

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

Sarah Sytsma, Director
sarah.sytsma@doc.wa.gov

Alissa Meshesha, Executive Secretary
alissa.meshesha@doc.wa.gov
Office: 360.725.9106 | Cell: 360.338.5595



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

BRAILLE SERVICES

Washington Corrections Center for Women

Program Participants: 18

Programming Hours: 2,217

Certificates (other) Issued: 1 - Formats

Vacant Positions: 4

MAJOR ACCOMPLISHMENTS:

- Braille services returned to operations on April 4, 2022, after a shutdown for two months due to a facility outbreak. By collaborating with facility leadership and staff, the protocols and procedures were updated to provide a safe return to opening of the program.
- Braille pages produced: 10,423
- Tactile pages produced: 1,373
- Pages proofread: 1,380

FOCUS AREAS:

Education:

- Working with the Education Department is one area we concentrated on to allow our workers to take advantage of continued education. Three of our transcribers attend a business class twice a week while still keeping up with their braille projects from the Washington State School for the Blind (WSSB).

Nemeth Certification:

- Four transcribers are working towards this certification for math and science transcription.

Virtual Meetings:

- Set up for virtual transcriber meetings and trainings through WSSB.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Recruitment is the number one priority for this department. Focus is on recruiting and training up to five tactile workers to assist the transcribers in their increasing workloads.

COMMUNICATIONS

Monroe Correctional Complex
Washington State Penitentiary

Program Participants: 32
Programming Hours: 10,575
SOC Certificates Issued: 1
Vacant Positions: 49

MAJOR ACCOMPLISHMENTS:

- License Plates: Keeping a consistent workforce has continued to be a challenge. After almost two years of alternating days units could work in the shops, the Washington State Penitentiary (WSP) has begun allowing our workers to work together again, but must still work in areas as a cohort and follow COVID-19 protocols. With the decrease in COVID-19 cases, our shop was able to keep operations open all but one day in March. This allowed the shop to not only meet its production goal of 5,000 sets of plates per day, but surpass it by almost 800 sets a day. This resulted in decreasing the number of plates we are behind by 50,000!
- Print and Sign: After being closed for 9½ out of 11 weeks, our print and sign operations came back determined to catch up. Thanks to strong relationships with the facility, overtime has been granted as needed. When the workforce came back on February 14, 2022, they were working on orders from November and December. Fast forward one month and they were just about caught up! We are grateful for the incredible teamwork and support on all levels.
- Tabs: With the closure of units at Monroe Correctional Complex (MCC), workforce numbers in this shop have been severely impacted. Once production restarted, we also had impacts to our raw material and supply availability from our vendors. With the efforts of our senior staff, strong workers, and the necessary use of overtime, we appear to be on schedule to finish our current order of 8 million license plate tabs by June 13, 2022, two days ahead of schedule.

FOCUS AREAS:

Re-establishing Norms:

- Starting this quarter, our shops were closed due to COVID-19 outbreaks. We initially reopened with limited staff and workforce. Since then, there has been an emphasis on “taking one bite of a time out of the elephant.” This was a reminder that it took quite a while for us to get to the place we were in, but with one step at a time we could work toward getting to a new normal through teamwork, communication and perseverance.

Equipment Maintenance:

- Unfortunately, the time we were down brought equipment issues. Both the print and license plates operations were impacted this quarter with machinery challenges due to lack of operation and delayed maintenance. Staff spent a great deal of time working on issues, troubleshooting with vendors, and coordinating repairs. We are getting all equipment back online and have been able to mitigate many issues that could have been significantly worse.

Communication:

- Communications continues to work diligently to maintain open, honest and transparent conversations through phone calls, emails and many, many Teams meetings. Customers are beginning to express seeing the “light at the end of the tunnel” and have shown sincere appreciation for our continued efforts to keep them informed.

