

# CI ADVISORY COMMITTEE DIVISION UPDATE

## WASHINGTON STATE CORRECTIONAL INDUSTRIES

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

***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 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: 16**

**Programming Hours: 3,373**

**SOC Certificates Issued: 0**

**Certificates (other) Issued: 3 - In House Nemeth, 1 - Associate in Music**

**Vacant Positions: 4**

## MAJOR ACCOMPLISHMENTS:

- While only having incarcerated individuals available for two weeks in July and a couple of transcribers out for two weeks in September for quarantines, 21,163 pages were translated into braille and 3,374 tactiles were created.
- During this time, three transcribers earned certificates in Nemeth (math) transcription and one transcriber earned a certificate in music. Two apprentices have met and exceeded their lesson progression despite all of the closures. One is ready to take her state certification test.

## FOCUS AREAS:

### Vacant Positions:

- Coordinate with the job coordinator for more apprentices to be hired to fill vacancies and to prepare for near future releases of current transcribers.

### Certifications:

- Emphasis on working towards higher-level certifications for each transcriber and utilize work time to study for these testing exams.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Two transcribers were hired on October 12 who were previously employed. Two new employees were added for apprentice positions.

# COMMUNICATIONS

Monroe Correctional Complex (MCC)  
Washington State Penitentiary (WSP)

**Program Participants: 35**  
**Programming Hours: 15,000**  
**SOC Certificates Issued: 1**  
**Vacant Positions: 50**

## MAJOR ACCOMPLISHMENTS:

- License plates: Continue to be challenged by lower than forecasted incarcerated worker numbers. We have activated ordering 300,000 sets of plates from a third party vendor to help catch us up with Department of Licensing (DOL) orders. Making progress on new equipment acquisition for the operation. Working on funding and payment schedule moving forward. The equipment will bring industry-related, more efficient production for the staff and workers in the operation. Continuing to collaborate with DOL for improved reporting and communication between both agencies in regards to what is being produced, what plates are priorities and when categories of plates can be expected to arrive at DOL.
- Print/Sign: We continue to be challenged with low worker numbers in this area as well. Overtime is being worked and the teams continue to work primarily through first-in/first-out orders, while allowing room for priority orders.
- Tabs: With limited worker numbers also in this area, the team continues to complete DOL orders that are needed within specific time periods.

## FOCUS AREAS:

### Incarcerated Worker Support:

- Ongoing work is happening to have a sufficient number of workers in our operations. We continue to work with each facility to obtain as many workers as possible. We believe we not only have products to produce and orders to fulfill for our customers, but more importantly, great programs for people who want to prepare for life beyond incarceration.

### Equipment Updates:

- We have moved forward with plans to upgrade the license plate equipment. The proposed update involves industry-standard equipment to give relatable job skills to our workers while also improving our productivity.

### Cost and Pricing:

- Challenges with ongoing rising raw material and transportation costs have prompted us to continue to evaluate and adjust our pricing to our customers to cover the costs of doing business while remaining competitive. In addition, we are evaluating our product offerings and finding ways to improve efficiencies within our operations.

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

- Finalization of decision on equipment acquisition.
- Continue our collaboration with DOL to highlight priority needs and operational updates.
- Ongoing work with Department of Corrections and facility leadership to increase worker participation numbers and determine next steps to improve overall communications businesses.

# COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

**Program Participants: 5**

**Programming Hours: 1,113**

**SOC Certificates Issued: 0**

**Vacant Positions: 3**

## MAJOR ACCOMPLISHMENTS:

- Forty-two (42) new jobs have been received and drafted this quarter totaling \$976,347.45, despite working only one week in July due to quarantines and two of our senior drafters on quarantine half of September. The drafters finalized 19 jobs worth a total of \$1,050,553.37, and verified ten orders totaling \$382,951.97.
- We are training the assigned incarcerated clerk to be a drafter to test the possibility of hiring Incarcerated people who have not been provided a drafting course through education. This has shown to be a successful opportunity.

