

CI ADVISORY COMMITTEE DIVISION UPDATE

WASHINGTON STATE CORRECTIONAL INDUSTRIES

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

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.

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WASHINGTON STATE
CORRECTIONAL INDUSTRIES

BRAILLE SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 19
Programming Hours: 5,449
Certificates (other) Issued: 4
Vacant Positions: 2

MAJOR ACCOMPLISHMENTS:

- Two apprentices passed the state Unified English Braille (UEB) test, one transcriber passed UEB Nemeth (math) test, and one transcriber passed the Associate in Music Braille test.
- 32,272 braille pages and over 6,000 tactiles pages were produced during the first quarter.

FOCUS AREAS:

Incarcerated Workforce:

- Promoting one of our apprentices to the transcriber position as they get closer to certification, and filling one apprentice position.

Lessons and Testing:

- Working daily to allow ample time to those working on lessons for certification as well as working on their regular braille projects. Three incarcerated workers are working toward their National Braille Certification. We also have our two newest apprentices just a couple of lessons away from taking their state UEB tests.

Training:

- The Washington State School for the Blind donated a smart board in order for us to connect directly on Microsoft Teams with them for meetings and to make various training classes available to our workers. This is a very welcome addition to our toolbox moving forward.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Work with facility correctional program manager and jobs coordinator to gain knowledge and understanding of the needs of this and other programs within reach of our population.

COMMUNICATIONS

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

Program Participants: 49
Programming Hours: 12,000
SOC Certificates Issued: 1
Vacant Positions: 20

MAJOR ACCOMPLISHMENTS:

- We have met some challenges regarding material and supply chain issues but have been able to build stock of plates in some categories which hasn't been the case in over two years! We placed an order of 170,000 embossed passenger plates from our third-party vendor to get those plates back on time. The first half of the order is scheduled to arrive in mid-April and the final part of the order the first part of May. At that point we should be back on schedule with the Department of Licensing (DOL).
- The new license plate shop is coming along. We have received one high speed laminator, new seating for the workers on the production floor, an electric stacker lift for use in the shop, and two roll carts for the new digital room. We are expecting the two tri-jet digital printing machines shortly as well. The remaining equipment is in production or being tested before final delivery in June.
- Production continues to hold steady for tab shop. We have experienced challenges with receiving raw material in this area as well, but are supplying DOL with their needed items.

FOCUS AREAS:

License Plate Shop Relocation:

- Working with Department of Corrections' capital projects for the installation of electrical drops and the framing of some small areas of the new license plate shop. We are currently waiting on inspections and approved permits for the new location.

Print and Sign Equipment:

- We offered our used equipment to our other shops as well as other state correctional industries programs. The majority of this equipment is older and not useful so we are surplussing the majority of it to General Administration Surplus.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Anticipating being able to be back to producing digital specialty and vanity license plates in our new shop. Since June 2022, we have had to utilize a third-party vendor to accomplish printing the images since our equipment failed and could not be repaired.
- Begin and finalize new license plate shop installation and operation with the assistance of capital projects and the local facility maintenance team.
- Hire workers for the new shop location and train staff and workers on the new equipment.
- After the third-party plates are completed, remain on-time with DOL order demand.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 6

Programming Hours: 2,311

Vacant Positions: 2

MAJOR ACCOMPLISHMENTS:

- We successfully drafted 77 new projects in the first quarter, working a couple of Saturdays to meet the biennium deadlines. The drafters worked in tandem with account executives and the brand manager with huge success.
- 35 finalized jobs totaling \$1,127,233 and 58 verified jobs totaling \$5,988,511 for the first quarter.
- The two newest drafters without AutoCAD software knowledge continue to progress at an amazing pace with learning product and application. The current team works very well together collaborating and sharing project knowledge with each other.

FOCUS AREAS:

Product Knowledge:

- Participants continue to research and gain knowledge of products. They learn from each other as a team and utilizing catalog resources as well as account executives and brand manager knowledge.