Production:

- All shops hit the ground running as soon as they were able and surpassed initial goals. This quarter we added production focused check-ins every morning at 7 a.m. for our license plates operation. The meetings have proved to be helpful in guiding production according to Department of Licensing (DOL) needs. The multi-level collaboration is proving to benefit all our involved staff and has led to greater sharing of ideas, imparting knowledge, and providing cross-training.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Re-focus reentry efforts and support for our incarcerated workforce to ensure we are working toward our vision of transforming lives.
- Bring all license plate production back to internal operations and no longer having to utilize an outside vendor to assist in fulfilling the DOL orders.
- Accurate forecasting and emphasis on full cost recovery.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women

Program Participants: 3

Programming Hours: 2,100

Vacant Positions: 3

MAJOR ACCOMPLISHMENTS:

- Incarcerated participants returned after a two-month closure from January through February due to a facility outbreak. As we have worked through the backlog of orders, the facility has supported this effort with an updated movement schedule providing all drafters to be able to access the work area.
- Thirty-one (31) projects equaling \$1.6 million have been submitted to ProCAD for quotes the past quarter. Considering we only have three drafters in the program at this time, 24 of these projects have been finalized and/or verified for purchase in short amount of time.

FOCUS AREAS:

Quality Improvements:

- Review current processes to minimize wait times regarding product information from our vendors.

Online Training:

- We are searching for better mediums to include online training and partnering with our furniture and proprietary software vendor. Local IT is reviewing infrastructure of what is available to do this.

Product Training:

- Incorporating "live" product training.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Recruit three to four drafters.
- Work with Tacoma Community College technical design program to incorporate on-the-job training into curriculum.

FOOD MANUFACTURING

Airway Heights Corrections Center

Program Participants: 88
Programming Hours: 46,410
SOC Certificates Issued: 18
Vacant Positions: 80

MAJOR ACCOMPLISHMENTS:

- Safe operations and in process quality product and process review.
- Ongoing purchasing support to statewide food services.
- Rebuilding of incarcerated workforce.
- Rebuilding of finished goods food inventory.

FOCUS AREAS:

Safe Operations and Quality Review:

- Staff and incarcerated workers have focused on safe operating processes to ensure all aspects of safety are adhered to while also reviewing quality of finished goods to include external product review.
- Additional focus has been on rebuilding our incarcerated workforce. The factory was closed for about a month and since reopening we have obtained approximately 75 percent of our target workforce.

Halal Food Processing Internal Audit:

- Our planned visit from the American Halal Foundation (AHF) has been delayed for the past two years. In light of this, we decided to conduct an internal audit of all Halal processes to ensure and document that we continue to meet the expectations of the AHF.
- We found that processes were being followed as outlined by the AHF and no haram food products were found to be used at any time. We continue to follow approved processing procedures, and purchase and use only those food items approved for use in Halal food products.

Rebuild of Manufactured Item Inventory :

- Due to COVID-19 outbreaks, we sold a significant amount of frozen meal and tray lunch inventory to internal and external customers. Over the past three months we have been focusing production on rebuilding kettle products, frozen meals, and tray lunches. Additional efforts are being made to resume bakery operations.

Cost of Goods (raw material) Evaluation:

- Over the past several months, we continue to receive significant cost increases on almost every food product. (e.g., all kosher items increased by 33 percent in March resulting in passing along an annual price increase to Food Services of \$104,000). The recent bird flu has caused the cost of eggs to jump 124 percent.
- Other commodity cost increases over the past 12 months are expected to drive sales prices up across the board:
 - Beef, ground 18%
 - Poultry, (chicken) 60%
 - Oils (soy bean, mineral, corn, canola) 42%
 - Flour (average between types) 33%
 - Oats 90%
 - Potatoes 40%
 - Liquid milk 200%
 - Beans (pinto & black) 61%
 - Aluminum 58%
 - Fuel 67%
- Here are steps we have taken to mitigate inflationary changes:
 - Ordering full trailer loads of food.
 - Purchasing discounted opportunity products.
 - Locking in costs of flour for several months at a time.
 - Obtaining competitive bids between vendors.
- However, because of the significant rise in costs, our target gross margins are unsustainable. We anticipate the need for sweeping price increases across all product categories by at least 15 percent in July.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Ongoing evaluation of pricing to ensure we can support daily operations.
- Work with Food Service Administration to meet the needs of the statewide population.
- Work with external customers to assist their changing needs.