## FOCUS AREA:

### Vacant Incarcerated Worker Positions:

- We have three open positions in the drafting department. One senior drafter will be releasing this winter and we have been challenged in hiring drafters due to lack of incarcerated individuals who have completed the drafting courses through education and the constraints on cohorting.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Complete hiring and onboarding of incarcerated drafters.

# FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

**Program Participants: 152**

**Programming Hours: 53,144**

**SOC Certificates Issued: 65**

**Vacant Positions: 34**

## MAJOR ACCOMPLISHMENTS:

- Similar to the past quarter, in this quarter intermittent outbreaks of COVID-19 continued throughout state prisons. This has brought about the same ongoing challenges of having fewer workers than needed and the receipt of large-volume orders on short notice. To deal with these challenges, we pared down production, increased working hours and focused on core protein production items. As stated in the last report, extraordinary efforts are ongoing to meet the needs of our greatest customer, Department of Corrections (DOC) food services.

## FOCUS AREAS:

### Workforce:

- For three weeks in July the AHCC food factory was either completely shut down or running at reduced capacity because an incredibly limited number of workers were allowed to report to work.
- At the end of September, the factory received most of their incarcerated workforce back and has been gaining ground on building inventory to prepare for the transition back to full support of manufactured bakery products (this is a big project and will take several months to achieve).

### Workspace:

- In August, AHCC food services used part of the food factory to operate out of due to the kitchen closure for repairs. This facilitated ongoing operations of food services but reduced the overall output of manufactured food products from the factory.

### Short-notice Sales:

- Throughout the quarter there were extraordinarily high levels of short-notice sales. That, coupled with the workforce shortage, drove the decision to work two weekends a month in July, August and September, shut down bakery operations, and purchase finished good bakery products. This was necessary to create capacity to continue to provide kettle, hand-held, frozen meal and cold tray products to DOC food services and other customers.

### Distribution and Warehouse:

- The food distribution team was notified in July that our off-site frozen storage company was requiring us to vacate by the end of September. After extensive research and effort, the distribution and warehousing group (partnering with the CI headquarters warehousing/transportation group) found an alternate storage location. They collaborated and developed a plan for the transition to move eight trailer loads of product out of the more expensive old facility.

### CI Food Group:

- The food group conducts formal monthly meetings intended to review and provide direction and discuss relevant operational issues. The team discussed organization development, growth, lean initiatives and sharing across departmental concerns. Since 2019, the meetings have been conducted on Teams, however, in September they had their first in-person meeting. The contribution and value of the meeting was significantly greater than virtual.

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

- Ongoing discussion on our purpose within the Reentry Division and how we contribute to it. We plan to continue to divide our efforts between food supply and how can we best live up to the Reentry Guiding Principles. This will continue to be a topic at monthly Food Group meetings to see if we can get momentum within our area of influence.
- Mitigation of inflation and ensuring full cost recovery.
- Meeting the needs of internal and external customers.

# 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: 572** - Monthly Average  
**Programming Hours: 84,275** - Monthly Average  
**SOC Certificates Issued: 30**  
**Certificates (other) Issued: 49**  
**Vacant Positions: 109** - Monthly Average

## MAJOR ACCOMPLISHMENTS:

- Continued to support Department of Corrections (DOC) food service locations with menu planning, sourcing alternative products and operational advice during COVID-19 outbreaks.
- Collaborations with CI food manufacturing to support inventory build-up for response needs for COVID-19 outbreaks. Provided guidance for the capital project (drain repair) at AHCC food service.
- Development of seasonal menus for fall/winter. The DOC system is working to return to stock food items as food supply chain disruptions dictate. The goal remains to return to menus-as-written, as vendors and manufacturers become more reliable.
- Religious, cultural, and family-centered events are being conducted, with outside guests at some events. The DOC programs office is out in front of these. Observances for the upcoming year are being planned.

## FOCUS AREAS:

### Statewide Operational Support:

- Ongoing support continues, with focus on vendor distribution location changes and new driver clearances. The central food office is the conduit to Food Services statewide with all vendors, to include Department of Enterprise Services contract vendors, CI Food Manufacturing and CI Customer Care. Ongoing support with menu planning, operational advice, etc.