Pricing:

- As raw materials and other costs have risen, the department has been required to be agile in adapting to the frequent changes on updating pricing as product costs increase.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Looking into potential new drafters for hire. We currently have two available positions and want to make sure we have ample time to train the right person.
- Review vendor software to expand or replace existing space plans with more detailed bill of materials.

FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

Program Participants: 164
Programming Hours: 69,219
SOC Certificates Issued: 17
Vacant Positions: 46

MAJOR ACCOMPLISHMENTS:

- New product innovation and collaboration from other outside the food manufacturing area work centers.

FOCUS AREAS:

Bread Products:

- Raw material shortages from our bakery vendor would experience delays and shortages of bread products. To prevent ongoing customer shortages, and while taking costs into consideration, the food manufacturing group developed a homemade (from scratch) dough which is being used for all bread type production (dinner rolls, hamburger buns, hot dog buns and loaf bread). The undertaking started in January and took dozens of hours to complete. The involvement of more than 25 people, (staff and incarcerated individuals) in the product development group, in the factory and with other expert staff outside of the department came up with a product which is as great tasting as the industry standard products we have used in the past and nutritionally better. Additional benefits of the homemade dough are that it meets all the criteria of vegan products (which our customers use) and is an 80% cost reduction of the previously purchased vegan bread.
- The cost reduction will be passed along to food services saving \$51,000 per year in vegan bread and an additional \$62,000 per year in loaf and 2 pack bread with an additional cost reduction to cold trays of \$69,000. The total overall annual cost reduction to the department is over \$180,000.

Process Improvement:

- The warehouse staff spent the past couple of months resetting the organization of product placement and location assignment of products to better control inventory and reduce movement of products throughout the warehouse. This resulted in reducing mis-picks to customers and increased efficiencies of inventories.

Annual Inspection:

- The Washington State Department of Agriculture (WSDA) inspection resulted in a passing score of 94 out of 100 points. Overall, there were no food safety concerns. All of items of concern have been addressed and a follow-up report out sent to all stakeholders to include the WSDA inspectors.
- As a result of collaboration with the WSDA, our group has initiated a review and is updating our trace and recall procedures as well as our food safety and defense plans.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- We continue to focus on the reentry division's guiding principles and continue to have discussions with staff and incarcerated individuals about how we can better exemplify aspects of how to embrace change and be open to learning.

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: 662 (monthly average)
Programming Hours: 97,812 (monthly average)
SOC Certificates Issued: 18
Certificates (other) Issued: 101
Vacant Positions: 53

MAJOR ACCOMPLISHMENTS:

- Continued to support the department's food service locations with menu planning, alternative products, and operational advice during COVID-19 outbreaks, but noticeably lesser than the previous reporting period.
- Collaborations continue with food manufacturing to support potential future demand needs for emergencies.
- Seasonal department menus for Spring/Summer are preparing to release. The full return to stock food items continues to be a goal as food supply chain disruptions continue.
- Religious, cultural and family-centered events are being conducted with outside guests participation at some events. Observances for the current year are fully underway.
- The incarcerated workforce has returned to pre-COVID-19 levels.

FOCUS AREAS:

Statewide Operational Support:

- Food service administration remains the conduit to food services statewide with all vendors to include Washington contract vendors, food manufacturing and customer care. Ongoing support with menu planning, operational advice, etc.
- Support facilities as they are returning to full congregate meals served in dining halls.

Product Supply, Consistency, & Costing:

- Vendor collaborations to source and approve alternative food items are lessening.
- AHCC food manufacturing: Support customer care with resources, facility communications, product selection, etc.

Dietitian Support:

- Monthly meetings: Ongoing collaborations with the state dietary manager to assist in menu planning, product review, approvals for substitution items, support for medical diets, and information requests. Continued partnership with Department of Health as they select a new dietitian.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue support for all Department of Corrections facilities. Monitor the food supply and collaborate with AHCC food manufacturing to return to 'new normal'. Support facilities in full return to dining rooms.
- Provide support for ongoing Ramadan and Passover religious observances.

FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- The furniture division has been working incredibly hard this year and those efforts only increased throughout the 3rd quarter, generating orders during February and March equivalent to the entirety of the fiscal year through February, which is almost the same total for all of the last fiscal year, 2022.
- This total of approximately \$9 million does not yet include the largest single project for the year, which could be nearly \$4 million. The late nature of this large order could result in lower margins as less added value is possible when CI is not afforded the proper lead times. This impact could be somewhat marginalized because the bulk of fixed cost expenses will have already been accrued.

FOCUS AREAS:

Vendor Costs:

- The frequency of vendor cost increases for non-commodity items has slowed from nearly quarterly or semi-annually to once or twice per year. This has helped to allow some measure of anticipatory price adjustments and realignments to bring more consistency between similar product lines. Commodity items are not as volatile as they had been over the last 24 months.

Online Product Presence:

- The addition of shoppable products to the furniture division's e-commerce site, www.washingtonci.com/furniture, continues, with a focus on core lines like storage, surfaces, and seating. Important additions this quarter include Travel adjustable desking, Vini mobile pedestals and storage. These items, in particular, have good operating margins and are staple items for customer configurations. Coming over the next quarter will be residential and detention furniture items, as well as collaborative furniture lounge and meeting space products.

Supply Chain Management:

- While Just In Time (JIT) manufacturing has been a core tenet of our division and allowed us to carry lower inventory levels, the challenges and missed opportunities during the pandemic have reiterated the need to just maintain the right inventory. Minimum and maximum levels are being reviewed and adjusted for Fast Fulfillment products that have high turns and can be delivered quickly. A few additional products are being tested to determine if they will move fast enough to stay viable options in the program. There is a bit of a slant towards work at home surfaces and seating, as well.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- The strategic focus for furniture division brand for the fourth quarter is a bit of a back to basics approach. Planning and working the 80/20 rule to ensure that it is as easy as possible for customers to do business with CI and that we have clear access to the products they and their internal customers need.
- A critical component to that success will be to forge better communication lines between the customer service, computer aided design, and sales units within the division so that the right information is shared in a consistent manner to continue to improve upon expediting the processing of orders to give the service and delivery department the time that they need to properly do their work.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

Program Participants: 185

Programming Hours: 63,309

SOC Certificates Issued: 10

Certificates (other) Issued: 11 Makin' It Work, 10 Roots of Success

Vacant Positions: 114

MAJOR ACCOMPLISHMENTS:

- The business office was successful in receiving and processing all 120/90 day order cutoff submittals for furniture biennium orders.

FOCUS AREAS:

Certified Bunk Bed:

- The furniture division, and more specifically the SCCC furniture factory engineering team has been working on getting a certified bunk bed for under 18 year olds. All aspects of the design, and changes have been approved except our warning label and installation instruction. These items should be resolved the beginning of May 2023.

Safety Audit:

- The site has been preparing for the routine safety audit. This will be the first safety audit to be conducted since the beginning of the COVID-19 pandemic, so some additional preparation is needed with attention on updating Safety Data Sheets (SDS) and reminders to staff of fire extinguisher locations.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Complete the upcoming safety audit and address any identified corrective actions tasks.
- Complete end-of-year biennium orders in time for product to be delivered and installed for year end.

INCARCERATED INDIVIDUAL SERVICES

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

Program Participants: 139
Programming Hours: 41,535
SOC Certificates Issued: 17
Vacant Positions: 24

MAJOR ACCOMPLISHMENTS:

- The commissary and package programs are fully staffed at both distribution facilities. Filling these open positions will allow programs to operate at their full potential, in a safer environment, and with more time for higher level staff to focus on details of the programs and the agency missions and goals.
- The package program continues collaboration with security management unit and the program manager now attends committee meetings allowing for CI to be a resource to them regarding decisions on product offering.
- Commissary has completed two inventory cycles with variances well under industry standard.

FOCUS AREAS:

Vendor Management:

- Working with Union Supply Group to increase inventory levels and decrease late and out of stock items. This will speed up shipping times and eliminate a majority of customer complaints/frustrations. This is critical to the proper function and success of both the property and food package programs.
- The commissary continues to work with vendors to mitigate supply chain issues. Work is ongoing to source alternate products and identifying supply from multiple vendors.

