

CI ADVISORY COMMITTEE DIVISION UPDATE

WASHINGTON STATE CORRECTIONAL INDUSTRIES

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 Vision: Transform lives and increase successful reentry through training and mentoring.

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

Jamie Dolan, Director
jamie.dolan@doc.wa.gov

Sarah Goff, Headquarters Operations Manager
sarah.goff@doc.wa.gov
Office: 360.725.9106 | Cell: 360.791.2640



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

BRaille SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 21

Programming Hours Worked: 7,819

Certificates (other) Issued: 1

Vacant Positions: 1

MAJOR ACCOMPLISHMENTS:

- One of the apprentices successfully passed their Manuscript and became Nationally Certified in UEB (Unified English Braille). Another has her completed manuscript submitted and is waiting results. This certification is awarded from the Library of Congress and is one of seven other certifications to be earned within this program.
- Washington's prison Braille program is one that is nationally recognized for the quality and detailed work of its collage style tactile work. A tactile class was created to teach craft standards in order to maintain the nationally recognized quality of the work and to meet the high expectations from customers. An in-house tactile exam was also created to be given after the completion of the classes. The new in-house tactile exam has been offered to all current transcribers. The transcribers showed great enthusiasm in taking the exam as it is a way to showcase their dedication and expertise.
- One of the former transcribers, set to leave this past January, had already made plans to set up a home work station to contract with Ogden Resource Center.
- An in-house formats class was organized and ready to be taught in January for 12 participants.

FOCUS AREAS:

Meeting Project Deadlines:

- Each transcriber has multiple projects on their plate at one time so communication on the progress of each project is vitally important in order to be reported weekly through the Supervisory staff to Ogden Resource Center. The transcribers learn the importance of prioritizing these projects and communicating on their progress, for transparency.

- With experienced transcribers who are certified in necessary areas, the Braille program is able to fulfill contracts other programs in other states are not equipped to take, including higher education text books and manuscripts. By taking on contractual work from other states who are not able to handle the nature of the work, projects can arrive at a moment's notice with short deadlines.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Project Tools: Looking into proper training of Corel Draw as an alternative in creating some of our more complex, "digital" tactile work. Graphing and charting is one of the common tactiles that the Corel Draw software can help within the NEMETH (math) realm. Looking into what training scripts are available for given themes.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 5

Programming Hours Worked: 1,621

Vacant Positions: 3

MAJOR ACCOMPLISHMENTS:

- This small group continues to showcase their aptitude for problem solving, professionalism, and the importance of working as a team. They have added to the Customer Project Packet a three-dimensional snapshot of the customer's building and/or offices that are populated with the requested furniture. This gives the customer a better visualization of their space(s) as opposed to the traditional 2-D draft.
- On November 1, a 2% drafting fee was implemented. This will help cover the expenses of the program.
- This fiscal year, this department has drafted 44 projects with 34 of them being verified for purchase.
- Hired three drafters for this quarter that all have current Tech Design certificates from Tacoma Community College. This gives them advanced CAD skills that are then applied to real-time projects. Other software techniques learned are REVIT and Encompass.

FOCUS AREAS:

Training:

- New drafters trained including the many product offerings of Panel Systems, desking, storage and filing, and ADA requirements and how to apply them to each customer environment.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Ongoing research of online trainings and product offerings that can be utilized for this department including vendor product, drafting utilities, and continuous education.