FOOD SERVICE

Airway Heights Corrections Center
Coyote Ridge Corrections Center
Monroe Correctional Complex
Washington Corrections Center
Washington State Penitentiary

Program Participants: 637- Monthly Avg (Dec-Feb)
Programming Hours: 70,313 - Monthly Avg (Dec-Feb)
SOC Certificates Issued: 17
Certificates (other) Issued: 2
Vacant Positions: 295- Monthly Avg (Dec-Feb)

MAJOR ACCOMPLISHMENTS:

- Continued participation in a work group with the Sustainable Prisons Project on the Department of Corrections' garden produce and future evolution.
- Continued collaboration with Correctional Industries (CI) food manufacturing planning to return to routine food productions after the factory closure due to a COVID-19 outbreak at Airway Heights Corrections Center (AHCC).
- Continuing re-alignment of DOC menus as facilities come off emergent response operations. Some improvements experienced with the ongoing food supply chain disruptions; however, these continue to negatively affect availabilities in protein items, dry goods, disposable service items, etc. The goal remains to return to menus as written.
- Religious, cultural and family-centered events and observances are being planned and conducted as best they can. "Grab & Go" feedings for event meals are the norm. Ramadan and Passover observances brought about significant planning and operating needs.
- Challenges continue with the availability of a consistent incarcerated workforce for Food Services needs. Even with reductions in quarantines and isolations, cohort work groups are limiting meal productions and menu adherence.

FOCUS AREAS:

Operational Support Statewide:

- We continue to monitor and support with staff resources, alternative product supply, collaboration with food manufacturing customer care, menu planning, operational advice, etc.

Product Supply, Consistency, and Costing:

- Vendor collaborations continue with regard to sourcing, approving and procuring alternative food items.

Dietitian Support:

- Collaborate with the state dietary manager to assist in product review, approvals for substitution items, planning for medical diets, and support for needed information requests.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue support for all DOC facilities. Continue planning for seasonal menu, re-evaluating the food supply chain and return to "new normal."
- Support DOC with food for religious and cultural events.
- Assist DOC budget department with data collection for supplemental budget request.

FURNITURE BRAND AND SALES

Headquarters

MAJOR ACCOMPLISHMENTS:

- The sales team provided coverage at several institutions across the state due to COVID-19-related closures. The team continued to provide a high level of customer service even while working remotely or traveling.
- As our customers contemplate and plan for return to work, we have had several opportunities to provide space planning and advise. Those opportunities have been realized now as we have received several large orders from the State Investment Board, Department of Health, Labor and Industries and two projects at Community Colleges of Spokane.
- Continued efforts between customer service, ProCAD and sales to reduce the error rate on orders through the use of pre-final reviews have proven successful. This reduction in errors save time, money and increase our customers' level of trust.
- Recently Correctional Industries began providing a limited at-home delivery service. This allows our customers working from home to purchase goods through their agencies for at-home use to be delivered to their doorstep/ garage door. Although the number of customers currently taking advantage of this service is relatively low, we expect it to increase as agencies allow for continued work-from-home options to their employees.
- Through the continued efforts of our leadership team, the Office of Financial Management granted agencies with a purchasing exception allowing them to take delivery of year-end purchases beyond the normal June 30 deadline. This is a win for both CI and its customers as we now have more time to provide the services customers require.

FOCUS AREAS:

Customer Contact/Engagement:

- Expand our reach through increased marketing strategies, i.e., more frequent email blasts, customer focus groups, and trade shows, which provide excellent return on investment.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Establish a focus group to review our current pre-final process for possible changes with the goal of memorializing our final process in the form of Standard Operating Procedures across sales, drafting and order entry.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center

Program Participants: 142

Programming Hours: 20,230

SOC Certificates Issued: 2

Vacant Positions: 129

MAJOR ACCOMPLISHMENTS:

- The furniture factory has begun to train and utilize its new computer aided design software, Microvellum, and is transitioning wood products from our previous software, Solidworks. We are producing products for customers using Microvellum.
- A total of 146 incarcerated workers are assigned to the furniture factory following a long closure to a COVID-19 outbreak.

FOCUS AREAS:

Updating Product Pricing:

- The furniture factory has continued to collaborate with sales and furniture brand management on updating pricing with the rising costs of raw materials and supply chain constraints. This continues to be an ongoing process with rapid fluctuations in raw material costs and global supply chain shortages.

Recruitment:

- We are recruiting one wood shop Correctional Industries Specialist 2 (CIS2) position and one Correctional Industries Supervisor Assistant (CISA) position.

Microsoft D365 Software:

- Continue to provide information and data to the D365 implementation team while we work with our existing databases.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to work on updating our product pricing and complete recruitments for vacant positions for both staff and incarcerated.