Tablet Ordering System:

- Since deployment of the new tablets, the commissary has relied Securus/Green Light Business Solutions to update commissary product information within the tablet application, review/troubleshoot orders, and schedule order uploads to the Trust Accounting System (TAS). The vendor is working to develop a web-based interface to allow commissary staff to assume the management of data retrieval from the system.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Review facility commissary distribution schedules and when capacity allows compress schedules to increase deliveries annually.
- Manage potential increase in production demand following the expected implementation of House Bill 5131, which will create a commissary sub-account that will not be subject to the deduction matrix and will allow individuals to receive the full amount of funds deposited by family and friends.
- Continue to work through challenges and make improvements to new phone and/or tablet ordering process for customers.
- Increase package program inventory levels to improve overall customer experience and allow programs to function properly.
- Continue to return to pre-COVID-19 processes around inventory management, order processing, and delivery to customer.
- Adjust property and food offerings for the package programs based on upcoming policy updates.
- Identify the full capabilities of the tablets and evaluate improved efficiencies for communication and package program order placement.

LAUNDRY

Statewide

Program Participants: 140

Programming Hours: 63,100

SOC Certificates Issued: 9

Certificates (other) Issued: 2 - American Laundry Management

Vacant Positions: 27

MAJOR ACCOMPLISHMENTS:

- Completed budget forecasting for all laundry operations. Recognize that a revision of per pound rates will be necessary for covering laundry services to the facilities. The updated rates are in development now.
- Completed all equipment replacement schedules for fiscal years 2024 through 2028 for all laundry operations. By conducting this practice, we are more equipped to monitor aging of equipment and appropriately forecast for future replacement.

FOCUS AREAS:

Training:

- American Laundry Management (ALM) training courses are currently being conducted at the facilities for the workers.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Supporting and developing a customer focused culture of laundry service.

MCNEIL ISLAND STEWARDSHIP

McNeil Island

Program Participants: 6
Programming Hours: 1,000
Vacant Positions: 7

MAJOR ACCOMPLISHMENTS:

- New well was put Online and is fully operational per Department of Health (DOH) regulations.
- Fuel farm tanks 3,4,5 and 6 have been drained of any residual fuel and air gapped for permanent decommissioning. Main re-fuel line from tank farm to dock received major updates to ensure minimal risk for any fuel spills throughout the line as well as fueling the vessels.
- Marine Vessel (MV) McNeil passed her semi-annual Coast Guard structural inspection and major updates occurred for her two-year Certificate of Inspection in 2025.
- Wildfire mitigation has been completed at the range and all other areas of concern on McNeil Island.
- All discharge monitoring reports for waster water have been updated and are current with all Department of Ecology regulations.
- Developed a scope of work and Facility Response Plan (FRP) for deck renewal and hull resurfacing for McNeil Barge No. 1. This \$1.2M project is now under contract and underway at Nichols Brothers Shipyard.

FOCUS AREAS:

Marine Operations:

- Started a major mechanical refit of the ferry MV McNeil including replacement of both main engines, reduction gears and heating boiler system. Discovered and replaced a section of degraded steel in the hull.
- Restarted the shipyard respirator program, updating medical clearances and fit testing.
- Brought the shipyard back into compliance with all pressure vessel and crane inspections
- Created a tracking and forecasting process for all docks, shipyard, and marine vessel maintenance and inspection needs.

Island Operations:

- Main egress road from the barge has been assessed by Washington Department of Fish and Wildlife (WDFW) engineer and deemed as a potential slide area and hazardous so road (adjacent to community center) is permanently closed.

- 10 avenue will be the new access road from the barge dock to the facilities and the department is working with Department of Social and Health Services, Department of Natural Resources, and WDFW to work together for funding to pave and widen road.
- Spill Response Containment Countermeasure and FRP are in the final stages of review. Anticipated certification stamping and implementation is May 1, 2023.
- Waste water treatment plant is at minimal operation with one tank still online to assist new well with water pressure. 500,000 gallon tank is in the process of being air gapped and permanently shut down.
- Waste water standard operation procedures for new well system and being finalized with an implementation date of May 1, 2023.