CONSTRUCTION TRADES

Mission Creek Corrections Center for Women (MCCCW)

Washington Corrections Center for Women (WCCW)

Program Participants: 293

TRAC - 9

AJAC Manufacturing Academy - 15

Flaggers training - 219

CTAP - 50

Programming Hours: 23,600

TRAC - 2,700

AJAC Manufacturing Academy - 4,500

Flaggers training - 1,400

CTAP - 15,000

Certificates Issued: 657

TRAC, Oregon Labor and Industry, Carpenters Career Connections, Makin' It Work and Financial Literacy - 9

AJAC - 15

Flaggers Cards and forklift cards - 219

CTAP (from affiliate colleges) - 50

Carpenters Career Connections - 100

MAJOR ACCOMPLISHMENTS:

- TRAC Class #68 graduated on Dec. 20. All of the students were able to travel off site from MCCCW and attend a one-day orientation at Iron Workers Local 86 in Tukwila. (Report given by Ian O'Boyle)
- Trade and community partners continue to give cohorts a high level of engagement. TRAC always gives special thanks to partners for providing training, mentorship, support services, and opportunity.
- AJAC Manufacturing Academy Class #10 graduated on Dec. 6. AJAC Manufacturing Academy classes are successful in not only providing training but also job placement assistance and support services in the manufacturing industry all across Washington state.
- The Traffic Control (flaggers classes) WSDOT Scholarship fund has been refunded to the end of the fiscal year (June 30, 2025). This should provide funding to train and certify an additional 200 to 250 students.

FOCUS AREAS:

TRAC:

- Class #69 at WCCW is being held the first quarter with 10 students. They will be participating in CI job hunters series and Mock Interviews as well as Makin' It Work and Financial Literacy training.

AJAC Manufacturing Academy:

- There is a focus on serving potential students in Community

Based Classes for Winter Quarter 2025 with plans for a Spring Quarter 2025 at Washington Corrections Center or MCCCW. The curriculum is being reviewed and refreshed for serving incarcerated individuals and will incorporate a Haas CNC programming simulator.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- TRAC and other Construction Related Preparatory Apprenticeship programs within DOC are benefiting from another relationship with a new non-profit community partner. The BuildUp program has received a substantial grant to purchase boots for enrolled students while they are incarcerated. These boots (Thorogood model 814-4201) have been officially approved by the DOC Chief of Security. Participants in these programs may be receiving an industry standard hard hat also.
- TRAC has recently purchased some scaffolding to more closely align its training with industry standards.
- TRAC instructor Ian O'Boyle will be attending a Laborers Pre Construction training session in February 2025 to observe the PCT at the Laborers Federal Way Training Center.
- Looking to expand AJAC Manufacturing Academy offerings in the community as well as in an incarceration facility for the spring of 2025.
- \$20,000 has been added to the Traffic Control Scholarship fund to finish out the current fiscal year.

FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

Program Participants: 126

Programming Hours Worked: 64,266

Vacant Positions: 58

MAJOR ACCOMPLISHMENTS:

- Keeping raw material expenditures in line during high inflation volatile food market.
- Created safety stock planning for DOC unplanned events.
- Planning and purchasing for Passover and Ramadan to support DOC Food Service.
- CI Time Keeping (CITK) transition and retraining on the new D365 timekeeping system.

FOCUS AREAS:

Work Training Programs:

- Created exit interview process for workers that quit to gain a better understanding on ways to improve and support programming efforts.

Develop Marketable Job Skills:

- Sustaining workplace standard operating procedures, bakery training classes for the incarcerated workers.

Instill Positive Work Ethics:

- Worked with custody staff to focus on minor rule violations to ensure all are on the same page.

Reduce Tax Burden:

- Purchasing strategy to purchase bulk when market looks volatile. Example: eggs purchased in December to avoid spike in egg prices first quarter of 2025.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Focused effort with team to minimize process gaps as we transition to new IT software system, D365. Build inventory for transition so any potential issues do not impact customers.

FOOD SERVICE

Airway Heights Corrections Center (AHCC)
Coyote Ridge Corrections Center (CRCC)
Monroe Correctional Complex (MCC)
Washington Corrections Center (WCC)
Washington State Penitentiary (WSP)

Program Participants: 636 Average
Programming Hours Worked: 95,788 Average
SOC Certificates Issued: 18
Certificates (other) Issued: 217
Vacant Positions: 114 Average

MAJOR ACCOMPLISHMENTS:

- Contribution to the Development of a Statewide Cultural Policy. The Food Service Department has actively worked with statewide stakeholders on establishing a Cultural Policy that will impact food service for cultural events. This policy acknowledges the diverse cultural and ethnic backgrounds of individuals within the Department of Corrections (DOC). Food Services provides support for the related approved Cultural events.

