



<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  6 Local Advisory Committee (LAC) members: Cornell Harris Jeremy Hunt Larry Quintana David Thomson Rachel Turner Connie Ladenburg  4 community members: Jeff Cox Daniel Davis Bill Fosbre Jeannie Darneille, Senator

<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>• 6 community members have committed to being a part of the Pierce 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>• Pierce County received 2 submissions through the RFP process that closed on 2/13/2020. These submissions are now being evaluated by DOC in a high level site screening to ensure they meet the minimum requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• 1 of the proposed properties is not a good option because it would take too long to build out and therefore, would not fit the timeline.</li> <li>• The other property is a viable proposal and DOC is moving forward to determine logistics. <ul style="list-style-type: none"> <li>• The property is at 5210 South State Street in Tacoma. It is currently run down and often inhabited by those experiencing homelessness. It should not be viewed by the LAC at this time.</li> </ul> </li> <li>• 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 justification for deciding whether to move forward with a property. Transparency of the vetting process is a priority of DOC.</li> <li>• The LAC will review potential property sites based upon the agreed-upon considerations and will provide recommendation to DOC.</li> </ul>
Questions/ Concerns	<ul style="list-style-type: none"> <li>• What parameters were asked for in the RFP? <i>Check full RFP at DOC website: <a href="http://doc.wa.gov">doc.wa.gov</a></i></li> <li>• How can more properties be submitted? <i>Send to Pierce County email inbox: <a href="mailto:docwrexpandpc@doc1.wa.gov">docwrexpandpc@doc1.wa.gov</a>, however DOC must review the proposals submitted via the RFP before looking at any alternate properties.</i></li> </ul>
<b>LOCATIONS UPDATE AND COMMUNITY SITING CONSIDERATIONS</b>	
<i>Gar Rodside, DOC Facilities Senior Planner</i>	
Slides	<i>Location Update Community Siting Considerations</i>
Discussion	<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>	
Slides	<i>Assessing Existing Facilities</i>
Discussion	<ul style="list-style-type: none"> <li>• DOC is also looking at the expansion capacity of 5 existing work release facilities to maximize existing resources: <ul style="list-style-type: none"> <li>• Helen B. Ratcliff – Seattle (King)</li> <li>• Peninsula – (Kitsap)</li> <li>• Progress House Tacoma (Pierce)</li> <li>• Reynolds – Seattle (King)</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>
Questions/ Concerns	<ul style="list-style-type: none"> <li>• Is it a priority of DOC to use an existing facility? <i>DOC is against a timeline to have 50 new Work Release beds added by June 2020 so this deadline may be best met by increasing the number of beds within an existing facility.</i></li> </ul>

	<p><i>However, even with the existing increase of capacity, DOC will still be looking for options to expand by an additional 150 beds.</i></p> <ul style="list-style-type: none"> <li>• What is the timeline of maximizing the existing space? <i>It is difficult to determine, given the current COVID-19 situation. Possibly 1 – 2 months.</i></li> <li>• Will DOC pay for the upgrades to the building or is it the property owner’s responsibility? <i>In a leasing situation, it almost always happens that the property owner will fund the renovation.</i></li> <li>• What is the staffing model for a 50 bed facility? <i>DOC does not have a standard staffing model. Staffing varies at each facility depending upon the building layout and capacity. More information will be provided regarding the staffing at existing work releases.</i></li> </ul>
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<p><b>LOCAL ADVISORY COMMITTEE ACTIVITY</b> <i>Mike Schindler</i></p>	
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<i>Slides</i>	<p><i>Local Advisory Committee Role and Activities</i> <i>Identifying Review Considerations</i> <i>Communication Plan</i></p>
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<i>Discussion</i>	<p><b>The LAC role includes:</b></p> <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> <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>• The proposed property is in a residential area and there could be a perceived risk from the community</li> <li>• Secure entry/exit</li> <li>• Recreational areas</li> <li>• Proximity to school/daycare or anything child related</li> <li>• Neighborhood impact</li> <li>• Transportation</li> <li>• Close to employers whose will provide jobs that match the skills set of Work Release participants</li> <li>• Programming space</li> <li>• Educational services</li> </ul> </li> </ul> <p><b>Communication Plan</b></p> <ul style="list-style-type: none"> <li>• Connie Ladenburg volunteered to be the lead on LAC Communication Plan. Jeremy Hunt to assist.</li> <li>• <b>Communication plan considerations:</b> <ul style="list-style-type: none"> <li>• The public should be informed that Work Release participants are very motivated</li> <li>• Included in the messaging should be that the community has an obligation to bring people back to their community</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Messaging should include as many representatives as possible, as we don't want to surprise anyone with this expansion</li> <li>• Community representatives opposed to the expansion should be contacted in a coordinated effort</li> <li>• Having a DOC presence can actually make a neighborhood safer</li> <li>• The perception that Pierce County is already being saturated with many social services type facilities</li> </ul> <ul style="list-style-type: none"> <li>• <b>Examples of recommended communication methods:</b> <ul style="list-style-type: none"> <li>• Face to face</li> <li>• Telephonic</li> <li>• Presentation to Law and Justice Council (DOC presented in January, but would be good to provide update)</li> </ul> </li> <li>• <b>Who needs to be communicated to:</b> <ul style="list-style-type: none"> <li>• Chris Beale</li> <li>• City Manager</li> <li>• Pierce County Public Safety Committee</li> <li>• Tacoma City Council</li> <li>• Tacoma Police (Donald Ramsfeld, Chief of Police)</li> <li>• Tacoma Liaison Officers</li> <li>• Deputy Mayor Keith Blocker</li> <li>• City of Tacoma Linda Stewart, Director of Neighborhoods and Community Services</li> <li>• Pierce County Law and Justice Council</li> <li>• Representatives from programs that Work Release participants will be in contact with through services</li> <li>• South Tacoma Neighborhood Council</li> <li>• Workforce Development</li> <li>• Tacoma Pierce County Chamber</li> <li>• Steve Kirby, Melanie Morgan, Steve Conway</li> </ul> </li> </ul>
<i>Questions/Concerns</i>	<ul style="list-style-type: none"> <li>• Request for data: Where are the jobs that Work Release participants are qualified for?</li> </ul>
<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> <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> </li> </ul>
<i>Questions/Concerns</i>	

GENERAL DISCUSSION & TASKS FOR FOLLOW UP	
<i>Mike Schindler</i>	
Slides	<p><i>Communication Plan</i></p> <p><i>Questions/Wrap Up</i></p>
Discussion	<p><i>Work Release Expansion Website</i></p> <p><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>Pierce County email box:</i></p> <p><a href="mailto:docwexpandpc@doc1.wa.gov">docwexpandpc@doc1.wa.gov</a></p> <p><i>Next meeting: (location/format subject to change, in view of COVID-19)</i></p> <p>Wednesday, April 22, 2020</p> <p>4:00 - 6:00pm</p> <p>Tacoma Community College, Bldg 9, Room 101</p> <p>6501 South 19th. Street Tacoma, WA 98466</p>