

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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BRAILLE SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 18

Programming Hours: 6,089

SOC Certificates Issued: 2

Certificates (other) Issued: 1 - Formatting

Vacant Positions: 4

MAJOR ACCOMPLISHMENTS:

- 32,018 pages brailled.
- 4,074 tactile pages created.
- One of our apprentices recently promoted to a transcriber position.
- Hired four apprentices after interviewing a total of seven candidates.
- Preparations in the release of three lead transcribers and rotation of one. There have been four new leads in training named this quarter.
- We have received two new Thermoform machines, a new embosser and a burster to aid in faster production of brailled pages.
- We worked overtime on several Saturdays to accommodate deadlines due to the incarcerated workforce having to return to their units for one hour or more during lunch since June 1st.

FOCUS AREAS:

Training:

- We will be working on training all four new apprentices and focusing on the transitional training of the new leads.

Attaining Certification:

- Assisting transcribers in what needs they might need to gain further certifications so that our department can be well rounded and proficient in all areas of braille.

Feedback:

- Requested ORC to submit customer feedback from transcriptions received of various levels of transcriptions. We have received a few already with positive remarks from teachers and students.

Retention:

- Retention of these skilled individuals is becoming priority. While WCCW braille services is noted as an “essential function” of Washington State School for the Blind (WSSB)

and ORC, motivating and acknowledging this team for the outstanding work they do across the country cannot be celebrated enough, including the commitment of giving back to their communities.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue the momentum of completing projects ahead of schedule for the upcoming school year. We have had much support at the facility level to include weekend work with minimal interruptions during these times.
- The concern of losing the expertise and certified workers to continue receiving expanded projects due to rotations of incarcerated individuals out of the braille program, has prompted a discussion of being able to extend the time limits, allowing incarcerated individuals more time of gaining more certifications to keep Nemeth work in-house.
- Continue with our weekly online training and group discussions by Teams with WSSB. This has proven to be an asset provided by the real-time learning environment compared to lengthy emails and power point presentations being sent prior. The involvement by both parties along with Q&A periods enhances the learning process and communications by all.

COMMUNICATIONS

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

Program Participants: 44
Programming Hours: 11,500
SOC Certificates Issued: 2
Vacant Positions: 20

MAJOR ACCOMPLISHMENTS:

- License Plates: Continue to work toward on-time delivery and building of on-hand inventory of license plates despite current shortage of incarcerated workers in the minimum area of WSP. The new license plate shop located in the medium custody area of WSP is progressing with receipt of the majority of the new equipment and pallets of the printing materials. We did not meet the original install date of June for the new license plate shop; however, we have had success with a new architectural engineering company and getting plans to the Walla Walla City Building Inspector for progress in receiving needed permits. Despite some setbacks, the shop has managed to build some in-stock inventory of license plates.
- Tabs: Production continues to be consistent in the shop. There have been marked improvements of procurement and receipt of raw materials to keep up with Department of Licensing (DOL) orders. Have incorporated both operations in to bi-weekly meetings with DOL to discuss needs, opportunities and idea sharing to help all stakeholders.

FOCUS AREAS:

Opening New License Plate Shop:

- Department of Corrections (DOC) capital projects is assisting in keeping the progress moving to open our new shop location before the end of September. Everyone's top priority is to have the new digital room framed and wired so we can begin production as soon as possible.

Closing Current License Plate Shop:

- During this first fiscal quarter (July - September) our current shop will operate until the new shop is ready for full production. Once that time arrives, we will work with the institution to close the old shop to make available for other programming opportunities they may have in that area.

Evaluate Updated Equipment for Tabs Operation:

- We are looking at the potential to update the equipment used in production of the license plate tabs. This will be a long-term process discovering what equipment is available, what the best quality of final product is and what improved job readiness skills can be had to be included in the evaluations.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Receive the remaining license plate equipment for the new shop and prepare it for install.
- Work with DOC capital projects and the local facility engineers to hit deadlines and expectations of operating the new license plate shop by the end of September.
- Continue to strive for increasing the number of incarcerated workers in both tab and license plate shops.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 7

Programming Hours: 2,071

SOC Certificates Issued: 2

Vacant Positions: 1

MAJOR ACCOMPLISHMENTS:

