



<b>MEETING MINUTES</b>	
<i>Location</i>	Skype/Teleconference
<i>Attendees</i>	Mark Kucza, DOC Senior Administrator – Statewide Project Lead Mike Schindler, Contract DOC Facilitator Dan King, DOC Special Projects Manager Nanette Graham, DOC Capital Planning & Development Director Gar Rodside, DOC Senior Facilities Planner Whitney Hays, DOC Executive Secretary  5 Local Advisory Committee (LAC) members: Gerald Bradford James Koroma Alexis Rinck Mercedes Franklyn Smith Jon Thompson  6 community members

<b>INTRODUCTIONS &amp; ORIENTATION</b>	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>Agenda</i>
<i>Discussion</i>	<ul style="list-style-type: none"> <li>• Mike Schindler opened the meeting. Introductions were made of all attendees.</li> <li>• Due to the COVID-19 situation and social distancing restrictions, DOC determined to hold this LAC meeting via Skype/teleconference. The Skype IM option can be used for comments/input/questions throughout the meeting.</li> <li>• 7 community members have committed to being a part of the King County Local Advisory Committee (LAC). If anyone else is interested in being a part of the LAC, DOC needs commitment by the close of this meeting.</li> </ul>
<b>PROJECT STATUS UPDATE</b>	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>Project Update</i> <i>Project Update: Next Steps</i>
<i>Discussion</i>	<ul style="list-style-type: none"> <li>• King County received 0 submissions through the RFP process that closed on 2/13/2020. DOC has reached out to a commercial real estate agent to continue looking for viable properties in King County. (1 King County property was recommended during the meeting. DOC will follow up.)</li> <li>• Once submissions are received, they will be evaluated by DOC in a high level site screening to ensure they meet the minimum requirements. All submitted property addresses will be disclosed to the LAC once DOC reviews each submission and determines its suitability. DOC will provide summary of each property and the</li> </ul>

	<p>justification for deciding whether to move forward with a property. Transparency of the vetting process is a priority of DOC.</p> <ul style="list-style-type: none"> <li>The LAC will review potential property sites based upon the agreed-upon considerations and will provide recommendation to DOC.</li> </ul>
<i>Questions/Concerns</i>	
<b>LOCATIONS UPDATE AND COMMUNITY SITING CONSIDERATIONS</b> <i>Gar Rodside, DOC Facilities Senior Planner</i>	
<i>Slides</i>	<i>Location Update</i> <i>Community Siting Considerations</i>
<i>Discussion</i>	<ul style="list-style-type: none"> <li>Community Siting Considerations include: Proximity to: transportation, education, treatment and other resources, employment opportunities, and support systems. <i>(See also: Attachment B – Community Siting Considerations)</i></li> </ul>
<b>ASSESSING EXISTING FACILITIES</b> <i>Gar Rodside, DOC Facilities Senior Planner</i>	
<i>Slides</i>	<i>Assessing Existing Facilities</i>
<i>Discussion</i>	<ul style="list-style-type: none"> <li>DOC is also looking at the expansion capacity of 5 existing work release facilities (listed below) to maximize existing resources, but specifically the two in King County (Helen B. Ratcliff and Reynolds). The idea is not to make a bigger footprint, but rather to maximize space within the existing facilities. <ul style="list-style-type: none"> <li>Helen B. Ratcliff – Seattle (King)</li> <li>Reynolds – Seattle (King)</li> <li>Peninsula – (Kitsap)</li> <li>Progress House Tacoma (Pierce)</li> <li>Longview (Lewis)</li> </ul> </li> <li>A site assessment includes (for new properties and existing locations): <ul style="list-style-type: none"> <li>Site Visit</li> <li>Code review</li> <li>Life safety survey</li> <li>Use/occupancy permit review/revisions</li> <li>Facility resources/demand</li> <li>Meet with authorities having jurisdiction</li> <li>American Correctional Association (ACA) standards</li> <li>Design and construction cost review</li> </ul> </li> </ul>
<i>Questions/Concerns</i>	<ul style="list-style-type: none"> <li>There was a concern that with adding more beds to an existing facility, there would also be a need for more staffing. <i>The Legislative funding that DOC has received will include increased FTEs (staffing).</i></li> </ul>
<b>LOCAL ADVISORY COMMITTEE ACTIVITY</b> <i>Mike Schindler</i>	
<i>Slides</i>	<i>Local Advisory Committee Role and Activities</i> <i>Identifying Review Considerations</i> <i>Communication Plan</i>
<i>Discussion</i>	<b>The LAC role includes:</b> <ul style="list-style-type: none"> <li>Act in the best interest of public</li> <li>Develop an understanding of the community’s concerns and sensitivities</li> <li>Active engagement and regular attendance throughout siting process</li> <li>Have an accurate understanding of DOC’s role, charge, and limitations</li> </ul>