FOCUS AREAS:

Statewide Contractual Collaboration:

- Collaborated with the Department of Enterprise Services and various vendors to provide a variety of food products to include produce and dairy products for state prisons through statewide contract agreements. These contracts are designed to ensure that prisons receive fresh and nutritious food while supporting local agriculture and other businesses. Our collaborative efforts support diverse business participation, including small, minority, women, and veteran owned businesses when possible. Our participation in contractual agreements further allows the state to ensure we focus our aim on quality of food provided to incarcerated individuals, support local economies, and promote sustainable purchasing practices.

Semiannual Statewide Food Service Managers Meeting:

- All Food Service Managers attended the meeting. Among the many subjects addressed (religious food program support, nutrition and therapeutic diet support, food manufacturing support, safety and risk management, and financial outlooks). A segment on equity, diversity, inclusion, and respect by the Assistant Secretary of Employee & Business Support Services touched on principles building resilience and thriving despite adversity. The Assistant Secretary recommended building bridges with the community, accepting feedback, acknowledging other's accomplishments, and being open minded to progressive actions, all of which helps in modeling behavior and attitudes for incarcerated Individuals to emulate.

Religious Observances:

- Completed preparations and support for the service of the largest religious observances of the year (Ramadan and Passover). Met with the contracted Religious Service Provider for Islamic Groups; reviewed all Halal production processes at the AHCC Food Manufacturing Group and observed the practices of Halal manufacturing. Reviewed and updated the Ramadan menu based on input of requested food products for the religious event. The Ramadan and Passover observances have the highest participation rate compared to all other events throughout the state. Participants for Passover and Ramadan have a huge impact on incarcerated Individuals, accounting for about 25% of the prison population.

WSP Garden to Table Fresh Fruits and Vegetables:

- Met with WSP facility engineers, gardeners and Associate Superintendent to plan 2025's garden produce planting. A determination was made as to which specific products to plant for optimizing fresh facility grown produce that can be used within food services. The WSP facility garden harvested nearly 200,000 pounds of produce this past year in the form of all kinds of fresh fruits and vegetables like butternut squash, corn, tomatoes, cucumbers, cabbage, peppers, cantaloupe, and honeydew melons. WSP, AHCC, and CRCC Food Services received these products and served them to the entire population at those facilities. All the produce was well received by the incarcerated population. Plans are in place to continue this partnership of providing fresh from the garden fruits and vegetables directly to the kitchens to continue providing the best possible products to the incarcerated population as possible.

General Activities:

- Transitioned to a more acceptable tortilla.
- Partnered with the Food Manufacturing Group and Purchasing to source a different Kosher bread product in support of the Statewide Religious Kosher menu.
- Confirmed compliance with Federal recommendations of removing Red Dye No. 40, Yellow Dye No. 5, Yellow Dye No. 6, Blue Dye No. 1, Blue Dye No. 2, and Green Dye No. 3 from all food products served to the incarcerated population.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to support all DOC food service facilities. Monitor the food supply and collaborate with food manufacturing to ensure product is available as required. Work with food manufacturing on new menu items for upcoming menu release.

FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- Year-end cut off dates were established and published to the CI website, providing customers important order acceptance benchmarks that will ensure they receive their fiscal year end dependent orders in a timely manner.
- Roll out of design fees continues to move along smoothly with little push back from the customer base. They value the service provided, understand the marketable job skills training it provides incarcerated individuals, and recognize it is a market standard.
- Received approval to attend the Northwest Association of College Housing and University Housing officers (NWACUHO) which is an international multi-state and multi-province professional association for college and university housing professionals. This conference affords the opportunity to meet and discuss CI products and services for campus life and student housing with the largest group of housing professionals/decision makers in one location. In the past, long term contracts were established as a result of such conferences and the hope is to reach a broader audience this year.