- With large order cutoff date (March 30th), verified \$1,870,724.00 in projects for last quarter.
- A senior drafter released, however we were able to re-hire a seasoned and skilled drafter with four months remaining of her sentence prior to release to refresh her skills with AutoCAD and spreadsheet making. This individual had spent the last two years at Mission Creek Corrections Center for Women, and it is expected she will pursue a career in drafting/part modeling as she re-enters into the community. The detail in her work will be refreshing to see by others in the industry.
- Hired a new drafter from technical design program in education. We have had 25 new projects in second quarter and finalized \$284,299.00.
- The two drafters hired last fall without technical design schooling are progressing very well. We are now teaching in-house with the absence of this program that has been discontinued as an offering in education.
- Were requested to audit prior purchased product and space planning drawings for the Department of Fish and Wildlife from our competitors to better serve their needs. This took a very detailed and thorough collaboration within our team and with the account executive.

FOCUS AREAS:

Training:

- Utilize our smart board to meet with CI account executives and product representatives to discuss ways to improve and grow our services.
- The Original Equipment Industries (OEI) agreement to hold software training, tips, and Q&A two times per month including product identification and application begins this month.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Streamline our department to keep up with the ever changing and growing products and finishes.

FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

Program Participants: 121
Programming Hours: 57,747
SOC Certificates Issued: 13
Vacant Positions: 119

MAJOR ACCOMPLISHMENTS:

- Reduction of inventory From: \$3,397,985.00 to 2,373,285.00 — \$1,024,700.00 sales average static.
- Reduced worker overtime.
- Increased manufacturing case per hour.
- Increased manufacturing completion percentage.
- Reduced late purchasing orders.
- Leveled incoming raw material amount.
- Reduced purchased storage cost.

FOCUS AREAS:

Maintain and Expand Work Training Program:

- Increase workers in factory — working with institution to supply workers needed, and develop second chance program to address behavior issues.

Develop Marketable Job Skills:

- Standardize and centralize interviews, orientation and develop basic skills training for workers.

Instill Positive Work Ethics:

- Develop skills training for workers focus on work ethic, respect in work place, and measure Makin' It Work training participation.

Reduce Tax Burden:

- Measure and report out on cost avoidance activities, weekly review of raw material cost, and waste monitoring.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Dynamic supervision model implementation - review performance measurements as a team weekly, regular and constant timely analysis of data, and previous week performance. Broadcasting performance to team.

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: 706 - monthly average
Programming Hours: 102,985 - monthly average
SOC Certificates Issued: 21
Certificates (other) Issued: 169
Vacant Positions: 56 - monthly average

MAJOR ACCOMPLISHMENTS:

- Conducted site visits of food service areas in seven different prisons (Cedar Creek Corrections Center, Olympic Corrections Center, WCC, Clallam Bay Corrections Center, Larch Corrections Center Washington Corrections Center for Women and Mission Creek Corrections Center for Women). Discussed and reviewed the facility layout, financials, personnel/staffing status and challenges, incarcerated workforce status, menu compliance and associated challenges and various concerns from the food services staff.
- Had a very successful Ramadan and Passover observances with over 2,300 participants in Passover. This is the most participants we have ever had.

FOCUS AREAS:

Statewide Operational Support:

- Revised support to Department of Corrections (DOC) food service locations with menu planning, and operational advice as most facilities returned to normal feeding patterns.
- Collaborations continue with CI food manufacturing to support potential future demand needs for emergencies.
- Seasonal DOC menus for Spring/Summer have been released. The full return to stock food items is in place as food supply chain disruptions have diminished over the past several months.
- Religious, cultural, and family-centered event statewide guidelines and menu updates are published for all food service areas to reference. Updated vendor market basket in support of events.

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 the Department of Health with their new dietitian.
- Collaborated with dietitian and information technology staff to revise special religious meal sign up process utilizing the Offender Management Network Information system as a tracker, this new process will reduce overlap of sign-ups for special religious events.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue support for all DOC facilities. Monitor the food supply and collaborate with the food manufacturing department to ensure product is available as required.
- Prepare for the remaining five upcoming food service site visits and training sessions.

FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- In collaboration with internal stakeholders and our external customer base, we have updated our current offerings of laminates, fabrics and finishes.
- With the loss of one of our veteran account executives, we were able to add a replacement account executive to our mandated sales accounts team who has already shown to be an excellent addition to our team.
- The sales team has increased customer outreach efforts, which resulted in securing and re-energizing past higher education accounts at Walla Walla Community College (WWCC) and Spokane Falls Community College (SFCC).

