer and dryers in 2024 for OCC, Washington State Penitentiary (WSP), Airway Heights Corrections Center (AHCC), Washington Corrections Center (WCC), Stafford Creek Corrections Center (SCCC) and Monroe Correctional Complex (MCC).

## FOCUS AREAS:

### Training:

- Provide training for our incarcerated workforce with Makin' It Work, Standard Occupational Classification and for Association for Linen Management to get certifications throughout our laundries.

### Preventative Maintenance:

- Establish and maintain daily/weekly/monthly preventative maintenance schedules for equipment in each of our laundry operations.

### Staff Development:

- Provide positive support and training.

### Equipment:

- OCC - a new washer and three dryers are to be installed by June 2024.
- WSP - replacement of two dryers and one washer by June 2024.
- AHCC - replacement of one washer by June 2024.
- WCC - updating electrical panel to be completed in the third quarter of 2024.
- SCCC - new washer and new dryer replacements by June 2024.
- MCC - two new washers to be installed in February 2024.

### **STRATEGIC PRIORITIES FOR UPCOMING QUARTER:**

- Install all replacement equipment by the end of the fiscal year.
- Prepare equipment replacement list for fiscal year 2025.
- Work with sites to prepare forecasts for fiscal year 2025.

# LICENSE PLATES AND TABS

Monroe Correctional Complex (MCC)

Washington State Penitentiary (WSP)

**Program Participants: 41**

**Programming Hours Worked: 13,908**

**Certificates (other) Issued: 11 - Makin' It Work**

**Vacant Positions: 20**

## MAJOR ACCOMPLISHMENTS:

- Completed large tab orders for the Department of Licensing (DOL) with limited workers.
- The new license plate shop at WSP is progressing toward full production with training, remaining construction upgrades and final inspections being completed.
- DOL license plate orders are being completed on time.

## FOCUS AREAS:

### Incarcerated Workforce::

- Need to hire additional workers in the tab shop at MCC. Meeting challenges of the number of available workers for the shop versus the amount of time some of them can work by working with the facility jobs coordinator to remedy. In the meantime, utilizing overtime to maintain needed output to fulfill orders.

### New License Plate Shop:

- Finalization of construction and electrical projects remain to be completed and then final inspections to take place. Working closely with the department's Capital Projects team to close out these final pieces.
- The license plate team has been training incarcerated workers on the new equipment weekly. Finalizing production flow and acquiring remaining smaller equipment for the floor to be in full production by March.

### Finished Plate Inventory:

- To reduce turnaround time to customers, we're developing a sustainable plan of having finished plates in inventory ready to ship to DOL and building a finished plate stock to be on hand versus the current build-to-order model.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Maintain tabs production and quality while working through incarcerated worker challenges.
- Continue to transition into the new license plate shop and improve turnaround time of finished plates to DOL.
- Determine disposition of old equipment and transition the existing shop back to the facility.

# MCNEIL ISLAND STEWARDSHIP

Cedar Creek Corrections Center (CRCC)

**Program Participants: 8-10**

**Programming Hours Worked: 5,184**

**Vacant Positions: 10**

## **MAJOR ACCOMPLISHMENTS:**

- The lift pump station upgrade is complete.
- Control Asset Management System inventory discrepancies fixed.
- Lighting improvements to the McNeil dock with full conversion to LED lights is complete, allowing for more visibility and safety for staff.
- Engine completed on the marine vessel McNeil.
- Haul-out preparation is being developed for the marine vessel Chinook, and a request for a proposal is being generated.
- A grant package was submitted on October 20, 2023, for the feasibility study to turn the wastewater plant outfall into a large on-site sewage system.

## **FOCUS AREAS:**

### Ferry/Barge Replacement Project:

- Collaborating with Capital Projects on requests for proposals for the ferry and dock replacement projects.

### Maintenance:

- Continued efforts to bring the wastewater treatment plant up to standard with critical preventative maintenance.

### Dormant Power Pole and Line Removal:

- Work will continue on the removal of all dormant power lines and the power poles. Island operations is working diligently to recycle these precious metals and return the money received from scrapping the metals to the general fund.

## **STRATEGIC PRIORITIES FOR UPCOMING QUARTER:**

- Installation of the new wastewater and barge slip generators and covers for each generator.
- Haul-out of marine vessel Chinook and marine vessel McNeil.
- Projects completion of McNeil docks and floats and McNeil barge replacement.
- Fuel farm conversion for new fuel trucks and finishing wastewater UV parts replacement.