INCARCERATED INDIVIDUAL SERVICES

Airway Heights Corrections Center
Monroe Correctional Complex

Program Participants: 118
Programming Hours: 40,000
SOC Certificates Issued: 4
Certificates (other) Issued: 6
Vacant Positions: 18

MAJOR ACCOMPLISHMENTS:

- Added additional secondary suppliers of products to limit disruptions to product availability to the incarcerated population.
- Made on-time deliveries to all Department of Corrections (DOC) facilities.

FOCUS AREAS:

Centralized Commissary:

- The commissary team constantly reviews pricing and works to offer quality items at the lowest cost possible. Over-the-counter and hygiene items have all been reduced in price by approximately 30 percent over the past 12 months.
- Continued efforts on filling vacant staff positions.
- We are working to add additional racking at MCC to support the Food Package Program and the move from the Washington State Reformatory Unit to the Twin Rivers Unit.

Food Package Program:

- Program has been outsourced to Union Supply Group this quarter due to challenges associated with isolation and quarantine of the workforce. This enabled the delivery schedules to remain intact. Plans are in place to bring the program back to MCC in June 2022.

Monthly Property Program:

- New property catalogs were released for men and women.
- Orders being fulfilled from MCC.

Bulk Jail Sales:

- We continue to support Green Hill School; however, we are not seeking additional external customers for this program as we continue to focus on internal DOC needs.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Monitor supply chain disruptions and working with secondary suppliers.
- Maintain delivery schedules.
- Monitor pricing and make adjustments when necessary to ensure the lowest possible price while still covering necessary operational expenses.
- Looking to survey incarcerated population regarding the programs.

LAUNDRY

Statewide

Program Participants: 61
Programming Hours: 27,450
SOC Certificates Issued: 2
Certificates (other) Issued: 1
Vacant Positions: 90

MAJOR ACCOMPLISHMENTS:

- The Clallam Bay Corrections Center laundry conversion project is completed. This project included seven new gas-fired dryers and three new washers. All equipment is now operational.
- Statewide laundries produced 2.2 million pounds of clothing and bedding for Department of Corrections facilities over the past three months.
- All laundries have returned to normal operations and facility schedules.

FOCUS AREAS:

Department of Social & Health Services (DSHS):

- We are establishing a DSHS proposal to add outside business to Cedar Creek Corrections Center laundry.
- We are evaluating a proposal to add outside business to Cedar Creek Laundry in support of DSHS Maple Lane.
- DSHS would require approximately 2,900 pounds of laundry processed per month, or 250 pounds per trip, Wednesday through Friday (12 days per month).
- To absorb the increased workload, CI anticipates adding two incarcerated workers to the laundry operation.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Maintain consistent laundry services to DOC to the extent COVID-19 and reduced workforce challenges continue to present across the state.

MCNEIL ISLAND STEWARDSHIP

Cedar Creek Corrections Center - McNeil Island

Program Participants: 7
Programming Hours: 1,526
Vacant Positions: 9

MAJOR ACCOMPLISHMENTS:

- Marine Vessel (M/V) Chinook passed United States Coast Guard (USCG) internal inspection. USCG granted a six-month extension for external inspection. M/V Chinook remains on schedule for retrofitting this winter, which includes overhead canopy of the upper deck, seating, and rub rail installation to better match the docks at McNeil Island.
- Barge #2 has been dry docked for complete deck replacement at a cost of \$1.7 million. Anticipated completion date is June 2022.
- The generator project is complete and all new generators have been tested and are operational.
- The well project is nearing completion with all plumbing and electrical completed. Several parts on the filtering system are on backorder and scheduled to arrive in June 2022.
- Engineers from KPFF have been on site since March of 2022 to assess marine railway and infrastructure to provide data to Project Manager Jonathon Abbott.

FOCUS AREAS:

Marine Vessels:

- Barge #1: Currently is in service and due for USCG Certificate of Inspection in June 2022, with an anticipated 50 percent deck replacement needed and estimated dry dock after 7/1/22.
- M/V Callahan scheduled for dry dock June 2022 for routine maintenance.

Electrical:

- Lift station overhead power to underground is 95 percent complete. Substantial completion is scheduled for 4/7/2022.
- Primary power overhead fuse sizing and 20-314K(3-3); the notice to proceed was issued 3/10. Staff, contractors and capital projects are scheduled for a pre-construction conference tentatively schedule for 4/14/2022. This work and surveying of the project began the week of 4/18/2022.
- Marine breaker box still needs to be sealed to prevent any extreme high tide from entering electrical piping. Advised

by Department of Corrections electrical staff is awaiting parts to complete.

