



MEETING MINUTES	
<i>Location</i>	Skype/Teleconference
<i>Attendees</i>	Mike Schindler, Contract DOC Facilitator Chris Idso DOC Capital Planning & Development Director Mark Kucza, DOC Senior Administrator Brandy Jacobs, DOC Executive Secretary Whitney Hays, DOC Project Manager Tony Lindgren, KMB Architects Gar Rodside, DOC Facilities Senior Planner Hyuk Ro Kelsea Kuhnert Cornell Harris Daniel Davis Katie Baker Larry Quintana Fred Scruggs David Thomson

INTRODUCTIONS & OPENING	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>Welcome</i>
<i>Discussion</i>	Mike Schindler opened the meeting and welcomed back past and new participants. Introductions were made.
DOC MISSION/VISION & PROGRAM OVERVIEW	
<i>Mark Kucza</i>	
<i>Slides</i>	<i>Work Release Expansion</i>
<i>Discussion</i>	Mark provided an overview of DOC’s mission and vision, and the importance of Work Release. Additionally, Mark provided a program description, focus of work release, placement criteria, expectations, and what progression through work release entails.
LIVED EXPERIENCES OF PARTICIPANTS IN WORK RELEASE	
<i>Kelsea Kuhnert & Hyuk Ro</i>	
<i>Slides</i>	<i>Work Release Expansion Project</i>
<i>Discussion</i>	Kelsea and Hyuk shared their experience while in work release. They both shared that they have been imprisoned twice, neither were able to participate in work release during their first imprisonment; however, did participate during their second. They both agreed that participating in the work release program changed their lives for the better and allowed them to gain positive tendencies to be successful upon their release.

AUTHORITIES HAVING JURISDICTION OUTREACH	
<i>Tony Lindgren</i>	
<i>Slides</i>	<i>Work Release Expansion Project</i>
<i>Discussion</i>	Tony stated that the letter was sent to all cities and towns in Pierce County requesting assistance with other possible sites to be considered.
SITE REVIEW RESPONSIBILITIES & SITE-SPECIFIC PROGRESS	
<i>Tony Lindgren</i>	
<i>Slides</i>	<i>Work Release Expansion Project</i>
<i>Discussion</i>	<p>Tony provided an overview of the LAC site review responsibilities to take into consideration when determining viability of a site.</p> <p>Tony provided a progress report on the Tacoma CJC Annex at 1007 Center Street, what next steps are, and that the team is currently searching for additional properties to be considered.</p> <p>Tony stated that the Department has signed a lease with the Annex to secure the location in the event the site moves forward to the selection phase.</p>
<i>Questions/Concerns</i>	<p>Q: You stated that a lease agreement was signed with the Annex. Does that mean that the Annex has been selected as a work release site?</p> <p>A: No. the Department has been working with the owner and wanted to make sure that they secured the property in the event the site is moved to the consideration phase from the evaluation phase.</p> <p>Q: What if the site is not selected? Is there a way out of the lease?</p> <p>A: Yes, the Department signed a month to month lease, with a three-month clause to terminate the lease. If the Department decided to end the lease they would pay an additional three months.</p>
LAC COMMUNICATION PLAN	
<i>Mark Kucza</i>	
<i>Slides</i>	<i>Work Release Expansion Project</i>
<i>Discussion</i>	Mark provided an overview of LAC Communication plan moving forward once a site is moved forward in the process. Also, asked for additional people to join the LAC Communication Team.
GENERAL DISCUSSION, NEXT STEPS & TASKS FOR FOLLOW UP	
<i>Mike Schindler</i>	
<i>Slides</i>	<i>Questions/Wrap Up</i>
<i>Discussion</i>	<p>Action Items:</p> <ul style="list-style-type: none"> Identify additional sites, please send any recommendations forward for review/consideration <p><i>Work Release Expansion Website</i> https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm</p> <p><i>Snohomish County Expansion email inbox:</i> docwexpandpc@doc1.wa.gov</p> <p><i>Next meeting:</i> Wednesday, June 16, 2021</p>

	4:00 – 6:00 pm, via Teams (virtual)
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