# OPTICAL

Airway Heights Corrections Center (AHCC)

**Program Participants: 60**

**Programming Hours Worked: 21,080**

**SOC Certificates Issued: 5**

**Certificates (other) Issued: 2 - Makin' It Work**

**1 - Optical Lab Technician**

**Vacant Positions: 5**

## MAJOR ACCOMPLISHMENTS:

- We hired another licensed optician to our staffing model, bringing us to four licensed opticians. This allows for more successful operations by being able to continue a high standard of instruction to incarcerated workers, troubleshoot hard-to-fit patients and work closely with provider offices.
- After many months of hard work and preparation by optical staff, former and current, and CI's graphic designer, we had a successful completion of our new frame catalog. The new 30-page book is available on the CI website and in printed form. The physical version was sent out to more than 300 optical offices statewide that participate in our program. Optical's incarcerated clerks did an amazing job of monitoring inventory levels to build up our new stock while simultaneously lowering the volume of frames that would be discontinued come year-end. We have very little in the way of excess stock coming into the new year. Initial reports from the provider's offices are very positive about the new styles offered.

## FOCUS AREAS:

### Remote Order Entry:

- During the second quarter, we are still working on getting this system into the final test phase so we can move toward online ordering by our client base. This is a primary focus for our coming year as we absolutely need this system to maintain and exceed the goals and expectations of our program.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- With another experienced optician on the team, we're looking at starting the next American Board of Opticianry class. This course has worked wonders for boosting self-confidence in incarcerated individuals as they can grasp what it is they are doing in their day-to-day work. They also enjoy sharing some of their new skills with other workers and applying them in their jobs.
- Launching 51 new frame styles starting on January 1, adding 150 new colors, sizes and style combinations for clients to choose from.
- Anticipating an uptick in production numbers with becoming fully staffed again.

# SAFETY AND RISK MANAGEMENT

Statewide

## **MAJOR ACCOMPLISHMENTS:**

- Reduction of 20% reported accidents from prior quarter.
- All facility safety audits completed for 2023 calendar year.

## **FOCUS AREAS:**

### Safety Audits:

- Continue to promote a positive safety culture throughout Correctional Industries.

### Accidents:

- Continue to monitor and track accident trends throughout facilities and operations and find ways to reduce accidents and near-miss incidents.

### Site Visits:

- Visit the various facilities and maintain relationships and conversations with not only our staff, but facility safety personnel throughout the Department of Corrections.

## **STRATEGIC PRIORITIES FOR UPCOMING QUARTER:**

- Establish the Safety Audit schedule for 2024 calendar year.
- Continue to track and monitor accident trends for root cause analysis and correction.

# SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

**Program Participants: 30**

**Programming Hours Worked: 12,960**

**SOC Certificates Issued: 2**

**Certificates (other) Issued: 8 - Forklift**

**Vacant Positions: 8**

## MAJOR ACCOMPLISHMENTS:

- Completed most of the 2023 Biennium orders, with end-of-year order numbers largely exceeding furniture projections. After two years of experiencing vacancies, we have filled all staff positions except for one which is in the recruitment/interview process.

## FOCUS AREAS:

### Communications:

- Continue to hold monthly meetings with incarcerated individuals. These meetings have helped increase communications between both sides of the warehouse.

### Incarcerated Workforce:

- CI's Workforce Development (WD) has been coordinating with Cedar Creek Corrections Center (CCCC) to increase the number of available workers for SDD operations, which has been helpful. We have a targeted goal of 38-40 incarcerated workers total, so having their help has allowed for more stability in the program and has provided opportunities for more incarcerated individuals to work toward reentry. In addition, CI management has reached out to a CCCC program manager/job coordinator to become a part of the selection process for the placement of incarcerated workers. CI's WD and management staff will continue to hold information-sharing sessions at CCCC, and build a wait-list for incoming CI workers.

### Redistribution Work:

- With the closures of Larch Corrections Center, Maple Lane, and several DOC satellite offices, SDD has been assisting with the redistribution of furniture and other inventories.

### Microsoft D365:

- Continue to work through D365 implementation while addressing workflow issues.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Working through the equipment replacement schedule for FY24-25, which SDD had already started early on. SDD is actively waiting on the replacement of one box truck, with the expectation that most equipment replacements will take about six to eight months to complete.
- Continue working with incarcerated workers who don't have computer experience. Before release, some orientation and training on warehouse programs within Great Plains 8 (a Microsoft Business Solutions software) are being provided.
- Fulfilling furniture installation and delivery orders across the state for CI's furniture division.

