



CI ADVISORY COMMITTEE

Meeting Minutes

August 26, 2020 10AM – 12PM

Location: Skype

PRESENT

Committee Members: Terri Fortner, Zachary Kinneman, Suzanne Cook, Danny Carrao, Kristine Cole, Marilyn Kennedy, Jim Huffman, Sen. Patty Kuderer

Guest(s): Kim-Columbia Legal

CI/DOC Staff: Secretary Sinclair, Sarah Sytsma, Danielle Armbruster, Jamie Dolan, Emily Hetland, Todd Cunningham, Scott Edwards, Adrea Stephens, Calvin Thorpe, Lindsey Konrad, Jeremy Barclay, Michael Steenhout

Not Present: Bill Messenger, Rep. Strom Peterson, Rep. Dan Griffey, Mari Barrero

Meeting called to order at 10:06AM

WELCOME

Sarah welcomed everyone to the meeting, conducted an official roll call and thanked all committee members for their participation in being a part of the CI Advisory Committee.

Sarah introduced herself and gave a brief overview of her career in Corrections, stating that she worked in education for 18 years before coming on as the new Director of Correctional Industries. Sarah said that she believes in the mission of CI and is happy to be a part of positively changing lives.

Secretary Sinclair thanked the members of the committee for their participation and stated that CI is a vital part of Corrections and sometimes is underestimated and overlooked. He went on to say that CI provides vital services to the DOC, and during this time of COVID-19, they shifted their operations to assist in creating PPE for DOC as well as other state agencies. He told the group that he is so proud of CI and what they bring to the table, even through these tough times. There will be tougher times ahead, but he is confident that we will be able to adapt and pitch in wherever help is needed.

Danielle introduced herself to the committee members and offered thanks for their time, services and skills that they will bring to the committee. Danielle stated that CI is near and dear to her heart and that she has worked 22 out of her 24 years with Correctional Industries, ending her time with serving as the director of CI. She believes in the mission and wants to expand CI. She stated that it is a good feeling to be able to provide successful pathways for individuals to succeed when transitioning back into the community.



Danielle then introduced all of the advisory committee. Danielle noted that all of these advisory committee members are great advocates for the community. She also mentioned there is a vacant Senate position that we are continuously trying to fill.

Sarah discussed the recent reorganization within CI. The reorganization affected 76 positions within CI – many of those positions were vacant, although it did result in staff reductions. As part of the reorg, the box operation at Washington State Penitentiary was closed and part of the metal shop is being consolidated with the metal shop at Stafford Creek Corrections Center. Sarah turned the meeting over to Todd Cunnington, who was the first presenter.

BUSINESS MEETING

Operations Report: *(full report distributed by email prior to meeting)*

Todd Cunnington, Assistant Director

Communications: Todd reported to the group that although this was a challenging final quarter for FY20, we still saw an increase in sales by 2.5% over the previous year. COVID-19 impacted our operations at MCC and WSP. CI was able to create new print and signage materials which is being offered to all other state agencies.

Laundry: Laundry services all 12 facilities and processed approximately 14 million pounds of laundry at the end of FY20. However, over the course of the last biennium, laundry has operated at an overall net loss. CI has requested a strategic rate adjustment for each facility from DOC to remedy the shortfall.

Optical: Prior to the COVID-19 pandemic Optical was working on reducing costs and one area of focus was shipping. Things are getting back to normal and optical has been picking up where we left off and we are bringing back more workers to match the workload. We have maintained a 99.99% on time rate for our optical orders.

Textiles: Textiles was tasked to develop protective gowns, masks, face shields, hand sanitizer, and later hand sanitizer dispenser stations, screening barriers, and children’s masks, to assist with COVID-19.

To date we have produced:

- 175,035 Protective Gowns
- 189,463 Reusable Adult Masks and 85,397 Reusable Youth Masks
- 134,787 Face Shields

Emily Hetland, Assistant Director

Furniture Sales: The furniture sales division’s customer base consists of 195 customers serving state agencies, city/counties, higher education and non-profit organizations. We’ve had 440 space design projects, valued at over \$14 million in sales and 5,133 in design programming hours. Market trends are indicating consumer interest in products that are: human-centric, ergonomically focused. New telework and safe start protocols are providing opportunities for acrylic screens, and space barriers, as well as home office solutions.



Furniture Manufacturing: At the end of FY20 we processed 3,407 orders, which were valued at \$18.5 million. We have reduced our raw material by 63%. We also produced new products in response to the COVID-19 pandemic, such as hand sanitizer dispensers, face shields, and vinyl shields for the phone booths inside of the living units.

McNeil Island Stewardship: DOC took over McNeil Island in 2011 and multiple agencies hold interest in the Island, namely, DOC, DSHS Special Commitment Center, WDFW, DNR and Ecology.

We have a couple of capital projects in progress and they include:

- DOH water well project, which has a completion estimation date of 12/31/2020. Electrical infrastructure \$525K.
- Marine department electrical improvements \$225K
- Emergent barge slip electrical work \$240K

Island operations include water filtration and wastewater, diesel vehicle shop, maintenance and heavy equipment grounds crew.

Jamie Dolan, Assistant Director

Incarcerated Individual Services: Commissary offers over 420 products statewide and oversees the Quarterly Food Program, Monthly Package Program and Bulk Jail Sales. Distribution centers are located at AHCC & MCC.

Quarterly Foods Program: The summer 2020 program was outsourced to California due to COVID-19 challenges at MCC. The Fall 2020 program returned to MCC and is going well. There are 135 items available for purchase by Incarcerated Individuals, friends, and family. They consist of food and hygiene items.

Monthly Package Program: Offers over 180 items such as TV's, shoes, religious items, shavers, etc. This program is located at MCC

Bulk Sales: There are 203 items available in bulk for local jails and restricted housing units to purchase.