FOCUS AREAS:

Seating Offering:

- With the new fiscal year comes the introduction of our new flagship task chair line, Range. This family of chairs replaces the Stratus seating line which has undergone multiple iterations over the last two decades. Range seating will have better supply chain availability and provide a better value for our customers at a lower price point.
- The Summit seating line is a new addition to the conference and executive categories. The mid- and high-back versions have clean, angular lines and a nice faux leather look.
- Apex and Zenith will help fill niches in our 24/7 and law enforcement offerings with great functionality and aesthetics.

Fast Fulfillment Program Revamp:

- The stocking program to provide seating and desking options in two to three weeks is due for review and update. The new seating options will likely figure heavily in the new product mix, as will the use of Uptown Walnut laminate finish. It was recently added as a new standard in deference to our largest customer, Department of Social and Health Services.
- See attached for photos of WWCC's student activity center refresh project, which replaced aging and drab furniture with new lounge and café seating that is bright and lively and encourages collaboration.

- Spokane Falls Community College will be opening a new fine arts and photography program. The 60,000 square foot building includes classrooms, labs, offices, exhibition space, studios, dark rooms and specialty storage areas, as well as an art and photo gallery in the lobby. SFCC facilities group chose CI to provide an array of custom and standard seating and tables for their classrooms along with a full suite of office furniture for their administrative staff.

Office of Minority and Women's Business Enterprises-Certified Businesses:

- A company in North King County may be a good choice with which to partner on a couple of products that have stalled out through our own product development process in order to finally bring them to market as a potential vendor.

Residential Living Furniture Offering:

- Increase availability of the products on the CI website for purchase this first quarter to increase visibility.
- Make improvements to existing products such as white interior on wardrobes instead of backer paper.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- With the reestablishment of the furniture division management meetings, priorities will be set to continue to improve internal communications and drive out waste.
- The shop has faced ongoing challenges with maintaining a highly-skilled workforce and we need to plan so that this has a limited impact on our ability to pivot and take advantage of opportunities.
- Increase lead generation through tradeshow and like events, these opportunities increase face-to-face interactions that build relationships and drive increases in sales.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

Program Participants: 195
Programming Hours: 79,786
SOC Certificates Issued: 17
Vacant Positions: 82

MAJOR ACCOMPLISHMENTS:

- The furniture factory completed more than \$26 million in sales for the 2022-2023 year ending in June. This is more than double in comparison to the previous year.

FOCUS AREAS:

Operations:

- The team is working on areas that were identified as challenges through the end of the 2022-2023 year. We will make some internal changes to help elevate the pressure from those areas. A couple of examples are we had some trouble with our clerks on the floor processing pick-list correctly. That process is changing by bringing that task into our office until we can improve training and consistency on the manufacturing floor. This affected our Inventories mostly and can affect other order processes such as closing an order. In addition, we are adding reader boards to help with transparency in our office. This will help us track orders as orders move through the office.

Civilian Workforce:

- In the past three years while working through the challenges of the pandemic and changes within our staffing, it was determined that we were out of compliance with updated position descriptions and annual evaluations. These are both critical to the success of our staff and are a focus point to be back in compliance.

Incarcerated Workforce:

- The management team will be working closely with the job coordinators and counselors to provide work opportunities to the incarcerated population. Over the past few years with several factors contributing, the furniture factory has seen a large turnover of incarcerated workers. This provides an opportunity to bring in new workers and provide training to help them in their reentry.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- We will work to find new vendors so we hopefully have some new options for raw materials and provide an opportunity for more competitiveness in our pricing from our current vendors.
- We will be working on maintaining our aging machinery for the furniture factory. This equipment maintenance will help extend the machine's life, maximize its efficiency and make it safer for our workers to operate.
- Safety objectives in the furniture factory are to improve productivity by reducing time-loss accidents and allowing qualified workers to remain on the job instead of being out due to injury.

