



**CI ADVISORY COMMITTEE**

Meeting Minutes

December 9, 2021 9AM – 11AM

Location: Virtual TEAMS

**PRESENT**

Committee Members: Jim Huffman, Terri Fortner, Suzanne Cook, Danny Carrao, Marilyn Kennedy, Rep. Tarra Simmons, Kristine Cole, Rep. Dan Griffey, Sen. Patty Kuderer

Guest: Terri Fortner – CI Advisory Committee Board Member

CI/DOC Staff: Sean Murphy, Sarah Sytsma, Danielle Armbruster, Jamie Dolan, Ryan Sadler, Emily Hetland, Todd Cunnington, Scott Edwards, Alissa Meshesha, Wendy Martindale, Susan Piccinini, Steve Petermann, CI CMT Members

Meeting called to order at 9:03AM

**WELCOME**

CI Director Sarah Sytsma welcomed everyone to the meeting, conducted an official roll call and addressed housekeeping items.

Danielle Armbruster welcomed everyone to the meeting and acknowledged Secretary Cheryl Strange and Deputy Secretary Sean Murphy.

**GUEST SPEAKER**

Sarah introduced guest speaker and CI Advisory Committee board member, Terri Fortner. Terri recently toured Airway Heights Corrections Center CI operations for the purpose of learning and becoming a more contributive advisory board member.

Terri toured the Food Factory, textiles manufacturing, warehouse, centralized commissary services operations, and optical. She shared many complimentary statements regarding the dedication of staff, impressive use of equipment, the attention to detail and quality workmanship that goes into all items being produced and the marketable skills being learned. Terri also spoke to the impressiveness of the warehouse/transportation operation with 17 trailers being loaded and unloaded daily with commissary and food services designated for statewide deliveries.

One of Terri’s highlights during the tour was meeting incarcerated individual Daniel Johnson “DJ”, lead in the AHCC Kettle Department (Food Factory) and listening to him talk about his work and demonstrating how things are done.

Terri expressed the value she sees in the certifications offered to incarcerated workers to assist with their employability upon reentry.

Terri Fortner’s presentation was interrupted for the purpose of allowing for the Open Forum scheduled for 9:20AM.

**Open Forum: 9:20 AM**

No items were presented.

### **GUEST SPEAKER CONT.**

Terri Fortner finished her presentation by sharing observations and interactions after touring commissary and optical at AHCC.

Terri stated the commissary menu offers over 418 items and processes approximately 20,000 orders each month allowing an average pick/assembly rate of 16 seconds per order. The optical operation was equally impressive due to the large number of orders processed daily, the amount of space utilized for the operation, and by the number of incarcerated working in the operation.

Terri shared much of the history of the shops, the number of participants in the programming areas, the number and types of certifications that are earned, and the high attention to detail to ensure quality products. Terri made a special mention of CI's vision and mission statement and how these statements will guide her involvement on the board.

### **BUSINESS MEETING**

#### **Approval of 9/23/21 Meeting Minutes:**

Motion was made for approval and seconded. Minutes were approved as submitted.

#### **Approval of 6/24/21 Amended Meeting Minutes:**

A motion was made to approve the amended minutes removing Zachary Kinneman from the Committee Member attendance roster. The motion was approved and seconded. Amended

### **Annual Report & Market Share Report**

Emily Hetland, CI's Brand, Marketing, and Outreach Manager presented the 2021 CI Annual Report and 2021 Market Share Report. Both reports are available in digital format on CI's website and are ADA accessible. The annual report is a financial business report, published in the fall of each year showcasing CI's financial health, sharing stories that demonstrate CI's mission, and highlights operations. The market share report shares comparable statewide industry data provided by the Department of Revenue, as a general rule CI strives to stay under 2% market share.

### **Food Program Presentation**

Jamie Dolan, Assistant Director, presented a high-level overview of food service, including general menus, religious and medical menus, and medical snacks. Correctional Industries is held to WA Executive Order 13-06 compliance, which is designed to improve the health and productivity of state employees and access to healthy food in state facilities. CI also follows the USDA's Dietary Guidelines for Americans.

Department of Corrections partners with Washington Department of Health. Through that partnership, Correctional Industries is part of a 5-year CBC State Physical Activity Nutrition Grant. The grant supports article contributions for DOC's quarterly food service newsletter for incarcerated workers, opportunities to provide healthier ingredients.

The COVID-19 impacts to Food Service has resulted in a decreased incarcerated population, elevated workload due to worker shortages and service models. Communication and cooperation between food service and custody staff has improved as an outcome of the challenges.

The USDA inspects AHCC Food Manufacturing daily. Each facility is monitored by the FSA, WSDA, and local county health districts. Food Manufacturing serves DOC, local jails, senior Meals on Wheels, and some locations in California. The average cost of a CI per meal is \$3.27; the average cost of a prisons prepared meal is \$3.33, with an overall agency average of \$3.29 per meal.

### **Reentry Navigators**

Susan Piccinini, Reentry Navigator Manager, described the role of a Navigator and how they manage an individual's reentry plan to include the transfer order and Individual Reentry Plan pursuant to RCW 72.09.270 and Executive Order 16-05. Navigators serve an essential role in assessing needs using that information to create a release needs survey for individuals impacted by sentencing reforms.

### **Workforce Development**

Wendy Martindale, Community Employment Specialist, shared information on how workforce development originated and where it is now. Wendy was asked how CI is meeting the mission and vision of DOC/CI and she indicated that it is mostly due to partnerships with second-chance employers. Wendy specifically mentioned relationships with DNR, Job Hunters online training, Amazon Training for Employment, Weld Works, Department of Commerce Statewide grants, employer forum and collaboration events, and much more.

As shown through the data Wendy presented, Workforce Development has streamlined many processes and is experiencing an increase in the number of individuals contacted which are leading to an increased number of job placements, higher wage earnings, and improved communication with the Reentry Division.

### **NEW BUSINESS**

2022 CI Advisory Committee meeting dates are scheduled as follows:

- March 3, 2022 9AM-11AM
- June 2, 2022 9AM-11AM
- September 1, 2022 9AM-11AM
- December 8, 2022 9AM-11AM

### **OLD BUSINESS**

Assistant Secretary Danielle Armbruster addressed the board to follow up on work release barriers. Discussions that took place focused on finding innovative solutions for how incarcerated individuals would meet and stay in touch with their community corrections officer (CCO). Effective February 2021, DOC implemented giving individuals access to basic cellphone's if not able to have one through family or loved ones. This implementation helps the individuals at the work release facilities with no longer depend on pay phones to stay in contact with their CCO.

Work Releases have been renamed as Reentry Centers. Verbiage in policy and facilities is being updated to reflect this change. Conversations continue regarding changes to RCWs and WACs to reflect DOC's movement away from using the term 'Offender' to a more modernized term of 'Incarcerated Individual'.

### **Action Items:**

No new action items.

### **Conclusion of meeting.**

**Meeting adjourned at 10:55AM.**