FOCUS AREAS:

Residential Living Products:

- In the process of updating all products within the Metal Residential Life product line with the end goal of launching them on the CI website as a shopable item. This will broaden the reach of the product line and will be featured in an upcoming email blast focused on campus housing professionals across multiple states.

Versa Case Goods:

- Additional products have been identified that will be included in the Versa Case goods line, to include personal storage, a height adjustable desk, power/data options (wireless cell phone charging), and larger storage tower options. Hopefully these items will be rolled out to CI's website by late spring 2025.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Non-Mandated Customers: Plans for greater outreach to non-mandated customers through focused email blasts and customer outreach in the form of cold/warm calls and in-person visits to increase the department's standing in this highly competitive and largely untapped customer base. The continued health of CI depends upon furniture brand and sales' ability to transition between the two customer groups (mandated/non-mandated) as their funding streams are not synchronistic, when state government is lean, county government tends to be flush; when state supported universities attendance is low, community college enrollments tend to increase.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

Program Participants: 225

Programming Hours Worked: 60,821

SOC Certificates Issued: 8

Certificates (other) Issued: 19

Vacant Positions: 27

MAJOR ACCOMPLISHMENTS:

- The new CNC replacement is now on-site. The incorrect replacement model CNC was picked up on the same day that the new CNC replacement was delivered. Electricity was installed, UL certification was completed, and the final installation date is February 24-28, to include onsite training for staff and incarcerated workers.
- In addition, SCCC-CI is in full compliance with all staff's PDP Annual Reviews and expectations. This is the first time the site has been completely in compliance since 2020.

FOCUS AREAS:

New CNC Machine:

- Completing the new CNC install and training.

Reviewing Purchasing:

- Thorough review of all purchase orders with a team of four managers, only ordering what is needed. During this review, other opportunities to reduce costs have included: reducing the order point quantities on stock raw materials and consumables, evaluating shipping costs. When possible, sourcing materials from companies that do not charge shipping fees.

Cost Reductions:

- Through repurposing used cardboard boxes into shipping spacers, the factory has reduced annual costs by \$5,000 (as opposed to purchasing new).

Reviewing Invoicing:

- Reviewing of invoices for any unexpected fees. A good example is finding out that Pape charged a \$600 fee every time they complete maintenance work on equipment onsite. Communication went out to all employees on providing a signed purchase order with approval from one of the management team should they need Pape to come onsite for any reason. In order to avoid the fees, trucks will be taken to Pape whenever possible to have work done.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continued focus on keeping raw materials within the budgeted percentages. As raw material prices fluctuate, a review of product costs to ensure that they are sold within the needed margins.
- Training on the new CNC and completing the install.
- Planning and preparing for end-of-year orders.

INCARCERATED INDIVIDUAL SERVICES

Airway Heights Corrections Center (AHCC)
Monroe Correctional Complex (MCC)

Program Participants: 157

Programming Hours Worked: 46,376

SOC Certificates Issued: 7

Certificates (other) Issued: 4 - Makin' It Work

Vacant Positions: 7

MAJOR ACCOMPLISHMENTS:

- Package Programs: DOC 450.120 updated - Major changes include an increase in weight limit from 20 to 25 pounds, allowing hygiene products to be offered on food package program (work in progress to implement), and allowing future adjustments of ordering periods (currently one package every two months). November property launch-Launched a number of products that were well received by the population including a larger bowl, television remote, and 20 new scents of religious oils. November's property program had more property orders than any month in the eight-year history of the program. This speaks to the work being done to continue to bring in new, exciting, and needed products to offer the population.
- Commissary Program: Holiday season went well with 16 new items offered for the holidays. Managed necessary production schedule adjustments around holidays to keep deliveries on time to all facilities. Have received nearly 1,000 product suggestions in the last six months. Purchasing team has reviewed 100% of suggestions submitted, implemented several requested products and continue to review current products to determine where else requested products can be added.