INCARCERATED INDIVIDUAL SERVICES

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

Program Participants: 143

Programming Hours: 43,209

SOC Certificates Issued: 11

Certificates (other) Issued: 13 - Makin' It Work

Vacant Positions: 9

MAJOR ACCOMPLISHMENTS:

- National Correctional Industries Association 2023 Conference Tour: CI leaders and vendor representatives from across the country toured MCC's commissary and package program operations to conclude the national conference on April 27. The tour was well organized and appreciated by attendees. Incarcerated workers in both programs enjoyed highlighting the work they do each day and the pride they have in producing quality work.
- Installed additional warehouse racking to expand program storage at MCC. This was an 18-month process involving outside vendors, facility maintenance, and city building inspectors.
- End of fiscal year 2023 inventory was conducted on June 20. AHCC and MCC reported a 98% inventory efficiency for the commissary program.

FOCUS AREAS:

Makin' It Work Classes:

- Goal of continuing to offer Makin' it Work classes to the incarcerated workers. Staff trainers from the incarcerated individuals services program will be offering classes at both AHCC and MCC.

SB5131 Impacts and Implementation:

- Senate Bill 5131 creates a commissary sub-account dedicated to commissary purchases. It is expected to impact on-hand inventory and production demand for the program.

Food Package Program:

- Focused on addressing the inventory deficiencies experienced with the food package program. We are working closely with our vendor partner to increase stock levels and offer the best possible service to the incarcerated population and their families.

Implementation of Policy Updates:

- DOC 710.400 Correctional Industries Work Programs and DOC 440.000 Personal Property in Prisons are both

policies receiving revisions, with 440.000 being revised for the first time since 2013 and seeing significant changes. Incarcerated services has been engaged with the work group revising 440.000 and has been providing input and recommendations to ensure policy aligns with approved processes.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Monitor SB5131 impacts to incarcerated services programs for potential increase in demand for commissary services and potential reduction demand for products sold through the food package program, make adjustments to both programs as necessary.
- Conduct site visits to all facilities to acquire feedback and input from staff and incarcerated. Review distribution processes at each facility to ensure current processes meet customer needs.
- Utilize tablets to support programs. Current work includes uploading package program catalogs to tablets statewide, allowing incarcerated access to all incarcerated services program offerings through their tablets. Planned review of additional utilization of tablets to improve program communication and efficiencies.
- Commissary: Evaluate the distribution centers workload following the announced closure of Larch Corrections Center. Adjust as needed to ensure equal distribution of work between AHCC and MCC. Continue review of facility distribution schedules as part of workload evaluation. Work with Greenlight to implement required features for managing commissary product offerings, production scheduling and order fulfillment. Conduct a review of commissary product offerings. The supply chain disruptions during COVID-19 resulted in significant price adjustment. Requesting new quotes for commissary offerings will ensure we are offering the best possible products at the lowest possible prices.
- Package program: Collaborate with package program vendor to increase the accuracy of sales projections. Continue to monitor inventory transfers to ensure they are meeting projections and allow timely fulfillment of customer orders and reduced out-of-stock concerns. Solicit customer feedback and utilize feedback to provide input to package program vendor to offer more diverse and desirable menu offerings where possible.

LAUNDRY

Statewide

Program Participants: 131
Programming Hours: 58,950
SOC Certificates Issued: 7
Certificates (other) Issued: 10
Vacant Positions: 23

MAJOR ACCOMPLISHMENTS:

- Duct modification at Washington State Penitentiary (WSP) laundry to allow for more timely and simplified cleaning.
- Worked with Cedar Creek Corrections Center (CCCC) administration to utilize a laundry truck at the facility.
- Identified and prioritized equipment needing to be replaced in the next fiscal year with the sites.
- Initiated training of our financials with all laundry staff via Microsoft (MS) Teams meetings.

FOCUS AREAS:

Financial Training:

- Held three introduction to financials sessions through MS Teams meetings with our statewide laundry staff. We will continue to promote this agenda to understand our financials and how each of us impacts our operations each month when financials are published.

Duct Work at WSP:

- Added access doors to our laundry ducting to facilitate safer and more frequent cleaning of the lint collection system. This will result of improved equipment operation and reduce the opportunity to for a hazardous situation to arise.

Laundry Truck at CCCC:

- Reallocated and relocated an asset from Washington Correction Center (WCC) headed to surplus. Updated the lift gate and it is now in daily use at CCCC laundry for movement of heavy laundry carts across the compound and down the road to the laundry operation. The introduction of the truck has simplified processes and created a safer working environment, while improving customer service by increasing productivity through the reduction of wasted time pushing the carts.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to look at universal preventative maintenance measures to extend equipment life and improve continuity of facility laundry service/customer care.
- Increase Association for Linen Management (ALM) certification activity at every laundry operation with focus of providing another tool in our incarcerated workers' portfolios.
- Assist in warm closing of Larch Corrections Center and identifying assets that can be utilized at other operations across the state.
- Continue to challenge ourselves to improve customer care throughout every facility.

