

GUIDELINES

CORRECTIONAL INDUSTRIES ADVISORY COMMITTEE

ARTICLE I: NAME

- A. The name of the Committee shall be **Correctional Industries (CI) Advisory Committee**. [RCW 72.09.070](#) **Correctional Industries Advisory Committee**— Recommendations. There is created a Correctional Industries Advisory Committee, which shall have the composition provided in [RCW 72.09.080](#). The advisory committee shall make recommendations to the secretary regarding the implementation of [RCW 72.09.100](#).

ARTICLE II: MEMBERS

- A. RCW 72.09.080 Correctional Industries Advisory Committee—Appointment of members, chair— Compensation—Support.
- (1) The Correctional Industries Advisory Committee shall consist of nine voting members appointed by the secretary. Each member shall serve a three-year staggered term. The speaker of the House of Representatives and the President of the Senate shall each appoint one member from each of the two largest caucuses in their respective houses. The legislators so appointed shall be nonvoting members and shall serve two-year terms or until they cease to be members of the house from which they were appointed, whichever occurs first. The nine members appointed by the Secretary shall include three representatives from labor, three representatives from business representing cross sections of industries and all sizes of employers, and three members from the general public.
- (2) The committee shall elect a chair and other officers as it deems appropriate from among the voting members.
- (3) The voting members of the committee shall serve with compensation pursuant to RCW 43.03.240 and shall be reimbursed by the department for travel expenses and per diem under RCW 43.03.050 and 43.03.060, as now or hereafter amended. Legislative members shall be reimbursed under RCW 44.04.120, as now or hereafter amended.
- (4) The secretary shall provide staff services, facilities, and equipment as the board shall be required to carry out its duties.
- B. RESIGNATION: A committee member may resign at any time by delivering written notice to the Secretary of the Correctional Industries Advisory Committee's official address. The resignation shall be effective upon receipt.
- C. VACANCIES: The Secretary shall appoint a new member to fulfill the resigning member's remaining term duration.
- D. APPLICATION PROCESS: During active recruitment, a completed application and resume will be sent through the recruitment link posted on the [Department of Corrections](#) website. Applications will be reviewed by the Secretary of the Department of Corrections.

ARTICLE III: COMMITTEE RESPONSIBILITY

- A. Advisory committee members for the Correctional Industries (CI) advisory committee are appointed by the Secretary of the Department of Corrections to help improve class I and class II programs that prepare incarcerated workers to enter and succeed in post-release employment. Members, who represent business, labor, and the public have expertise in the skills and competencies needed for specific occupations. The committee promotes constructive and necessary change within a program, generates new ideas, and serves as an advocate for quality career programs. The committee may:
- Bring individual perspective based upon skill set to assist with effectively guiding CI,

- Complement the Corporate Management Team (CMT) members of CI and build up the organization with the end goal of positively changing lives,
- Recommend new technologies to include in the program,
- Increase community awareness of CI,
- Assist with bridging the gap with reentry from incarceration to employment based on individual industry knowledge and relationships,
- Advise on the effectiveness of the program,
- Support state and federal legislation impacting CI operations and programs.

ARTICLE IV: MEETINGS

- A. OPEN MEETING: All meetings of the Correctional Industries Advisory Committee shall be in conformance with the requirements of the Open Public Meetings Act. [RCW 42.30.010, et seq.]
- B. REGULAR MEETINGS: The Committee will meet to transact business at least quarterly. The time and location of the quarterly regular meetings for the upcoming calendar year shall be determined at the last quarterly meeting of the Advisory Committee proceeding the new year. The schedule will be noted in the minutes, for publishing in the Washington State Register and mailed directly to members of the public who file a request for such notice with the Secretary of the Committee. Any subsequent changes to the schedule will be provided to the code advisor and anyone requesting notice at least twenty days prior to the scheduled meeting.
- C. VIRTUAL CHAT: When meetings are held virtually, the chat function will not be monitored.
- D. PUBLIC COMMENT: Each quarterly Correctional Industries Advisory Committee Meeting will provide five (5) minutes for public comment.
- E. ACTING COMMITTEE CHAIR: The current Director of Correctional Industries will preside over the Advisory Committee meetings.

ARTICLE V: MISCELLANEOUS

- A. RULES OF ORDER:
 - 1. The rules contained in the last revised edition of Roberts Rules of Order, revised (12th Edition) shall govern all meetings of the Members where those rules are not inconsistent with the statute or these GUIDELINES.
 - a) Engaging in respectful and collaborative interactions,
 - b) Providing meeting space, either in-person or virtually,
 - c) Providing timely posting of meeting recordings, and documents provided to voting and non-voting members of the Advisory Committee.
- B. COMPENSATION:
 - 1. [RCW 43.03.240](#) Compensation of members of part-time boards and commissions—Class three groups (as amended by 2011 c 5). (1) Any part-time, statutory board, commission, council, committee, or other similar group that has rule-making authority, performs quasi-judicial functions, has responsibility for the administration or policy direction of a state agency or program, or performs regulatory or licensing functions concerning a specific profession, occupation, business, or industry shall be identified as a class three group for purposes of compensation.
 - 2. Except as otherwise provided in this section, each member of a class three group is eligible to receive compensation in an amount not to exceed fifty dollars for each day during which the member attends an official meeting of the group or performs statutorily prescribed duties approved by the chairperson of the group.
 - 3. To receive compensation each voting member will submit an A-19 for each quarterly meeting attended virtually or in person.