



CI ADVISORY COMMITTEE

Meeting Minutes

December 8, 2022, 9AM – 11AM

Location: Virtual TEAMS

PRESENT

Committee Members: Rep. Dan Griffey, Terri Fortner, Marianna Talbott, Chris Elwell, and Karen Dove

Guest: Raphael Smith – Incarcerated worker

CI/DOC Staff: Sean Murphy, Danielle Armbruster, Jamie Dolan, Ryan Sadler, Todd Cunnington, Scott Edwards, Lindsey Konrad, Sarah Goff and CMT Members

Meeting called to order at 9:00AM

WELCOME

Correctional Industries (CI) Director Jamie Dolan welcomed everyone to the meeting and conducted an official roll call. Jamie welcomed new member Marianna Talbott and thanked Mari Borrero, Marilyn Kennedy, and Terri Fortner as their three (3) years of service on the CI Advisory Committee came to an end.

DOC Deputy Secretary Sean Murphy welcomed everyone and thanked the CI Advisory Committee members for their service on the committee. He announced Jamie Dolan has permanently accepted the roll as Director of Correctional Industries.

Danielle Armbruster welcomed everyone to the meeting and discussed us coming out of COVID-19 pandemic and the new opportunities in the facilities for the incarcerated individuals in our custody and care. Danielle also conducted housekeeping items.

BUSINESS MEETING

Approval of 6/2/2022 Meeting Minutes:

Motion was made for approval and seconded. Minutes were approved as submitted.

Approval of 9/1/2022 Meeting Minutes:

Motion was made for approval and seconded. Minutes were approved as submitted.



Market Share Report

Assistant Director Lindsey Konrad reviewed the Market Share report, and Chris Elwell posed the question of what the difference between food service and food manufacturing was. Lindsey further elaborated and explained food service is a kitchen style operation that provides meals directly to the incarcerated population. Food Manufacturing is a food production operation to distribute to prisons and external customers.

Annual Report

Assistant Director Lindsey Konrad reviewed the Annual Report, and no questions were asked.

Fact Sheet

Assistant Director Lindsey Konrad reviewed the Annual Fact Sheet, and no questions were asked.

Division Updates

Director Jamie Dolan asked if there were any questions regarding the Division Update handout, and no questions were asked.

Director Jamie Dolan shared an update from the Communications Division about the Monroe Correctional Complex (MCC) and the soft closure of Washington State Reformatory Unit (WSRU). Within that unit, CI had several operations including the tab, print, and sign shops. With the WSRU closing sustaining the Print and Sign shop with incarcerated workers became incredibly difficult. CI is maintaining the tab shop and we are moving forward with the closure of the print and sign shops. Notifications were made to the staff impacted and the union. The planned effective date is February 1, 2023.

Questions regarding Division Updates

No questions were asked

NEW BUSINESS

D365

Assistant Director Lindsey Konrad gave an overview on CI Business Led Transformation Project (BLT). The overview included the upgrade from Great Plains 8 (GP8) to Microsoft Dynamics (D365) which is a cloud-based enterprise solution. The transition to cloud based D365 will connect all of CI businesses at every facility. A connected system will result in reduced data entry duplication and related error rates and increased efficiencies.

Year-End Financial

Assistant Director Scott Edwards gave a Year-End Financial overview.

License Plate Update

Assistant Director Todd Cunnington reports that the purchase has been made for the new license plate equipment at Washington State Penitentiary (WSP). New printing, embossing, and



finishing equipment. Todd also shares the license plate manufacturing shop will be moved to a different area within WSP that has more space and located within medium custody units. The anticipated date will be July of 2023.

OLD BUSINESS

Assistant Director Ryan Sadler shares the Commercial Driver's License (CDL) Program for the incarcerated individuals is moving forward with hiring a project manager.

GUEST SPEAKER

Raphael Smith shares his story about earning his General Education Development (GED) and working within the Furniture Factory located at Stafford Creek Correctional Complex (SCCC). Mr. Smith started working for the furniture finishing department four (4) years ago. Working for this department has given him the skills to continue to grow within the furniture factory. He since moved to the bander machine and eventually made his way to the router where he has worked and mentored the last six (6) months. Mr. Smith concluded with mentioning it is a blessing to work for CI.

Jamie thanked Raphael for his time and opens the floor for other questions. Marianna Talbott speaks to the fact that earning his GED is an amazing accomplishment and asks what his goals are for once he is released. Steve Petermann shared incarcerated individuals like Mr. Smith is the reason why we have our Aerospace Joint Apprentice Committee.

Closing Remarks

Meeting adjourned at 9:51AM

OPEN FORUM

DOC CI Advisory Committee Members rejoined the meeting to start the open forum at 10:25AM. There were no participants from the public who joined. The open forum concluded at 10:30AM.

Meeting Adjourned