COVID-19 Response: It has been 5.5 months. Commissary program has assisted the DOC Emergency Operations Center with procurement of face coverings, bar soap, 650 transition packs for individuals releasing back to the community. We increased inventory levels across the board to help mitigate supply chain shortages as there was initial food scarcity concerns. We purchased curtain dividers for additional barriers on picklines for both commissary distribution centers as well as the QFP/MPP programs.

SB 6476: Correctional Service Access. This bill requires that all facilities receive commissary a minimum of 26 times a year. Currently the only two facilities not meeting this requirement are CRCC & MCC. We are currently in process of hiring the necessary staff to achieve the additional deliveries.



Food Manufacturing: Airway Heights food factory produces items such as bread, muffins, cookies, bars, and calzones, and it's been closed since May 2020. We have now \$2.9 million in inventory for reserve food products. Food factory and food distribution services have made weekly deliveries across the state to assist with COVID-19. Food samplings are conducted on a monthly basis. We are the departments safety net for the food supply. We continuously make large purchases to help off-set the departments food costs.

CRCC Food Factory focuses on protein production such as salisbury steak, meatloaf, and raw meat processing such as roast beef. Both facilities have daily USDA inspectors on site. The CRCC Food Factory has been closed since May 2020.

External sales continue with customers like meals on wheels. We also have a big customer base with Santa Clara County and have been working with them for the last eight months.

New product development has made slow progress due to COVID-19. Calzones are a new product that have been very well received by the incarcerated population and external customers.

Food Service:

Food Service Administration is working in collaboration with the state dietitian in a logistical and advisory capacity throughout the pandemic.

Approved to implement a fully funded hot breakfast at MCC, WCC and AHCC which will follow the same menu across the state. We are currently working on additional staffing and also working toward new menu releases in accordance with the Governor's Executive order 13-06 which follows a process of proper servings of all nutrients. Planning to fully implement in fall 2020.

Hot breakfast achieves menu consistency across the state to include men's and women's facilities. Planning on quarterly menu releases. Calzones have been added with great success.

In partnership DOC/DOH a nutrition 'tool kit' has been developed as a simple guide for staff and incarcerated population regarding the Governor's Executive order 13-06 as well as the USDA's dietary guidelines for Americans. We are also working with the DOH to create an audit process.

CI releases a quarterly newsletter that generally features research and development product updates, nutritional information, Q & A and fun food facts. The next release is September 2020.

Calvin Thorpe, Business Development Manager

Workforce Development: There has been a change in Workforce Development numbers due to COVID-19 outbreaks within the facilities which has presented changes in staffing during the month of July. In the month of June CI incarcerated workers served 533 and in the month of July the number decreased to 158.

Sarah Sytsma, Director

Trades Related Apprenticeship Coaching (TRAC): This 16 week program offers job training skills in many different trades. CI has continued to operate classes and connect students with trades partners via Skype during COVID-19. Employment outcomes are spectacular as 40% are working in their trades and 73% overall are employed after release. Steve Petermann, who oversees the TRAC program continues to work towards developing new community partnerships. A huge thank you went to Steve Peterman on a job well done for his work with the TRAC program.

*Kristine Cole shared the work that she does with the Apprenticeship Workgroup. She also asked when we might start reporting out on CTAP numbers. Sarah responded and stated that we will work on getting these numbers reported out and they will be included in the next advisory committee meeting.

Scott Edwards, Assistant Director

Safety and Risk: CI conducts audits on an annual basis. However, due to COVID-19 the audit cycle has been hindered, with four audits conducted and eight audits remaining. Of the audits completed, CI is averaging a near-perfect score. Although audits are suspended, safety training and support continue. Accident severity is trending down over the last four years, which demonstrates the effectiveness of our training overall. Safety Manager Ray Gilbreath will continue to ensure staff are attending training sessions and provide support, with audits anticipated to resume in time once we return to normal operations.

Financial Report:

Financial Overview – A brief overview of a CI financial page was provided for orientation purposes. The structure was explained and the following areas of the financial report were reviewed:

- Fund 401 and Historical Trends
- FY 2020 Year-end Summary (Draft as of June 30, 2020)
- Outlook – Full Cost Recovery and Cost Avoidance Efforts

11:00AM CALL FOR OPEN FORUM:

No questions or comments

Lindsey Konrad,

Market Share: The report was published in December of 2019, therefore the numbers reported for the fiscal year ending June 30, 2019. Federal North American Industry Classification System (NAICS) codes are used compare CI businesses to Washington private sector businesses. Lindsey reviewed fiscal year 2019 and the five-year average for CI's market share. In fiscal year 2019, the WA State Gross Business Income for businesses within CI's same industry totaled over \$18.3 billion. In that same year, CI's external revenue was \$84.6 million. CI's total market share in FY2019 was 0.46 percent.

Annual Report: The annual report highlights CI's previous fiscal year financials, operations, and successes. Lindsey reviewed organizational stats for fiscal year 2019 and also highlights the success of CI's organization. As of June 30, 2019 CI had a total of 2,414 of incarcerated workers.



Action Items:

- Note past experience for all committee members.
- Suzanne asked if all meeting materials and meeting information will be stored online for ease of access. Danielle said that we would check into it and provide an update by the next meeting.
- Suzanne inquired if future meetings can be audio recorded. Danielle stated that we will get back to her with an answer.
- Danny asked if we can add an agenda topic for the next advisory meeting that discusses the roles of the committee members and what they can bring to the committee. Danielle stated that we will send out some sort of communication that provides guidance.
- Report out on CTAP during next advisory meeting.

Conclusion of meeting.

Meeting adjourned at 12:05PM.