	<ul style="list-style-type: none"> <li>• Advocate for DOC program and site within your community</li> <li>• Support the work release program’s mission and activities</li> </ul> <p><b>Property Siting Considerations</b></p> <ul style="list-style-type: none"> <li>• Property siting considerations brought forward: <ul style="list-style-type: none"> <li>• Wherever the facility is, there needs to be affordable housing/residences in that area so that when individuals are released, they can afford housing. We need to of life after Work Release for participants.</li> <li>• Close to good employers who will hire Work Release participants</li> <li>• Meeting spaces/classroom areas for programming/presentations to residents, etc.</li> </ul> </li> </ul> <p><b>Communication Plan</b></p> <ul style="list-style-type: none"> <li>• Franklyn Smith designated as lead on LAC Communication Plan. James Koroma will assist.</li> <li>• <b>Communication plan considerations:</b> <ul style="list-style-type: none"> <li>• Inform the public that a Work Release facility can contribute positively to the neighborhood and community in a number of ways.</li> <li>• Need to address what type of participants will be residing at the Work Release (public will ask)</li> <li>• NIMBY issues</li> <li>• Allow community to be part of the messaging. Don’t want to give the impression that we are operating in our own silo.</li> <li>• Let the public know that Work Release participants are returning to this county because that is where their connections and support systems are</li> </ul> </li> <li>• <b>Examples of recommended communication methods:</b></li> <li>• <b>Who needs to be communicated to:</b> <ul style="list-style-type: none"> <li>• Community groups who support clothing (Goodwill, Urban League, Salvation Army)</li> <li>• Employers (second chance employers specifically)</li> <li>• City government</li> <li>• Law enforcement</li> <li>• Media</li> <li>• Community agencies</li> <li>• Resource providers</li> </ul> </li> </ul>
<i>Questions/Concerns</i>	
<b>SITE REVIEW AND RECOMMENDATIONS PROCESS</b> <i>Mike Schindler</i>	
<i>Slides</i>	<i>Site Review/Recommendation Process</i>
<i>Discussion</i>	<ul style="list-style-type: none"> <li>• Review sites brought forward and provide recommendations <ul style="list-style-type: none"> <li>• Based on the agreed-to LAC considerations</li> <li>• Each site reviewed and discussed</li> <li>• Possible site visits (coordinated through DOC)</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Reach effective agreement on recommendations (document supportive materials and reasoning)</li> <li>• Communicate recommendations to DOC leadership</li> <li>• DOC leadership reviews recommendations and collaborates on next steps (e.g. Communication Strategies, etc...)</li> </ul>
<i>Questions/Concerns</i>	
<b>GENERAL DISCUSSION &amp; TASKS FOR FOLLOW UP</b>	
<i>Mike Schindler</i>	
Slides	<i>Communication Plan</i> <i>Questions/Wrap Up</i>
Discussion	<p><i>Work Release Expansion Website</i>  <a href="https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm">https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm</a></p> <p><i>King County email box:</i>  <a href="mailto:docwrexpandkc@doc1.wa.gov">docwrexpandkc@doc1.wa.gov</a></p> <p><i>Next meeting: (location/format subject to change, in view of COVID-19)</i>  Tuesday, April 21, 2020  5:30 – 7:30pm  Burien Library, Multipurpose Room  400 SW 152nd St, Burien, WA 98166</p>