



| MEETING MINUTES | |
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| <i>Location</i> | Skype/Teleconference |
| <i>Attendees</i> | <p>Mark Kucza, DOC Senior Administrator – Statewide Project Lead Mike Schindler, Contract DOC Facilitator Dan King, DOC Special Projects Manager Nanette Graham, DOC Capital Planning & Development Director Gar Rodside, DOC Senior Facilities Planner Whitney Hays, DOC Executive Secretary</p> <p>7 Local Advisory Committee (LAC) members: Jim Bloss Jon Frodema Nicole Gorle Michael Held Andi Holmes Jim Lawless Kelly Miller</p> <p>2 community members: Wes Deppa Maria Montalvo</p> |

| INTRODUCTIONS & ORIENTATION | |
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| <i>Mike Schindler</i> | |
| <i>Slides</i> | <i>Agenda</i> |
| <i>Discussion</i> | <ul style="list-style-type: none"> • Mike Schindler opened the meeting. Introductions were made of all attendees. • Due to the COVID-19 situation and social distancing restrictions, DOC determined to hold this LAC meeting via Skype/teleconference. The Skype IM option can be used for comments/input/questions throughout the meeting. • 10 members have committed to being a part of the Snohomish County Local Advisory Committee (LAC). If anyone else is interested in being a part of the LAC, DOC needs commitment by the close of this meeting. |
| PROJECT STATUS UPDATE | |
| <i>Mike Schindler</i> | |
| <i>Slides</i> | <i>Project Update</i> <i>Project Update: Next Steps</i> |
| <i>Discussion</i> | <ul style="list-style-type: none"> • Snohomish County received 0 submissions through the RFP process that closed on 2/13/2020. As of 3/6/2020, Snohomish County has received 17 submissions of potential properties from the community. These submissions are now being evaluated by DOC in a high level site screening to ensure they meet the minimum requirements. |

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| | <ul style="list-style-type: none"> All submitted property addresses will be disclosed to the LAC once DOC reviews each submission and determines its suitability. DOC will provide summary of each property and the justification for deciding whether to move forward with a property. Transparency of the vetting process is a priority of DOC. The LAC will review potential property sites based upon considerations and will provide recommendation to DOC. |
| <i>Questions/Concerns</i> | <ul style="list-style-type: none"> Can the addresses of the potential properties be shared? <i>Not at this time because the owners of the properties have not been notified.</i> Can you explain the vetting process and how you are determining if a property is suitable or not? <i>Examples: Some properties do not have the appropriate amount of square footage we are looking for, some are not zoned appropriately, some reasons are more elaborate.</i> |
| LOCATIONS UPDATE AND COMMUNITY SITING CONSIDERATIONS | |
| <i>Gar Rodside, DOC Facilities Senior Planner</i> | |
| <i>Slides</i> | <i>Location Update Community Siting Considerations</i> |
| <i>Discussion</i> | <ul style="list-style-type: none"> Community Siting Considerations include: Proximity to: transportation, education, treatment and other resources, employment opportunities, and support systems. <i>(See also: Attachment B – Community Siting Considerations)</i> |
| ASSESSING EXISTING FACILITIES | |
| <i>Gar Rodside, DOC Facilities Senior Planner</i> | |
| <i>Slides</i> | <i>Assessing Existing Facilities</i> |
| <i>Discussion</i> | <ul style="list-style-type: none"> DOC is also looking at the expansion capacity of 5 existing work release facilities to maximize existing resources: <ul style="list-style-type: none"> Helen B. Ratcliff – Seattle (King) Peninsula – (Kitsap) Progress House Tacoma (Pierce) Reynolds – Seattle (King) Longview (Lewis) A site assessment includes (for new properties and existing locations): <ul style="list-style-type: none"> Site Visit Code review Life safety survey Use/occupancy permit review/revisions Facility resources/demand Meet with authorities having jurisdiction American Correctional Association (ACA) standards Design and construction cost review |
| <i>Questions/Concerns</i> | |
| LOCAL ADVISORY COMMITTEE ACTIVITY | |
| <i>Mike Schindler</i> | |
| <i>Slides</i> | <i>Local Advisory Committee Role and Activities Identifying Review Considerations Communication Plan</i> |
| <i>Discussion</i> | <p>The LAC role includes:</p> <ul style="list-style-type: none"> Act in the best interest of public |