MCNEIL ISLAND STEWARDSHIP

McNeil Island

Program Participants: 8
Programming Hours: 4,800
Vacant Positions: 12

MAJOR ACCOMPLISHMENTS:

- Completed the haul-out of the marine vehicle McNeil. Work completed included a complete re-power, hull steel replacement, and boiler replacement.
- Barge #1 haul-out completed. Approximately 75% of the deck steel was replaced and all new paint.
- Renewed Certificate of Documentations for entire marine fleet.
- Completed dry dock inspection for the McNeil, the annual inspection for the Chinook, and renewed the Certificate of Inspection for Barge #1.
- All marine maintenance staff completed Shipyard Competent Person's training.
- Created and published a monthly McNeil Island newsletter to increase communication amongst staff. This newsletter includes important announcements, staff kudos, service awards and links to important documents.
- A Pierce County fire inspector completed an inspection of all buildings and operations. All corrective action items have been addressed.
- We have had several staff events to include a staff appreciation BBQ, breakfast feast, and celebration of birthdays and service anniversary dates.
- Received two new fuel trucks, one new bucket truck, and one new dump truck during end of year spending.
- Safety audit completed by the Department of Corrections (DOC) safety officer. We are looking at options for specialty teams to utilize the big yard for training.
- Completing training center remodel through DOC capital projects.
- Installed all new LED lighting on the McNeil dock and causeway.
- The Secure Community Transition Facility lift station pump is currently under bypass status through the Department of Social and Health Services (DSHS) maintenance operation division of capital projects.
- Several large bins of scrap metal have been removed from the island.
- Surface water treatment plant decommissioned.

FOCUS AREAS:

Update Asset Planner:

- We will be working with Asset Planner project managers to organize and update Asset Planner to include all assets on McNeil Island. This includes our vehicles and vessels that will ensure we are tracking maintenance schedules, inspections and costs associated with each asset.

Marine Tool Control :

- A corrective action plan is being developed to communicate identified steps to accomplish the goals of tool accountability in the marine department. With end of year funds, new tools have been purchased to replace aging or non-functioning items which are scheduled for disposal or surplus. The tool inventory sheets are being updated to reflect currently inventories for accountability.

Upcoming Projects:

- We will be working with capital projects to utilize funds for infrastructure repair/maintenance on McNeil docks, floats, and causeways. The marine department has been making preparations for the dry-docking of the Callahan and the Chinook for year 2024. The Callahan will be taken off-line to install the last new engine, replace both reduction gears, and complete other maintenance projects. Collaborative efforts continue with DSHS on the replacement of several lift station pumps which when completed will allow for the lift station to be fully functional and off bypass status.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to improve communication amongst all staff on the island.
- Train staff on CI timekeeping as well as Standard Occupational Classification (SOC) codes and certificates of proficiency.
- Working with Department of Natural Resources (DNR), Department of Fish & Wildlife (DFW), and stakeholders for Phase 2 of the Still Harbor restoration.
- Continue with quarterly meetings with stakeholders regarding management of the island. Agencies include DOC, DSHS, DFW, and DNR.
- Continue communication with Teamsters Union representatives to facilitate good relations with the unions. Union will be having a McNeil Island Teamsters barbecue on August 8, 2023.

OPTICAL

Airway Heights Corrections Center (AHCC)

Program Participants: 56
Programming Hours: 21,856

MAJOR ACCOMPLISHMENTS:

- We have been producing an average of 533 pairs of glasses per day for 320 providers across Washington. The average production time for the eyewear is 5-6 days.
- We continue working with the Lions Clubs International to recycle donated eyewear to be used for their missions. During this time period, we received 10,242 glasses from local Lions Clubs. 893 pairs met the criteria for the missions. The remaining glasses that did not meet the criteria will be sent for material recycling.

FOCUS AREAS:

Remote Ordering:

- Continue to work toward a go-live date on the remote order entry with our software vendor.

ABO Classes:

- Due to various staffing challenges, we are hoping to start the next ABO (American Board of Opticianry) class before the end of August.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to work on remote data entry so we can move forward with larger scale productions.