### Product Supply, Consistency and Costing:

- Vendor collaborations continue with sourcing and approving alternative food items.
- AHCC Food Manufacturing: Support customer care with resources, facility communications, product selection, etc.

### Dietitian Support:

- Ongoing monthly collaborations with the DOC dietary manager, DOC food service administration and the Department of Health to assist in menu planning, product review, approvals for substitution items, support for medical diets and information requests.

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

- Continue support for all DOC facilities. Monitor the food supply and collaborate with AHCC food manufacturing to return to "new normal."
- Support AHCC food service with menu changes while drain repair is completed.
- Provide menu support for the upcoming holidays.

# FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

## MAJOR ACCOMPLISHMENTS:

- We have recently expanded a valued vendor partnership which allows us to offer a new line of additional adjustable height surfaces which provide the best quality and performance in the market. This will help to reduce warranty expense and frequency, and provide a more easily assembled product for the benefit of both our installation crews and our at home customers who may complete the last few steps themselves. This quicker install will greatly lower our installation crews' average time per unit, which will allow them to focus more on other areas during installation and further reduce expenses.

## FOCUS AREAS:

### Vendor Pricing:

- Vendors continue to increase pricing, some with three distinct increases over the last 12 months. We are advocating on behalf of our customers where appropriate, and looking to negotiate other arrangements to help increase our profitability. Non-mandated sales have continued to focus on outreach to both prior and new customers in an attempt to expand this facet of our business. As new products and expanded product line become viable, targeted email campaigns will be used to further our marketing outreach.

### Fast Fulfillment:

- Having adequate stock of top products for quick purchase and delivery is an important service for our customers. We will evaluate the stock mix and levels of inventory to find the right blend of availability and turn ratio.

### Value Line:

- The current CI desking and storage lines are all high quality, all laminated products that are durable and will last a long time. We have planned for quite some time to have additional offerings for those customers who are looking for something of a more budget-minded nature who understand the differences between our commercial office furniture and the life cycle and quality of what is to be expected from big box retailers.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Prioritize and define product development goals in balance with limited resources within the program.
- Sales has implemented several new processes to align with customer service and install with the goal of seamless transitions throughout the order process, providing our customers with a higher level of order accuracy and customer care.

# FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

**Program Participants: 160**

**Programming Hours: 22,834**

**SOC Certificates Issued: 9**

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

**Vacant Positions: 114**

## MAJOR ACCOMPLISHMENTS:

- Furniture manufacturing has completed hiring for several keys position, with the completed recruitments of upholstery supervisor and supervisor assistant.
- Two new customer service staff have been fully onboarded and are progressing well with learning the duties of their position.

## FOCUS AREAS:

### Production:

- Continual work through backlog of orders for production to be able to be in compliance with the December 30, 2022, delivery for orders received before April 15, 2022, that was approved by the Office of Financial Management for end of fiscal year purchases.

### Vacant Position:

- Continued efforts in the recruitment of the vacant wood shop supervisor and operations manager positions.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Work with SCCC leadership to ensure that COVID-19 safety protocols are in place and adhered to in order to stay operational in the upcoming quarter to catch up on production of received orders.
- Continue to focus on product pricing to account for market fluctuations for raw material cost.

# INCARCERATED INDIVIDUAL SERVICES

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

**Program Participants: 129**

**Programming Hours: 41,785**

**SOC Certificates Issued: 5**

**Certificates (other) Issued: 2 - Forklift, 8 - Makin' It Work**

**Vacant Positions: 19**

## MAJOR ACCOMPLISHMENTS:

- Completed quarterly inventory at the end of September well inside the acceptable time frame.
- Assumed supervision of outside warehouse operations at MCC — incarcerated services staff now manage daily operations.
- Streamlined processes between the outside MCC warehouse and operations inside Twin Rivers Unit at MCC. Shortened lead times from shipments received from vendors and entered into inventory for sale.
- Moved area for processing damaged items, donations and returns to area directly outside the commissary staff office to provide greater security.
- Completed first food program since program was moved to Reno during COVID-19 response.
- Recruited and hired new Correctional Industries (CI) Supervisor 2.
- Recruited and hired new CI Supervisor Assistant.
- Recruited and interviewed for vacant Warehouse Operator 2 position, approval paperwork is in process.
- Established CI representation in the security approval process for new food and property items.

