



CI ADVISORY COMMITTEE

Meeting Minutes

June 6, 2024, 9:00AM – 11:00AM

Location: Correctional Industries (CI) Headquarters and Virtual TEAMS options

PRESENT

Committee Members: Representative Mary Fosse, Loren Taylor, Chris Elwell, David Aiken, Terri Fortner, Dr. Faith Lutze, Christina Davis, Karen Dove, and Minna Long.

CI/DOC Staff: Danielle Armbruster, Jamie Dolan, Todd Cunnington, Lindsey Konrad, Ryan Sadler, Vicki Hoffman, Mimi Jansen, Sarah Goff, CI CMT

The meeting was called to order at 9:00 a.m.

WELCOME

Jamie Dolan, Director, welcomed everyone to the 2nd Quarter Correctional Industries (CI) Advisory Committee Meeting.

BUSINESS MEETING

- **Approval of March 21, 2024, Meeting Minutes:**
 - A motion was made for approval and seconded. The minutes were approved as submitted.
- Director Jamie Dolan gave a high-level overview of the August 1, 2024, Textile shop closure and statewide textile consolidation.
- Assistant Directors reviewed Operational Reports for all CI operations.
- Financial overview provided by CI Deputy Director Todd Cunnington.

NEW BUSINESS

Jamie Dolan spoke to the committee about revising the CI Advisory Committee Guidelines. They had not been amended in over fifteen (15) years. There was limited discussion on the changes made. The motion to pass was granted and seconded for approval of the 2024 CI Advisory Committee Guidelines.

OLD BUSINESS

- Assistant Director Vicki Hoffman gave a brief overview of the scope of the Microsoft Dynamics 365 IT project.
- Deputy Director, Todd Cunnington provided a high-level overview of the Licensing Service Division (formally Communications) name change and completion of the new LP shop located within Washington State Penitentiary.



Guest Speaker: Vatsana Muongkhoth spoke about her time at WCCW and the programs she has participated in. She provided feedback about the programs and discussed her time spent in education and CI programs.

OPEN FORUM: 10:25

The meeting paused for the public open forum. No questions were asked from the public.

Conclusion of meeting

Director Jamie Dolan concluded the meeting by thanking everyone for attending the meeting.

The meeting adjourned at 10:41 a.m.