Morale/Team-building:

- Developing a newsletter for the stewardship to pass along pertinent information to staff as well as build communication and staff participation.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Complete Department of Transportation inspection of all docks, floats, and marine infrastructure. This will provide us initial direction on projects moving forward.
- Complete a full survey and audio gauging of the MV McNeil and the MV Callahan for the insurance underwriters.
- Complete additional projects on the MV Chinook including exhaust repair and installation of new flooring, seating, rub rails, and spotlight. We will also look at the feasibility of making MV Chinook Americans with Disabilities Act (ADA) compliant.
- Electrician priority project for upcoming quarter will be replacing all main dock lighting with LED lights and new upgraded lighting at the fuel farm.
- Funding and approval has been received to begin decommissioning all elevators inside the former McNeil Island Corrections Center. Currently awaiting on scheduling of approximately 12 elevators.
- All areas inside old facility will be assessed for water leaks once facility is entered for elevator project.

OPTICAL

Airway Heights Corrections Center (AHCC)

Program Participants: 53

Programming Hours: 18,954

SOC Certificates Issued: 1

Certificates (other) Issued: 4 - ABO Prep Class Certificate

MAJOR ACCOMPLISHMENTS:

- Our second group of incarcerated workers have completed their American Board of Opticianry (ABO) training course and four have passed their final exam. We have a total of seven workers who have completed the training and passed the exam. We plan to do another class with six more participants in June 2023.
- We continue working with Lions Clubs International to recycle donated eyewear to be used for their missions. During this time period, we received 10,691 pairs of glasses and recycled 4,648 so far. Of the recycled glasses, 358 pairs met criteria for the missions. The 4,290 pairs that did not meet criteria will be sent for material recycling.
- We have been producing an average of 567 pairs of glasses per day in total for 330 providers across Washington. The average production time for the eyewear is 4-6 days. We have also recently added a new provider in Wenatchee.
- Our local IT has been able to resolve the issue we were having where only one remote order was transmitting at a time. Although we are still transmitting only one order at a time, it has now been set so that one order transmits every 60 seconds 24/7. This will allow for orders to continue to go through while we are working and catch up during the nights/weekends when we are not working.

FOCUS AREAS:

Remote Ordering:

- Continue working with local IT and lab management software company (Ocuco) to test the remote system and our third-party billing. Due to the various billing codes associated with the glasses and contact orders, we need to make sure that the remote system carries the code to the billing system correctly so that the correct amount is billed.

Provider Information:

- There are still a good amount of providers we have not received updated information from. We are inquiring what Apple Health Managed Care plans the offices support so that our customer care team can better support Health Care Authority.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to work on remote data entry. Once third-party billing has been established with Ocuco, and tested for accuracy, we can start to input orders into the remote system and test to ensure that the orders are going through and being billed correctly. This is accomplished by utilizing a test system and does not affect our daily production.
- Start our third ABO class with six participants.
- Begin utilizing 5S (sort, shine, set in order, standardize and sustain) lean practices again in our production areas, staff offices, storage area and maintenance area.

SAFETY AND RISK MANAGEMENT

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- Visited each facility (with the exception of the women's facilities) to review operations and review safety expectations with staff.

FOCUS AREAS:

Back to Basics:

- After three and a half years of COVID-19 impacts, we have renewed the focus on the safety programs and culture within each facility.

Safety Audits:

- The Department of Corrections (DOC) safety program submitted their safety audit schedule for the 2023 calendar year. We are responsible for oversight of our operational areas at each facility and will conduct audits in coordination with the DOC facility audits.

Communication:

- Stakeholder inclusion and involvement are being stressed as we refocus on safety in our operations.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Understanding our current state and establishing a solid foundation for rejuvenating our safety program across all facilities.

SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

Program Participants: 10
Programming Hours: 3,860
SOC Certificates Issued: 1
Certificates (other) Issued: 4
Vacant Positions: 15

MAJOR ACCOMPLISHMENTS:

- The service and delivery division (SDD) has filled current active positions with all but one completing the Department of Corrections' core training.
- Two staff have completed and passed training for their passenger bus P1 endorsement. Currently, we have four staff in first phase of training for P1 endorsements.
- Within the scope of work, we have found creative solutions to keep all our logistical needs met including food, mattresses, furniture, license plates, textiles, and raw materials.

FOCUS AREAS:

Incarcerated Workforce:

- Continued coordination with Cedar Creek Corrections Center (CCCC) to increase the number of available workers eligible and assigned to SDD, with the targeted goal of 35 to 40 incarcerated workers. This will allow for more stability in the program and provide opportunities for individuals working towards reentry. Correctional Industries (CI) management has reached out to a CCCC program manager and job coordinator to be part of the selection process for placement of incarcerated workers. SDD management and workforce development staff will continue to go to CCCC to give information sharing sessions. First visit was completed and resulted in the hiring four incarcerated individuals.

Communication:

- Resuming of monthly meetings with incarcerated individual services to increase communication between both sides of the warehouse. Continuing to work through D365 with statewide staff. Training is almost completed to go live in Transportation in the new system.

End of Biennium Orders:

- The furniture division has over 100 installation orders and 200 delivery orders that need to be completed by the June 30th end of the biennium deadline. Our warehouses are currently full and trying to juggle inventory to make room for incoming product for next two months.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Equipment replacement schedule: Some of the fleet is aging and repairs are getting costly. Looking to replace two refrigerator trucks, one delivery van, two install vehicles, three trailers, and the possibility of two delivery trucks. All of these replacements have extended lead times and will need to be planned for receiving in 12-18 months following approval to purchase.
- Hire a maintenance mechanic 1 for building repairs, outside upkeep of lawns and parking lot.
- Completion of biennium orders before end of June. All stakeholders will need to collaborate and work together for planning of deliveries.
- Get creative in promoting CI workers considering the Department of Natural Resources will be hiring 100+ workers in the next couple months.

TEXTILES

Airway Heights Corrections Center (AHCC)
CI Headquarters Consolidated Distribution Center (CDC)
Coyote Ridge Corrections Center (CRCC)
Washington Corrections Center (WCC)
Washington Corrections Center for Women (WCCW)

Program Participants: 266
Programming Hours: 53,426
SOC Certificates Issued: 6
Vacant Positions: 29

MAJOR ACCOMPLISHMENTS:

- A formerly incarcerated individual that worked as a clerk in our textiles shop was hired by the Freedom Education Project Puget Sound at WCCW. She returns to the facility three times a week to work with the population.
- A formerly incarcerated individual who received training and experience in screen print and embroidery with CI textiles accepted a position with a screen print company in Olympia upon release.
- Worked with Washington State Parks to update their branding on apparel. They currently have over \$300,000 in orders with the textiles division that are in production, being shipped, or being invoiced.
- Health services staff scrubs have been developed, samples have been manufactured, and they will now move to testing within the Department of Corrections (DOC) to evaluate if this is a viable product that can be provided to health services staff within the agency.
- DOC has approved a new shoe for the population and will be ordering them once their current shoe supplies have been depleted.
- Textiles is preparing to enter into user acceptance transition for the move to our new Microsoft Dynamics 365 (D365) operating system. This is live training with duplicate transactions happening in our current system until full transition takes place.
- Textiles sales for the reporting period have surpassed the previous four years. This was a welcomed surprise given the uncertainty around post-COVID-19 business projections and the reduced prison populations throughout the state.

FOCUS AREAS:

Product Pricing:

- Increases in raw materials, transportation, and freight costs have required constant monitoring and adjusting of our product pricing.

Operating Expenses:

- Evaluation is also consistently taking place in regard to our operation expenses and finding ways to reduce or eliminate costs to assist with best possible pricing.

D365 Operating System:

- Working collaboratively with each textiles location as well as the Business Lead Transformation (BLT) team to have a successful implementation of our new operating system. Understanding that this is a monumental development for our entire organization and how we move forward.