## FOCUS AREAS:

### Customer Service:

- Assess current practices to ensure standard procedures are being followed.
- With transition of the food package program back to MCC, reestablishing consistency and trust to all stakeholders (staff, incarcerated and families) is a main focus, including packaging and shipping techniques.
- Maintain a high level of customer service, completing production as scheduled and making deliveries on time to customers while navigating cohort restrictions and limited ability to deploy incarcerated workforce resources.
- Focus on accuracy of package contents, accurate rosters, more predictable/quicker shipping and distribution and better tracking capabilities.
- COVID-19 Recovery.

### Operational Processes:

- Continue reverting/adjusting processes that were updated statewide during the rotating incarcerated workforce made necessary during COVID-19 outbreaks.

### Security:

- Address theft concerns and ensure clean room processes are followed, staff are diligent in their awareness and physical layout of product promotes clear lines of sight.
- Work with facility maintenance staff to improve security camera functionality.

### Staffing:

- Priority to fill the most important positions within the program so it can function properly and without fail. Warehouse positions have been challenging to fill in the last two years.

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

- Consider camera system upgrades and additional cameras statewide.
- Maintain customer services and production standards.
- Maintain and improve processes related to inventory control.

# LAUNDRY

Statewide

**Program Participants: 104**  
**Programming Hours: 46,800**  
**SOC Certificates Issued: 2**  
**Certificates (other) Issued: 1**  
**Vacant Positions: 22**

## MAJOR ACCOMPLISHMENTS:

- Washington Corrections Center (WCC) laundry has received and installed one new 170-pound capacity washer. This machine replaced a 2002 washer of the same capacity that was experiencing operational issues due to its age. Repair costs were estimated at \$15,000 over the coming year. There are no anticipated changes to the WCC laundry production capacity.
- Stafford Creek Corrections Center (SCCC) laundry has received and installed two new 310-pound capacity dryers. These machines replaced two 2005 dryers that had projected to repair costs of \$8,000 over the coming year. There are no anticipated changes the SCCC laundry production capacity.
- Statewide laundries processed 2.5 million pounds of laundry for the Department of Corrections (DOC) during this reporting period.
- Cedar Creek Corrections Center (CCCC) laundry has implemented a short-term contract to provide laundry service to the Department of Social and Health Services at Maple Lane. Maple Lane currently houses approximately 20 people pending court hearings. This population generates about 1,500 pounds of clothing and bedding per month. Service is provided two days per week without impact to current CCCC laundry operations. This service is expected to continue through the end of FY 2023.

## FOCUS AREAS:

### Financial Operations:

- Laundry is evaluating monthly financial operations to determine cost-per-pound adjustments necessary to ensure full cost recovery in FY 2023.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Ensure production strategies are maintained to provide consistent laundry service as COVID-19 impacts DOC facilities over time.

# MCNEIL ISLAND STEWARDSHIP

McNeil Island

**Program Participants: 4**  
**Programming Hours: 516**  
**SOC Certificates Issued: 0**  
**Vacant Positions: 14**

## MAJOR ACCOMPLISHMENTS:

- Marine vessel Chinook passed inspection completed by United States Coast Guard (USCG). The Chinook received complete stripping and re-coating of the below water line hull, starboard propeller shaft and the fiberglass exhaust system were replaced.
- Generator for new well system has been received, allowing for the activation of the new water well scheduled for mid-November.

## FOCUS AREAS:

### Vacant Positions:

- Two new captain positions were hired with start dates beginning November 1, 2022.
- One on-call deckhand and one permanent deckhand have accepted positions, with additional vacancies still in recruitment.
- Marine operations manager, marine operations supervisor, and island operations administrative assistant 3 were re-classified with updated position descriptions and have been posted for recruitment.
- One vacant shipwright position has been filled.