- Installation of a pigtail receptacle and switch needs to be installed at wastewater treatment to plug in emergency generator if necessary.

Wastewater:

- The new well system will not be online until approximately August 2022. Filters had to be returned and an estimated date of receiving them back on the island is June 16, 2022.
- Special commitment transition facility lift station pump currently is functioning with one pump, and the backup was assessed and deemed unable to be re-built from our existing two. Currently in the process of ordering a new backup unit to be in place by Fall of 2022.
- New control box for lift station pump has been installed and is operational.

Recruitment:

- Recruitments active for the following positions: Wastewater Treatment Plant Operator 2, Administrative Assistant 3 Marine, Shipwright Supervisor and Marine Operations Manager.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Allocation of funding for marine railway repairs and winch for dry dock cradle.
- Weather protection for all new generators is being designed.
- Re-allocation of senior and junior deckhands is with Office of Financial Management.
- Position descriptions drafted and approved to fill two newly approved FTE marine positions and electrician supervisor by end of June 2022.

OPTICAL

Airway Heights Corrections Center

Program Participants: 49
Programming Hours: 12,206
Vacant Positions: 1

MAJOR ACCOMPLISHMENTS:

- After the recent shutdown due to a COVID-19 outbreak at the facility, our lab floor and job queue have both caught up. There are approximately 11 days (~7,000 orders) to enter data into the lab system, but they are now producing orders the same day as they are entered by the customer care team.
- Our specialty lab has a new lens edging system for our incarcerated workers to use. This allows them to learn how to operate newer, more relevant technology in the optical industry.
- We have received 13,258 donated frames from the Lions Clubs to date. 10,187 have been recycled so far. 925 of the recycled glasses can be used for Lions Clubs missions and 9,268 pairs will be sent for material recycling.
- An active list of providers has been updated and sent to Health Care Authority to use as a reference to help clients find providers in their area to assist with their eyewear needs.
- We have been moved to ordering lenses online from a vendor that we order high quantities from. Originally our vendor had to hand key all the lenses, which resulted in data entry errors such as receiving lenses we did not order or not receiving some lenses we did order. Now we are able to drop a file that is created from our inventory system into their online ordering system. This has greatly reduced errors.

FOCUS AREAS:

Remote Ordering:

- We anticipate having two lines of code added soon to begin testing the remote ordering system. The first test will be with our incarcerated private pay account and staff account. Once we can see that everything is working correctly, we will open it up to Department of Corrections medical. We will then add our active providers to the system and open it up to our providers to begin ordering online as well.

New Lab Technology:

- We will soon install new technology for lens coating and lens generating to better align us with private industry labs and continue to provide the incarcerated workers more exposure to new technology in the industry.

American Board of Opticianry (ABO) Training - Training the Trainer:

- Our incarcerated trainer is halfway through his ABO training. We are looking to schedule the first group of five incarcerated workers to begin the same training on July 1, 2022. This training will take 6-9 months for them to complete, and we look to training the next group 2-3 weeks after the first group's completion.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Begin the upload process of our active providers to the remote ordering system.
- Continue to update our training to better align with the ABO training.

SAFETY AND RISK MANAGEMENT

Headquarters

MAJOR ACCOMPLISHMENTS:

- The Department of Corrections accident reporting system (OnBase) has returned to operational.

FOCUS AREAS:

OnBase Accident Reporting System:

- OnBase continues to experience challenges delaying report completion, which hinders timely reporting of minor and near-miss incidents.
- OnBase is not notifying supervisors of pending reports requiring their review. The system also does not inform the supervisor/manager of the safety officer's determination and recommendations.
- OnBase does not offer functionality for tracking accident severity.

Accident Reporting:

- February through April activity reflects a total of 45 accidents reported statewide. Prior to COVID-19, the agency averaged 87 accidents reported per quarter. The reduction can be attributed to shop closures due to COVID-19.
- Serious accidents have decreased from 37 percent to 31 percent. Our target goal is 25 percent.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Forklift trainer training to warehouse staff at Stafford Creek Corrections Center.
- Reestablish the Correctional Industries headquarters safety committee.