SAFETY AND RISK MANAGEMENT

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- Continued to conduct facility safety audits per the Department of Corrections safety audit schedule.
- Developed accident reports from OnBase based on facility, staff, incarcerated and operation to share monthly with the facilities to increase awareness and improve safety results for staff and incarcerated workers.

FOCUS AREAS:

Accidents Reported:

- Tracked 67 accidents reported through OnBase for all CI (including staff and incarcerated workers) through the quarter.

Accident Information Sharing:

- Agenda to update CI general managers on a monthly basis of accidents reported at their sites and initiate conversations with their teams to improve CI's overall safety culture.

Safety Audits:

- Conducted safety audits at Clallam Bay Corrections Center, Monroe Correctional Complex and Olympic Corrections Center during this reporting quarter.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Improve risk and safety accident communications to each CI general manager monthly.
- Conduct safety audits at Washington Corrections Center and Washington Corrections Center for Women.

SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

Program Participants: 17
Programming Hours: 6,840
Certificates (other) Issued: 3
Vacant Positions: 8

MAJOR ACCOMPLISHMENTS:

- The end-of-year numbers tripled for furniture from forecasted projections. Staff were able to get creative with the large volume of product and storage issues that we encountered with the increased of material flowing out of the factory. The furniture installation team had more than 200 orders and more than 400 delivery orders that were completed. In the last couple of years because of COVID-19 restrictions, there were waivers to complete orders by the end of December 2023. This year, CI needed to be completed or have them on customer sites by the end of June 2023. Both warehouses were at 150% capacity, and are still currently full. This presented challenges as we continue to try and manage the inventory yet to deliver.
- Coordinating with the Department of Corrections (DOC) emergency operations unit and Department of Health (DOH) for the large volume of Personal Protective Equipment (PPE) remaining from peak COVID-19 times. DOH is willing to accept these supplies back into a warehouse located in Lacey, WA.
- After two years, SDD has filled all staff positions. All but one person has completed DOC core training. Currently, we have three staff in the first phase of training for Passenger 1 endorsements which is needed for the incarcerated transport bus.

FOCUS AREAS:

Incarcerated Workforce:

- We have had good success in coordinating with Cedar Creek Corrections Center (CCCC) to increase the number of available workers for its program currently at 29 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 toward reentry. CI management has reached out to a CCCC program manager/ job coordinator to be part of the selection process for the placement of incarcerated workers. Workforce development and management staff will continue to go to CCCC to have information-sharing sessions.

Communication:

- Monthly meetings with incarcerated individual services to increase communication between both sides of the warehouse has gone well. Continuing to work through Microsoft Dynamics (D365) with statewide staff. Training is almost completed to go live in transportation. CI transportation will do some live training starting August.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Equipment replacement schedule: CI has replaced four trailers, two fleet vehicles and one box truck. We will start early on the replacement schedule for FY24. Most equipment takes about 6-8 months for completion. Currently, many of our rolling assets are aging and repairs are getting more frequent and costly. Priorities for this next year are the replacement of one refrigerated truck, two delivery trucks and three dry van trailers.
- Maintenance Mechanic 1 has been hired for building repairs and outside upkeep of lawns and parking lot. As this is a new position within CI HQ, the position is developing in its role and responsibilities.
- Ongoing training for individuals with limited experience with technology.

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: 218
Programming Hours: 60,972
SOC Certificates Issued: 6
Certificates (other) Issued: 12
Vacant Positions: 59

MAJOR ACCOMPLISHMENTS:

- Department of Corrections (DOC) and CI presented “What We Do” to potential vendors during an Office of Women and Minority Owned (OWMBE) Microsoft Teams meeting. The goal is to increase the number of OWMBE-certified vendors that we utilize for our purchases.
- CRCC mattress operations has finished the DOC mattress orders of grey mattresses from last year.
- Worked with DOC to finalize Kids United By Incarceration (KUBI) Camp artwork and getting clothing ordered.
- Textiles is close to wrapping up user acceptance testing (UAT) to go live into our new D365 operating program.

FOCUS AREAS:

CRCC:

- Working toward electrical upgrades in the mattress shop to increase production capacity and assist in leveling out production as well. Also evaluating staffing needs with the introduction of D365 to the operation.