### Wildfire Mitigation Strategies:

- Small pistol range was cleared of all dry shrubs and bushes/trees behind the backstop.
- The backstop was increased by six feet in height to stop any projectile from entering the surrounding areas.
- Emergency Operations Unit (EOU) procured a fire truck from Olympic Correction Center and is on standby at the range. Cross training with McNeil Island Stewardship (MIS) staff, EOU staff and the McNeil Island fire department is occurring on the fire truck and other mitigating procedures.
- Fire lines have been constructed around the entire range to prevent spreading to any wood line area.
- Brush has been cleared on hill behind long gun firing range.

### Inventory:

- All parts in diesel shop have been inventoried and obsolete parts have been transferred to other facilities for re-purposing.
- Capital Management Asset System (CAMS) list is being updated and vehicles not operational are being processed for surplus.
- Tool inventory in the diesel shop has been initiated.
- Tool inventory in marine shop has been initiated. The marine department is working on cleaning all areas and purging documentation per the Department of Corrections records and retention policy.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Begin preparation work on the marine vessel McNeil for its dry-dock and inspection by USCG in January 2023.
- All work to be completed as outlined by the Environmental Protection Agency on the fuel tank storage and fuel lines to the main dock.
- Update the current Spill Protection, Control and Containment plan.
- New well system will be online and running concurrently for six months with MIS water treatment plant to ensure well system functions properly.
- All standard operating procedures will be finalized for the new well.
- Finalize the installation and activation of the key control panel, key watcher.
- Coordinate with Glosten to finalize approved plans for barge #1 re-decking and structural work as required to be in compliance with USCG. Barge #1 is out of service since certification expired in September.

# OPTICAL

Airway Heights Corrections Center (AHCC)

**Program Participants: 49**  
**Programming Hours: 15,798**  
**SOC Certificates Issued: 0**  
**Vacant Positions: 1**

## MAJOR ACCOMPLISHMENTS:

- We were having issues with dropping our lens order file onto the vendor's website and had to send our representative the file to have the order submitted on their end. That issue has since been partially resolved and we are now able to drop the files onto their site to improve the efficiency of ordering lenses.
- We have recently restarted our instruction for our initial six incarcerated workers taking the American Board of Opticianry (ABO) training course. We paused the classes due to staffing issues and COVID-19 outbreaks throughout the facility due to some workers being in units on quarantine. To keep everyone going at the same pace, we waited until everyone was back to resume training. We are looking to extend the training time from one hour to two hours to give the workers more time to review the material and work together on some of the workbook questions.
- We now only ship Monday through Thursday by groups assigned for those days so every provider is sent a package once per week. If a provider has any orders that have been in the lab more than five days that show complete, we will ship that package to avoid any more delays. We have revamped the packing slips to be organized by item (i.e. prescription glasses, contacts, or stock frame orders) rather than medical record numbers to make it easier for providers to see what they should have received in that shipment. This change was made in response to concerns expressed by our providers.

## FOCUS AREAS:

### Remote Ordering for Providers:

- We are working with local IT and our service provider, OCUCO, to test communication between the remote system and our lab system.

### Locations for Eyewear:

- Our customer care team has recently received calls from clients asking for information about providers in their area so they can get eye exams and eyewear. A lot of the clients call the providers, then call our customer care team again indicating that the provider does not provide eyewear for them, but will do the exams, or that they do not accept their specific insurance. We are working on sending all of our providers a more detailed and updated provider information form to gather more details and work with the Health Care Authority on a solution.

### Lions Clubs International Recycled Eyewear:

- The lab continues to work through the boxes of used eyewear provided by Lions Clubs International. We are setting up a mini warehouse in a back office to catalog the eyewear for the organization before sending them out to the Northwest Lions Eyeglass Recycling Center in Olympia where they are stored and distributed.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue working with IT/Cybersecurity to move forward with testing the remote ordering for our providers.
- Create a more detailed master list of providers as we receive the updated provider information form back from our providers. We have a master list of providers that gives us their location and whether they see adult or children clients. We hope to add more details such as Medicaid managed care insurance plans that are accepted.

# SAFETY AND RISK MANAGEMENT

Correctional Industries Headquarters (CI HQ)

## **MAJOR ACCOMPLISHMENTS:**

- A safety committee has been reestablished at CI HQ. Committee members include two staff and two incarcerated individuals managed and administered by the CI safety program manager.