Shipping Numbers:

- WCCW textiles shipped \$61,000 in orders to customers in March - a record month.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Have the entire textiles division successfully in the new D365 operating system.
- Work with the Department of Children, Youth, and Family to finalize clothing options for their facilities.

TRAC

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

TRAC Program Participants: 8
Flagger Course Participants: 27
Programming Hours: 1,896
Certificates (other) Issued: 27 Flagger

MAJOR ACCOMPLISHMENTS:

- The Trades Related Apprenticeship Coaching (TRAC) Class #64 graduated May 19, 2023.
- Facilitated the first Washington State Department of Transportation (WSDOT) funded flagger certification training course in March.

FOCUS AREAS:

Aerospace Joint Apprenticeship Committee (AJAC)

Manufacturing Academy:

- Airway Heights Correction Center (AHCC) hosted the first AJAC Manufacturing Academy on April 4, 2023, with 15 students. This is the first time being offered in the mens facility and on time for graduation.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Work continues with WSDOT to utilize their scholarship fund for short term certificates. Flaggers, First Aid/CPR, and Occupational Safety and Health Administration's (OSHA) 10. The OSHA 10 ten-hour training course teaches basic safety and health information to entry-level workers in construction and general industry.

WORKFORCE DEVELOPMENT

Statewide

Program Participants: 1,114

Programming Hours: 26,029

SOC Certificates Issued: 98

Certificates (other) Issued: 74 Makin' It Work

MAJOR ACCOMPLISHMENTS:

- Two vacant corrections specialist 3/workforce development navigator positions have been filled. One staff will be located at Correctional Industries (CI) headquarters supporting Western Washington Facilities. The second will be located at Airway Heights Corrections Center supporting Eastern Washington facilities.
- Ongoing collaboration with Department of Corrections (DOC) reentry navigators to ensure transitional services are maintained.

FOCUS AREAS:

Job Hunter Series and Mock Interviews:

- Coordination of Job Hunter Series classes and mock interviews to begin in May 2023.

Makin' It Work:

- Efforts to reestablish regular Makin' It Work courses has started for the incarcerated population in all CI shops statewide for 2023. This soft skill development course will provide them the opportunity to gain confidence in the workplace and deal with difficult situations as they arise.

Evaluations:

- Created a standard operating procedure (SOP) for evaluations to be uploaded to OnBase. This will allow navigators, counselors and staff to see evaluations for incarcerated individuals.

Outreach and Engagement:

- Dedicated one staff for outreach and engagement to potential fair chance employers. In addition, ongoing collaboration with the DOC reentry team to ensure all have access to the same resources.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Draft proposal for cognitive coaching classes to begin after July 2023. This will be a soft skill development course for all CI staff to ensure they have a deep understanding of the Makin' It Work course the incarcerated workforce receives.
- Update the incarcerated worker on-boarding handbook, corrective action processes, as well as evaluation processes. This will ensure consistency in administration of all CI operations. A new form has been updated and available on SharePoint.

ETHNICITY BREAKDOWN

CI CLASS II PROGRAM PARTICIPANTS

TOTAL: 1,649

Airway Heights Corrections Center

- Asian/Pacific Islander - 3%
- Black - 8%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 2%
- White - 82%
- Hispanic: All Races - 16%

Monroe Correctional Complex

- Asian/Pacific Islander - 3%
- Black - 17%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 2%
- White - 72%
- Hispanic: All Races - 14%

Cedar Creek Corrections Center

- Asian/Pacific Islander - 13%
- Black - 31%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 56%
- Hispanic: All Races - 3%

Olympic Corrections Center

- Asian/Pacific Islander - 0%
- Black - 0%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 100%
- Hispanic: All Races - 0%

Clallam Bay Corrections Center

- Asian/Pacific Islander - 10%
- Black - 30%
- Native Amer./AK Native - 2%
- Other - 0%
- Unknown - 0%
- White - 60%
- Hispanic: All Races - 20%

Stafford Creek Corrections Center

- Asian/Pacific Islander - 11%
- Black - 28%
- Native Amer./AK Native - 1%
- Other - 1%
- Unknown - 1%
- White - 59%
- Hispanic: All Races - 6%