WCCW:

- Installed a new six-head embroidery machine to assist with increased embroidery production. Will also look to add a new screen print dryer and a six-armed screen print table in the future.

Consolidated Distribution Center:

- The new vacant procurement staff position was filled.
- Establishing bi-weekly meetings with the DOC warehouse supervisors to discuss the needs of their respective facilities. Also setting up monthly meetings with DOC procurement/business managers to discuss their procurement needs and issues.
- Working with DOC to develop a standardized food service uniform and offer a new officer uniform hat.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Going live with the use of our new operating system, D365.
- Closing out fiscal year 2023 to include all accounts payable and invoicing of customers.
- Continue assisting DOC with incarcerated clothing to include transgender offerings.
- Complete the installation and set up of the new 6 head Tajima embroidery machine at WCCW.
- Complete the hiring of incarcerated workers to fill vacant positions within the textiles operations.
- Conduct cross-training of incarcerated workers to enhance productivity and provide more marketable job skills.

TRAC

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

Program Participants: 8
AJAC Manufacturing Academy Participants: 14
Programming Hours: 4,320

MAJOR ACCOMPLISHMENTS:

- Trades Related Apprenticeship Coaching (TRAC) Class #64 graduated on time on May 19th, 2023, with one graduate already working on Sound Transit E-130 for Kiewit Construction. Her starting wage is \$31.26 plus a benefit package of \$20.27 one week out of incarceration.
- Airway Heights Correctional Center (AHCC) Aerospace Joint Apprenticeship Committee (AJAC) Manufacturing Academy Class #5 graduated on June 15th. CI hosted a virtual graduation with many of the graduates having family members attend via a Zoom link.
- Facilitated a second Washington State Department of Transportation (WSDOT) funded traffic control class at Mission Creek Correction Center for Women (MCCCW) with 25 students in April.
- Three more Construction Trades Apprenticeship Preparation (CTAP) graduates have been placed in apprenticeships and are working in Pierce and King County. One has joined the Carpenters Union and two have joined the Laborers Union.

FOCUS AREAS:

TRAC Class #65:

- TRAC started cohort #65 at MCCCW on June 12th with nine participants. Our Labor partners are scheduled for visiting and testing we are looking at a late September graduation.

AJAC Manufacturing Academy Class #6:

- AJAC cohort #6 started at WCCW with 18 students on June 26th, 2023, with participants from minimum and medium custody units.

WSDOT/DOC-CI partnership:

- Our contract with WSDOT is complete and we should be giving flaggers training at multiple facilities soon.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Graduate the Summer Quarter of AJAC Manufacturing Academy at WCCW.
- Graduate TRAC Class #65 at MCCCW.
- Strengthen community relationships with our Labor partners.
- Continue to try and expand pertinent training within our operations and offer high quality vocational training that has the potential to lead to post release employment.

WORKFORCE DEVELOPMENT

Statewide

Programming Hours: 1,946

SOC Certificates Issued: 121

Makin' It Work Certificates Issued: 97

Job Hunter Series Certificates Issued: 5

Community Employment Services Report:

Total caseload: 338 (2021-2023)

Percent obtained employment post release: 76%

Average wage: \$21.77 per hour

Released: 29

Secured employment: 22 (as of June 30, 2023)

Not employed: 3

On Supplemental Security Income; medically unable to work: 2

U.S. Immigration and Customs Enforcement detention: 2

MAJOR ACCOMPLISHMENTS:

- Continuing collaboration with Department of Corrections (DOC) reentry navigators to ensure transitional services are maintained.
- Job Hunter Series classes started May 1, 2023, and was very successful. Will set up a sign-up process for each facility to begin September 2023.

FOCUS AREAS:

Mock Interviews:

- Set to begin in October 2023. We are working on recruiting employers in the community to participate.

Cognitive Coaching:

- Classes start August 28, 2023 and will continue and be available to staff facilities.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Develop employer panels for mock interviews. Create interview questions employers ask and help incarcerated practice interview questions.
- Cognitive Coaching classes start August 28, 2023 at CI headquarters.