## **FOCUS AREAS:**

### Accident Severity Rating:

- The overall accident severity rating remains at 65 percent minor or less. The target severity rating is 75 percent. The most common root cause is improper procedures and it remains an ongoing focus to ensure workers receive training prior to performing jobs where hazards are identified.

### Delayed Accident Reporting:

- Over this last quarter, seven accidents achieved Department of Labor & Industries (L&I) claim status before the accidents were reported. Also, 11 accident reports paused in OnBase pending supervisor review. Corrective actions to reduce these occurrences include new worker orientation highlighting the requirement to immediately report injuries, staff reminders to immediately enter accident reports into OnBase, and staff reminders to complete supervisor review within required 14-day timeline.

# SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

**Program Participants: 10**

**Programming Hours: 3825**

**SOC Certificates Issued: 0**

**Certificates (other) Issued: 2 - Forklift**

**Vacant Positions: 15**

## MAJOR ACCOMPLISHMENTS:

- Higher education with Western Washington University (WWU) and University of Washington (UW) over the last two months has gone as planned. Beds and bunks are in place and students are occupying rooms. WWU was done with staircases and four floors — not an easy task but was completed on time.
- Within the scope of work, we have found creative solutions to keep all Correctional Industries logistical needs met including food, mattresses, furniture, license plates, textiles, raw materials and COVID-19 supplies for both the Department of Corrections (DOC) and Department of Health. Our partnership has been Invaluable to get through the last 30 months of the pandemic, not just for DOC but all agencies, schools districts and emergency response areas.

## FOCUS AREAS:

### Workforce:

- Coordinating with Cedar Creek Corrections Center (CCCC) to increase the number of available workers for its program with the targeted goal of 35 to 40 incarcerated workers total. This will allow for more stability in the program and provide opportunities for people working towards reentry. We have recently updated the intra-agency agreement with CCCC for the assignment of incarcerated workers to CI headquarters and offsite install crews. CI management has reached out to a CCCC program manager to be part of the selection process for placement of Incarcerated workers. Workforce development and management staff will be going to CCCC to have a information sharing session.

### Higher Education:

- Agreed to complete phase 2 of both projects for WWU and UW. We are working collaboratively to ensure that these orders deliver timely in the short window prior to students returning from winter break.

### Communication:

- Starting monthly meetings with incarcerated individual services to increase communication between both sides of the warehouse. Continuing to work through D365 with statewide staff.

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

- Ensure that all of the commercial drivers license holding staff members have obtained their P1 passenger endorsement. Two staff are scheduled to take the exam and field test. The next three will test in November.

# TEXTILES

Airway Heights Corrections Center (AHCC)  
Clallam Bay Corrections Center (CBCC)  
Coyote Ridge Corrections Center (CRCC)  
Washington Corrections Center (WCC)  
Washington Corrections Center for Women (WCCW)

**Program Participants: 229**  
**Programming Hours: 29,830**  
**SOC Certificates Issued: 8**  
**Vacant Positions: 89**

## MAJOR ACCOMPLISHMENTS:

- We are grateful for all of our shop locations being open and operational again after many starts, stops, and stutters over the past couple of years.
- A new 12-head embroidery machine is installed at WCCW. Staff and incarcerated workers have developed a step-by-step training guide on how to maintain, operate, and screen print using the screen press and other screen printing equipment for incarcerated workers new to the program
- Two new plotters have been deployed and are currently in use at CRCC and AHCC.
- Assisting the Washington State Parks and Recreation with their agency re-branding efforts. We provided embroidery/screen printing samples of their new logo. They are estimating to outfit their staff with 3,000 various clothing items.
- We were awarded the contract for Alaska incarcerated clothing.
- We were awarded the Clark County Sheriff's incarcerated clothing and mattress contract.
- Multnomah County in Oregon has extended their incarcerated clothing and mattress contract with us for another year.
- King County Jail sources mattresses through CI with their most recent order for 1,000 mattresses.

## FOCUS AREAS:

### Supply Chain:

- We are still experiencing challenges on acquiring raw material in a timely matter. Most items have at least a 90-day turnaround time to receive. Added to this is that the cost of materials and supplies have dramatically increased with no indication of improving anytime soon. The team continues to work for best value and timeliness of receiving material.