Coyote Ridge Corrections Center

- Asian/Pacific Islander - 5%
- Black - 13%
- Native Amer./AK Native - 3%
- Other - 2%
- Unknown - 4%
- White - 73%
- Hispanic: All Races - 26%

Washington Corrections Center

- Asian/Pacific Islander - 11%
- Black - 18%
- Native Amer./AK Native - 3%
- Other - 2%
- Unknown - 1%
- White - 66%
- Hispanic: All Races - 12%

Larch Corrections Center

- Asian/Pacific Islander - 0%
- Black - 0%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 100%
- Hispanic: All Races - 17%

Washington Corr. Ctr. for Women

- Asian/Pacific Islander - 11%
- Black - 13%
- Native Amer./AK Native - 2%
- Other - 4%
- Unknown - 0%
- White - 69%
- Hispanic: All Races - 11%

Mission Creek Corr. Ctr. for Women

- Asian/Pacific Islander - 0%
- Black - 0%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 100%
- Hispanic: All Races - 0%

Washington State Penitentiary

- Asian/Pacific Islander - 2%
- Black - 28%
- Native Amer./AK Native - 5%
- Other - 3%
- Unknown - 0%
- White - 62%
- Hispanic: All Races - 22%

DOC PRISON POPULATION

TOTAL: 12,546

Airway Heights Corrections Center

- Asian/Pacific Islander - 3%
- Black - 10%
- Native Amer./AK Native - 7%
- Other - 1%
- Unknown - 1%
- White - 78%
- Hispanic: All Races - 22%

Monroe Correctional Complex

- Asian/Pacific Islander - 4%
- Black - 18%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 1%
- White - 71%
- Hispanic: All Races - 15%

Cedar Creek Corrections Center

- Asian/Pacific Islander - 8%
- Black - 28%
- Native Amer./AK Native - 4%
- Other - 1%
- Unknown - 0%
- White - 59%
- Hispanic: All Races - 8%

Olympic Corrections Center

- Asian/Pacific Islander - 7%
- Black - 15%
- Native Amer./AK Native - 7%
- Other - 5%
- Unknown - 0%
- White - 65%
- Hispanic: All Races - 7%

Clallam Bay Corrections Center

- Asian/Pacific Islander - 5%
- Black - 20%
- Native Amer./AK Native - 7%
- Other - 3%
- Unknown - 0%
- White - 65%
- Hispanic: All Races - 26%

Stafford Creek Corrections Center

- Asian/Pacific Islander - 6%
- Black - 21%
- Native Amer./AK Native - 4%
- Other - 2%
- Unknown - 1%
- White - 66%
- Hispanic: All Races - 11%

Coyote Ridge Corrections Center

- Asian/Pacific Islander - 4%
- Black - 19%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 1%
- White - 69%
- Hispanic: All Races - 18%

Washington Corrections Center

- Asian/Pacific Islander - 5%
- Black - 17%
- Native Amer./AK Native - 8%
- Other - 1%
- Unknown - 0%
- White - 68%
- Hispanic: All Races - 16%

Larch Corrections Center

- Asian/Pacific Islander - 4%
- Black - 29%
- Native Amer./AK Native - 4%
- Other - 0%
- Unknown - 0%
- White - 62%
- Hispanic: All Races - 13%

Washington Corr. Ctr. for Women

- Asian/Pacific Islander - 4%
- Black - 13%
- Native Amer./AK Native - 7%
- Other - 7%
- Unknown - 1%
- White - 69%
- Hispanic: All Races - 15%

Mission Creek Corr. Ctr. for Women

- Asian/Pacific Islander - 6%
- Black - 6%
- Native Amer./AK Native - 7%
- Other - 5%
- Unknown - 0%
- White - 76%
- Hispanic: All Races - 16%

Washington State Penitentiary

- Asian/Pacific Islander - 4%
- Black - 21%
- Native Amer./AK Native - 7%
- Other - 2%
- Unknown - 0%
- White - 66%
- Hispanic: All Races - 17%