SERVICE AND DELIVERY

Cedar Creek Corrections Center - CI HQ

Program Participants: 22
Programming Hours: 6,104
SOC Certificates Issued: 1
Certificates (other) Issued: 3 - Forklift
Vacant Positions: 20

MAJOR ACCOMPLISHMENTS:

- The Service and Delivery Division (SDD) and transportation has begun to increase the number of incarcerated workers involved in the program. We now have a total of five incarcerated workers assigned to SDD, three to the warehouse and two as clerks.
- Individuals assigned to the installation teams are now at seven. These are mostly new crew members who have completed all tool training and are starting the process of modular furniture training for the three panel systems (Legion, System XXI, and PowerWorks), which include blueprints, reviewing plans, and organization from start to finish on several projects. The hope is to add seven to 10 more people to the install teams and have incarcerated workers do the modular furniture training, providing them another skill of serving as a lead on future projects.
- Hiring and training new staff remains a high priority. We've hired two new staff who will attend core training in April or shortly after and continue to recruit for other vacant positions.
- Our partnership has continued with the Department of Health (DOH) during the last three months. Three trailer loads of COVID-19 testing supplies were delivered to the Seattle School District. In March, we assisted DOH with consolidating COVID-19 supplies to one central location. This allows DOH to close two warehouses and centralize their shipping and receiving.
- The SDD has been able to procure a new Chevrolet Suburban to replace one of the install vehicles that has reached high mileage and one transport bus with DOC ready list funding.

FOCUS AREAS:

Assigned Incarcerated Workers:

- The SDD is coordinating with Cedar Creek Corrections Center to increase the number of available workers for its program with a targeted goal of 30 incarcerated workers. This will allow for more stability in the program and provide opportunities for individuals working toward reentry.

Certifications For Incarcerated Workers:

- Our goal is to have incarcerated worker certificates completed each quarter. Currently, five individuals need to complete forklift training and certification.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Recruitments are in process to fill vacant staff positions: General Manager, Correctional Industries Supervisor 2 (CIS2), Correctional Industries Supervisor Assistant (CISA), Truck Driver 3, and Warehouse Operator.

TEXTILES

Airway Heights Corrections Center
Clallam Bay Corrections Center
Coyote Ridge Corrections Center
Washington Corrections Center
Washington Corrections Center for Women

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Production of new mattresses ordered by DOC for the facilities throughout the state.
- Updating pricing on textile products to keep up with the changing raw material and transportation costs.
- Working on the new Alaska bid for their incarcerated clothing and a bid for logoed staff shirts for the City of Everett.

Program Participants: 235
Programming Hours: 34,000
SOC Certificates Issued: 8
Vacant Positions: 75

MAJOR ACCOMPLISHMENTS:

- Customer service and purchasing staff positions are now filled.
- All textiles operations are open and operational.
- Receiving a new 12-head embroidery machine this month to replace an aged 15-head machine at Washington Corrections Center for Women (WCCW).
- Two new plotters for pattern development will be delivered by the end of April to Clallam Bay Corrections Center and Airway Heights Corrections Center.
- Partnered with the Department of Health to supply 4,100 tents and 4,100 sleeping bags for various outreach centers to help people experiencing homelessness who don't want to or can't get into shelters.
- Partnered with the Department of Corrections to procure over 600 televisions for various facilities throughout the state.

FOCUS AREAS:

Textiles Order Fulfillment and Invoicing:

- Due to COVID-19-related shutdowns of our operations within the facilities in the reporting quarter, we are working to catch up on fulfilling orders and subsequently invoicing for products provided.

Increasing Costs:

- Raw material and supplies are still an impact to our business in regards to increased costs and supply chain issues. We are also experiencing increases in costs of transportation from our vendors and to our customers. Textiles has experienced an average cost increase in these areas of 21 percent during this last quarter.

Gender Responsive Clothing:

- Pant samples are being completed at our operation at WCCW in female sizes. These are to be wear tested by approximately a dozen incarcerated women. Once feedback on the sample is reviewed, we hope to go into full production of a new pant line.

TRAC

Mission Creek Corrections Center
Washington Corrections Center for Women

Program Participants: 18

Programming Hours: 1,200

Certificates (other) Issued: TRAC graduates
AJAC manufacturing

Vacant Positions: 3 clerks

MAJOR ACCOMPLISHMENTS:

- Graduated 18 Trades Related Apprenticeship Coaching (TRAC) and Aerospace Joint Apprenticeship Committee (AJAC) participants. Many of these graduates have since returned to the community. They have been able to navigate through their reentry and find housing, jobs and drivers licenses. One graduate has joined the Laborers Union and two are in the application process.
- TRAC has two more journey-level alumni!