### Gender Responsive Clothing:

- Working with the administration and leaders of the Department of Corrections' Women's Prison Division. We are in the process of finalizing female four pocket pants for role out to the female population.

### Financials:

- Continual evaluation of each of the operations within textiles. This includes auditing of our pricing, efficiencies by location and items being produced, and cost-effectiveness of producing items that can be purchased for less.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Assisting department in acquiring gender affirming items for the transgender incarcerated individuals around the state.
- Update product pricing closer to real-time of market/industry adjustments.
- Assisting the department in completion of mattress replacements taking place at each facility.

# TRAC

Mission Creek Corrections Center for Women (MCCCW)  
Washington Corrections Center for Women (WCCW)

**Program Participants: 8**  
**Programming Hours: 2,400**

## MAJOR ACCOMPLISHMENTS:

- Trades Related Apprenticeship Coaching (TRAC) Instructor Ian O'Boyle has completed the Makin' It Work Train the Trainer course.
- TRAC Instructor John Brown retired effective Sept. 30.
- 2018 TRAC graduate Minna Long competed in the Iron Workers Super Punk Apprenticeship competition in Colorado and won the 2022 Wanda Hall Legacy Award given by Oregon Tradeswomen Inc.

## FOCUS AREAS:

### TRAC Class #63:

- TRAC class #63 started at MCCCW on July 11 with nine participants. All from Gold unit due to facility COVID-19 cohorting restrictions. MCCCW was placed on facility outbreak status and TRAC programming was stopped for about five weeks. Training resumed the first week of October. Visitation has resumed and we have been able to have in-person guests. TRAC class #63 has been busy with guests from the Bricklayers and Allied Trades, Apprenticeship and Non Traditional Employment for Women, Sound Transit, Iron Workers Local 86 and 29, and the Laborers Apprenticeship. The groups spent a week at the MCCCW training center administering the pre-construction testing which will give entry into the laborers apprenticeship upon completion. The masons and plasterers are scheduled to visit in November. Graduation is estimated to take place the last week of November.

### Aerospace Joint Apprenticeship Committee (AJAC)

#### Manufacturing Academy Class #4:

- Recruitment is ongoing for class #4 in the medium custody units of WCCW. Several informational town halls were held and interest was solid for the winter cohort.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue working with community partners and community corrections to increase opportunities for quality employment.

# WORKFORCE DEVELOPMENT

Statewide

## MAJOR ACCOMPLISHMENTS:

- Workforce development manager started September 6, continued to provide workforce development and employment services to releasing people, continued to provide services with limited staff, enhanced collaboration with Department of Corrections reentry navigators to ensure transitional services are maintained.

## FOCUS AREAS:

### Training:

- Ongoing exploration of additional programming opportunities for incarcerated participants relevant to current business trends and employment opportunities in the community — specifically computer skills, broader access to trades training and updating and expanding the Certificates of Proficiency available within facilities.
- Reestablishing Makin' It Work programming in facilities and work towards reestablishment of job hunters, mock interview fairs, LEAN training, etc., in all facilities when the team is reestablished and trained.

### FareStart:

- FareStart has reinstated its hands-on training called Food Pathways. Food Pathways is a six-month training program. This program is not just culinary program. It is also food-related program such as food manufacturing, feeding programs, food storage and distribution and bakeries. They still the seven-week job readiness training for people who choose that option. This is in addition to wraparound services that are offered, such as connecting students to transitional housing and employment opportunities. FareStart was able to partner with a different housing provider to provide more stable housing opportunities for releasing incarcerated people.

### Fair Chance Employer Engagement:

- Continuous outreach to potential fair chance employers is underway. In addition, there is ongoing collaboration with the reentry team to ensure that all people have access to the same resources.

## STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Fill two staff vacancies (two workforce development specialists). Future needs include an additional community employment specialist for eastern Washington (for a total of two) to better connect people releasing in those counties with opportunities.
- Three Makin' it Work train the trainer sessions were scheduled for the first week of October.