# TEXTILES

Airway Heights Corrections Center (AHCC)  
CI Headquarters Consolidated Distribution Center (CDC)  
Coyote Ridge Corrections Center (CRCC)  
Washington Corrections Center (WCC)  
Washington Corrections Center for Women (WCCW)

**Program Participants: 247**

**Programming Hours Worked: 29,855**

**SOC Certificates Issued: 7**

**Certificates (other) Issued: 3 - Makin' It Work**

**Vacant Positions: 41**

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Further refinement of D365 process development and accountability within the textiles division.

## MAJOR ACCOMPLISHMENTS:

- Partnered with the Department of Natural Resources (DNR) to offer high-visibility raincoats to all DNR staff.
- Janitorial products are being added to our website and should be active by the end of February.
- Textiles is moving to a distribution center philosophy regarding incarcerated clothing. This should shorten our delivery fulfillment and invoice receipt cycle.
- Textiles continues to work at stabilizing and becoming more proficient in the new Microsoft Dynamics 365 (D365) operating system.
- Working with the Department of Corrections (DOC) on the roll-out of updated uniform items for custody and food service staff at all facilities.

## FOCUS AREAS:

### Gender Responsiveness:

- Working with DOC Women's Division to assist in establishing standardized ladies' undergarments. We are also working with them to establish standard items for the transgender population that include undergarments and outerwear.

### Pricing Verification:

- Pricing and costs have been an initial challenge in transitioning to the D365 program. Working with our Business Solutions Management team to resolve the issue and lead to accurate inventory valuations.

### Staff Uniforms:

- New jackets have been approved and ordered for Food Service staff as well as officers. Food service is in the process of receiving new uniform items that include shirts, pants, jackets, and hats that are all the same style as officers, but with different color designations for the shirts.



# WORKFORCE DEVELOPMENT

Statewide

## MAJOR ACCOMPLISHMENTS:

- By December, Cognitive Coaching training was completed for all staff at Washington Corrections Center for Women (WCCW) and Cedar Creek Corrections Center (CCCC), and about half of Monroe Correctional Complex (MCC) and Washington State Penitentiary (WSP) staff.
- An in-depth review and refinement of the Financial Literacy training was done by the Workforce Development (WD) team. The training is on track to be offered by the first quarter of 2024.
- Outreach to three Spokane area chambers of commerce yielded opportunities to connect with local employers and to learn more about key initiatives tied to Fair Chance employers. These opportunities included:
  - o Correctional Industries (CI) hosting a booth at the Meet the Bigs conference in November (where local businesses can connect with government agencies and national/regional businesses).
  - o Learning about the Association of Chamber of Commerce Executives (ACCE's) Smart Justice initiative, which is two-pronged. One, to promote becoming a second chance employer, and two, to support a Clean Slate legislative agenda state-by-state.
  - o CI participation in a December Spokane networking event.
  - o Garnering participation interest from local employers for mock interviews.

## FOCUS AREAS:

### Cognitive Coaching Training:

- Scheduling and completing training for Olympic Corrections Center, Clallam Bay Corrections Center, McNeil Island Stewardship, Washington Corrections Center, SCCC, Mission Creek Corrections Center, Correctional Industries Headquarters (CIHQ), Clallam Bay Corrections Center (CBCC), Airway Heights Corrections Center (AHCC), Coyote Ridge Corrections Center, MCC and WSP staff.

### Fair Chance Employers:

- Continuing outreach in King, Pierce, Spokane and Thurston counties to potential Fair Chance employers, with plans to expand outreach efforts to other areas statewide, including Longview/Kelso and Snohomish counties.

### Mock Interviews:

- Planning and executing mock interviews for Western Washington at CIHQ in March and Eastern Washington at AHCC in June.

### WD Boards:

- Developing a cohesive and consistent board display to promote WD services in CI areas at all facilities.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continuing to provide Cognitive Coaching for staff across all facilities.
- Providing mock interviews at CIHQ in March. Noting feedback from the March CIHQ mock interviews to strengthen the plan for mock interviews at AHCC in June.
- Finalizing the Financial Literacy training in February, with plans to launch within the first quarter of 2024.
- Refining the WD Board for distribution in late summer/early fall.
- Keeping the momentum going by engaging more potential employers to be Fair Chance employers, and furthering outreach statewide.