- Develop an understanding of the community's concerns and sensitivities
- Active engagement and regular attendance throughout siting process
- Have an accurate understanding of DOC's role, charge, and limitations
- Advocate for DOC program and site within your community
- Support the work release program's mission and activities

Property Siting Considerations

- Property siting considerations brought forward:
 - Parking
 - Traffic
 - Security lighting
 - Distance from schools/parks
 - Backup systems for interruption such as power, water, gas, etc.
 - Local bus access vs. community bus access
 - Distance from single family residential areas
 - Proximity to local service providers (substance abuse, mental health, etc)
 - Security options for the building itself to control movement in/out
 - Minimize NIMBY issues
 - Access to means to continue medications (particularly mental health)
 - Proximity to shopping to buy clothing/supplies
 - Meeting spaces/classroom areas for programming/presentations to residents, etc.

Communication Plan

- Mike Rosen designated as lead on LAC Communication Plan.
- **Communication plan considerations:**
 - Communication should be done in phases
 - As soon as potential properties are identified, need transparency in public meetings
 - Who are the stakeholders who could help us, who could hurt us
 - Review previous Work Release Expansion communication strategies
 - Include communication to anyone whose phone could ring regarding this
 - Need to identify and match the right messenger for each audience (different messengers and sometimes multiple messengers in stages)
 - Provide the broad community with a clear explanation of why we need this, how it benefits the community and how it helps individuals with their transition
 - Plan for the worst case scenarios
 - Protests
 - TV Crews
 - Charles Campbell – bringing up the past
- **Examples of recommended communication methods:**
 - Door-to-door (informational flyers)
 - Community meetings
 - Newspaper announcements for community meetings
 - Local Facebook pages
 - Face to face one-on-one with specific stakeholders

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| | <ul style="list-style-type: none"> • Face-to-face meetings • Phone calls to specific stakeholders • Social media • Direct mail • Emails • Media releases • Use of third party trusted advocates matched to help deliver the messages • Website portal • Factsheets • Video/PowerPoint • Visualizations <ul style="list-style-type: none"> • Who needs to be communicated with: <ul style="list-style-type: none"> • County Executive • Law enforcement • Neighborhood groups • City Council • School districts • County Prosecutor’s office (already part of LAC) • Newly elected Snohomish County Sheriff • Elected officials • Employers who have experience with Work Release participants • Newspapers/media • Community Partnership Transition Services (CPTS) |
| <i>Questions/Concerns</i> | |
| SITE REVIEW AND RECOMMENDATIONS PROCESS | |
| <i>Mike Schindler</i> | |
| <i>Slides</i> | <i>Site Review/Recommendation Process</i> |
| <i>Discussion</i> | <ul style="list-style-type: none"> • Review sites brought forward and provide recommendations <ul style="list-style-type: none"> • Based on the agreed-to LAC considerations • Each site reviewed and discussed • Possible site visits (coordinated through DOC) • Reach effective agreement on recommendations (document supportive materials and reasoning) • Communicate recommendations to DOC leadership • DOC leadership reviews recommendations and collaborates on next steps (e.g. Communication Strategies, etc...) |
| <i>Questions/Concerns</i> | |
| GENERAL DISCUSSION & TASKS FOR FOLLOW UP | |
| <i>Mike Schindler</i> | |
| <i>Slides</i> | <i>Communication Plan</i> <i>Questions/Wrap Up</i> |
| <i>Discussion</i> | <i>Work Release Expansion Website</i> https://doc.wa.gov/about/business/capital-planning/capacity-work-release.htm <i>Snohomish County email box:</i> |

docwrexpandsc@doc1.wa.gov

Next meeting: (location/format subject to change, in view of COVID-19)

Tuesday, April 14, 2020

4:00 - 6:00pm

Snohomish County Fire District One Station 10

3922 156th St. SW Lynnwood, WA 98087