ETHNICITY BREAKDOWN

CI CLASS II PROGRAM PARTICIPANTS

TOTAL: 1,628

Airway Heights Corrections Center

- Asian/Pacific Islander - 3%
- Black - 8%
- Native Amer./AK Native - 4%
- Other - 1%
- Unknown - 2%
- White - 82%
- Hispanic: All Races - 18%

Monroe Correctional Complex

- Asian/Pacific Islander - 4%
- Black - 15%
- Native Amer./AK Native - 4%
- Other - 1%
- Unknown - 1%
- White - 74%
- Hispanic: All Races - 13%

Cedar Creek Corrections Center

- Asian/Pacific Islander - 18%
- Black - 30%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 53%
- Hispanic: All Races - 3%

Olympic Corrections Center

- Asian/Pacific Islander - 33%
- Black - 0%
- Native Amer./AK Native - 0%
- Other - 0%
- Unknown - 0%
- White - 67%
- Hispanic: All Races - 33%

Clallam Bay Corrections Center

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

Stafford Creek Corrections Center

- Asian/Pacific Islander - 9%
- Black - 28%
- Native Amer./AK Native - 1%
- Other - 1%
- Unknown - 1%
- White - 61%
- Hispanic: All Races - 3%

Coyote Ridge Corrections Center

- Asian/Pacific Islander - 5%
- Black - 14%
- Native Amer./AK Native - 3%
- Other - 2%
- Unknown - 3%
- White - 73%
- Hispanic: All Races - 31%

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 - 0%

Washington Corr. Ctr. for Women

- Asian/Pacific Islander - 9%
- Black - 9%
- Native Amer./AK Native - 5%
- Other - 7%
- Unknown - 0%
- White - 70%
- Hispanic: All Races - 12%

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 - 29%
- Native Amer./AK Native - 5%
- Other - 3%
- Unknown - 0%
- White - 61%
- Hispanic: All Races - 20%

DOC PRISON POPULATION

TOTAL: 12,591

Airway Heights Corrections Center

- Asian/Pacific Islander - 3%
- Black - 9%
- Native Amer./AK Native - 6%
- Other - 1%
- Unknown - 1%
- White - 80%
- Hispanic: All Races - 23%

Monroe Correctional Complex

- Asian/Pacific Islander - 5%
- Black - 19%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 1%
- White - 70%
- Hispanic: All Races - 13%

Cedar Creek Corrections Center

- Asian/Pacific Islander - 9%
- Black - 27%
- Native Amer./AK Native - 6%
- Other - 0%
- Unknown - 0%
- White - 59%
- Hispanic: All Races - 8%

Olympic Corrections Center

- Asian/Pacific Islander - 6%
- Black - 17%
- Native Amer./AK Native - 7%
- Other - 3%
- Unknown - 0%
- White - 67%
- Hispanic: All Races - 5%

Clallam Bay Corrections Center

- Asian/Pacific Islander - 4%
- Black - 18%
- Native Amer./AK Native - 7%
- Other - 3%
- Unknown - 0%
- White - 68%
- Hispanic: All Races - 28%

Stafford Creek Corrections Center

- Asian/Pacific Islander - 6%
- Black - 20%
- Native Amer./AK Native - 4%
- Other - 2%
- Unknown - 1%
- White - 67%
- Hispanic: All Races - 11%

Coyote Ridge Corrections Center

- Asian/Pacific Islander - 4%
- Black - 19%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 1%
- White - 70%
- Hispanic: All Races - 17%

Washington Corrections Center

- Asian/Pacific Islander - 5%
- Black - 18%
- Native Amer./AK Native - 7%
- Other - 1%
- Unknown - 1%
- White - 67%
- Hispanic: All Races - 15%

Larch Corrections Center

- Asian/Pacific Islander - 6%
- Black - 27%
- Native Amer./AK Native - 5%
- Other - 1%
- Unknown - 0%
- White - 62%
- Hispanic: All Races - 16%

Washington Corr. Ctr. for Women

- Asian/Pacific Islander - 5%
- Black - 13%
- Native Amer./AK Native - 7%
- Other - 7%
- Unknown - 1%
- White - 67%
- Hispanic: All Races - 17%

Mission Creek Corr. Ctr. for Women

- Asian/Pacific Islander - 4%
- Black - 6%
- Native Amer./AK Native - 8%
- Other - 5%
- Unknown - 1%
- White - 75%
- Hispanic: All Races - 13%

Washington State Penitentiary

- Asian/Pacific Islander - 4%
- Black - 23%
- Native Amer./AK Native - 7%
- Other - 2%
- Unknown - 0%
- White - 64%
- Hispanic: All Races - 16%