# ETHNICITY BREAKDOWN

## DOC PRISON POPULATION TOTAL: 12,725

### Airway Heights Corrections Center

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 3%
- Black - 10%
- Other - 1%
- Unknown - 1%
- White - 79%
- Hispanic (Any Race) - 22%

### Cedar Creek Corrections Center

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 12%
- Black - 26%
- Other - 1%
- Unknown - 0%
- White - 56%
- Hispanic (Any Race) - 8%

### Clallam Bay Corrections Center

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 4%
- Black - 23%
- Other - 3%
- Unknown - 0%
- White - 63%
- Hispanic (Any Race) - 28%

### Coyote Ridge Corrections Center

- Amer. Indian/AK Native - 4%
- Asian/Pacific Islander - 5%
- Black - 20%
- Other - 1%
- Unknown - 2%
- White - 68%
- Hispanic (Any Race) - 15%

### Mission Creek Corrections Ctr. for Women

- Amer. Indian/AK Native - 10%
- Asian/Pacific Islander - 4%
- Black - 5%
- Other - 8%
- Unknown - 1%
- White - 72%
- Hispanic (Any Race) - 14%

### Monroe Correctional Complex

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 4%
- Black - 17%
- Other - 1%
- Unknown - 1%
- White - 71%
- Hispanic (Any Race) - 15%

### Olympic Corrections Center

- Amer. Indian/AK Native - 8%
- Asian/Pacific Islander - 5%
- Black - 18%
- Other - 8%
- Unknown - 0%
- White - 61%
- Hispanic (Any Race) - 11%

### Stafford Creek Corrections Center

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 6%
- Black - 21%
- Other - 1%
- Unknown - 1%
- White - 66%
- Hispanic (Any Race) - 9%

### Washington Corrections Center

- Amer. Indian/AK Native - 8%
- Asian/Pacific Islander - 5%
- Black - 18%
- Other - 1%
- Unknown - 1%
- White - 68%
- Hispanic (Any Race) - 17%

### Washington Corr. Ctr. for Women

- Amer. Indian/AK Native - 8%
- Asian/Pacific Islander - 5%
- Black - 12%
- Other - 6%
- Unknown - 1%
- White - 68%
- Hispanic (Any Race) - 15%

### Washington State Penitentiary

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 5%
- Black - 22%
- Other - 2%
- Unknown - 1%
- White - 63%
- Hispanic (Any Race) - 18%

## CI CLASS II PROGRAM PARTICIPANTS TOTAL: 1,613

### Airway Heights Corrections Center

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 2%
- Black - 7%
- Other - 1%
- Unknown - 2%
- White - 82%
- Hispanic (Any Race) - 20%

### Cedar Creek Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 16%
- Black - 31%
- Other - 0%
- Unknown - 0%
- White - 53%
- Hispanic (Any Race) - 2%

### Clallam Bay Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 11%
- Black - 33%
- Other - 0%
- Unknown - 0%
- White - 56%
- Hispanic (Any Race) - 22%

### Coyote Ridge Corrections Center

- Amer. Indian/AK Native - 3%
- Asian/Pacific Islander - 4%
- Black - 15%
- Other - 2%
- Unknown - 3%
- White - 73%
- Hispanic (Any Race) - 28%

### Mission Creek Corrections Ctr. for Women

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 0%
- Black - 0%
- Other - 0%
- Unknown - 0%
- White - 0%
- Hispanic (Any Race) - 0%

### Monroe Correctional Complex

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 5%
- Black - 16%
- Other - 1%
- Unknown - 0%
- White - 73%
- Hispanic (Any Race) - 16%

### Olympic Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 33%
- Black - 0%
- Other - 0%
- Unknown - 0%
- White - 67%
- Hispanic (Any Race) - 4%

### Stafford Creek Corrections Center

- Amer. Indian/AK Native - 2%
- Asian/Pacific Islander - 10%
- Black - 27%
- Other - 1%
- Unknown - 1%
- White - 61%
- Hispanic (Any Race) - 12%

### Washington Corrections Center

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 11%
- Black - 21%
- Other - 1%
- Unknown - 1%
- White - 61%
- Hispanic (Any Race) - 12%

### Washington Corr. Ctr. for Women

- Amer. Indian/AK Native - 3%
- Asian/Pacific Islander - 10%
- Black - 10%
- Other - 8%
- Unknown - 0%
- White - 69%
- Hispanic (Any Race) - 10%

### Washington State Penitentiary

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 4%
- Black - 25%
- Other - 2%
- Unknown - 1%
- White - 61%
- Hispanic (Any Race) - 13%