FOCUS AREAS:

AJAC Manufacturing Academy Recruitment:

- AJAC recruitment is going well and we have at least 15 applicants to screen for participation in the programing that will start on April 26th. This will be a combined (WCCW and MCCCW) virtual class with a tentative graduation date of July 1, 2022. We will be utilizing two classrooms at WCCW to satisfy Department of Corrections cohort requirements.

Community Corrections:

- We are working with the Vera Institute of Justice to finalize the action plan for the Bureau of Justice Second Chance Act grant.
- Up to ten laptops are being purchased for incarcerated individual who might be able to participate while on Graduated Reentry (GRE). A "CORRECTIONAL INDUSTRIES" box has been added to the Online application to identify applicants who will fall under the grant requirements.

Trades Related Apprenticeship Coaching:

- Class #63 at WCCW starts the first week of May. This class will run concurrently with WCCW AJAC Manufacturing Academy. TRAC class #64 will start at MCCCW in July.

Memorandums of Understanding and Agreements:

- We are currently in the process of renewing our memorandums of understanding with multiple crafts and will be adding language that will include International Brotherhood of Electrical Workers (IBEW) Local 36. This comes directly from involvement in the Regional Pre-Apprenticeship Collaboration and other community outreach that we do.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Set up and facilitate AJAC Manufacturing Academy class #3 at WCCW and MCCCW virtually. Run two TRAC classes at WCCW and MCCCW.
- Plan future AJAC Manufacturing Academy classes in other Correctional Industries programs around the state.
- Work with DOC reentry navigators to provide opportunity for incarcerated individuals in GRE, housed in the Reentry Centers, or on electronic home monitoring with pre-apprenticeship opportunity.
- Exploring the possibilities of a partnership with the Apprenticeship and Non-Traditional Employment for Women at the Apprenticeship Resource Center in CDL training and how we could provide living wage employment as opposed to predatory employment practices.
- Schedule meetings with the Construction Trades Apprenticeship Preparation programs in the men's facilities to discuss the upcoming Department of Labor & Industries recertification of the program.

WORKFORCE DEVELOPMENT

Statewide

Program Participants: West side Results: 113 ACTIVE participants within 24 months of ERD. Total of 201 CI workers on caseload within 24 months of their ERD. East side Results: 278 ACTIVE participants. Over 350 CI workers on caseload within 24 months of ERD.

SOC Certificates Issued: 58

Certificates (other) Issued: 5

MAJOR ACCOMPLISHMENTS:

- Continued to provide workforce development and employment services to releasing individuals in the midst of losing staff members, and deployed essential support staff during COVID-19 quarantines in Department of Corrections facilities. Forty-three incarcerated individuals engaged in services released during the reporting period, with 30 securing employment during this same period. We consider this to be excellent results given COVID-19 restrictions in the facilities and in the communities.

FOCUS AREAS:

Increase Participation:

- Currently 50 percent of Correctional Industries incarcerated workers within 24 months of release are actively engaging in workforce development services. Our goal is increasing the overall participation with workforce development specialists.

Training:

- Ongoing exploration of additional programming opportunities for incarcerated participants relevant to current business trends and employment opportunities in the community — specifically computer skills, broader access to trades training (TRAC), and updating and expanding the Certificates of Proficiency available within facilities.

Engagement with Fair Chance Employers:

- Connected with two potential fair chance employers. Simpson Door is interested in individuals coming out of the furniture factory and Ideal Commercial Uniforms is interested in individuals with textile, embroidery and screen print skills. We have acquired a list of known second chance employers in the Spokane area as well.

Spokane Community College Event:

- “Construction Center of Excellence CDL Demand - Where do we go from here?” was the second meeting regarding the CDL driver shortage and how to best fill the gap. Many participants were present both in person and virtually. Professionals in the industry are looking to fill growing vacancies. The event was recorded and links are available to share with those interested.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Reestablish Makin’ It Work programming in facilities and work towards reestablishment of Job Hunters, mock interview fairs, LEAN training, etc., in all facilities when team is reestablished and trained.
- Explore how technology could assist the workforce development team in providing trainings to incarcerated workers, i.e., use of Zoom or Teams and large screen monitors or televisions to simultaneously provide trainings in multiple facilities concurrently.
- Engage with DOC reentry team to discuss how best to work together to serve our common clients.