FOCUS AREAS:

Implement DOC 450.120 Changes:

- Weight limit increase went into effect Feb 1. Hygiene menu and implementation is under development though partnership with Union Supply Group.

Incarcerated Worker Hiring:

- Program-wide we have mixed results in filling all available incarcerated worker positions. MCC has seen vacancies reduced through this quarter, however AHCC is experiencing a higher than normal vacancy rate. Work continues with the facility on ways to increase participation in the IIS programs.

New Product Review:

- Both the commissary and package programs are reviewing current offerings to determine what products have seen popularity decline and assessing what new products can be brought in to replace them. Conversations with the incarcerated population statewide over the summer revealed that rotating products more often is something they like to see to get fresh, new and exciting options to them utilizing the programs' existing space on the production line.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Strategic priorities for the upcoming quarter really align with program focus areas. The team will be working on completing necessary action items to implement changes authorized by DOC 450.120 Package policy update, reviewing offerings for property, food package, and commissary to determine where gaps exist and how to fulfill those needs, and continue discussions and efforts to increase participation in IIS programs to ensure not only that all incarcerated positions are filled, but also for retention by being able to provide meaningful work and soft skill training opportunities.

LAUNDRY

Statewide

Program Participants: 126

Programming Hours Worked: 56,700

SOC Certificates Issued: 2

Certificates (other) Issued: 1 - Association for Linen Management, 4 - Makin' It Work

Vacant Positions: 42

MAJOR ACCOMPLISHMENTS:

- Stabilization of workforce throughout sites by working with the facilities for needed workers.

FOCUS AREAS:

Training:

- Staff and incarcerated meeting training requirements to include any recent updates to processes and procedures, as well as annual in-service curriculum.

Safety:

- Document all mandatory safety requirements, conduct monthly safety meetings and trainings, and continue to develop a higher safety culture.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to support consistent operations and develop Laundry workers through Makin' It Work and Association for Linen Management trainings.

LICENSE SERVICES DIVISION

Monroe Correctional Complex (MCC)
Washington State Penitentiary (WSP)

Program Participants: 25

Programming Hours Worked: 11,250

Vacant Positions: 5

MAJOR ACCOMPLISHMENTS:

- From October-December, the production shop produced 1.1 million standard license plates, catching up on all production backlogs by November 15. This enabled the Department of Licensing (DOL) to stop issuing temporary paper plates due to production delays. At one point, DOL was issuing as many as 10,000 temporary paper plates a week.

FOCUS AREAS:

Production Processes:

- Continue to improve on production efficiency while moving forward in finding ways to reduce waste of raw materials, as well as waste of movement.

Stock Inventory:

- The threshold of 400,000 license plates in-stock for DOL at all times has been reached. Processes are now established for retaining that amount and not running out of plates for years to come.

Safety:

- Meeting all safety requirements and have established meeting and training standards to maintain a safe work area for all staff and workers.

Staff Professional Growth:

- Support staff and their successes highlighting goals met and obstacles overcome.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue meeting customer product demands, maintaining stock inventory amounts, reduce waste, progress safety initiatives, encourage team building, and developing incarcerated workers.

MCNEIL ISLAND STEWARDSHIP

Cedar Creek Corrections Center (CRCC)

Program Participants: 7-9

Programming Hours Worked: 5,398

Vacant Positions: 11

MAJOR ACCOMPLISHMENTS:

- A large amount of equipment sent to surplus
- A plan was made to add a new 25,000-gallon tank near the MIS fuel farm.
- A plan was made to add a new 2,000-gallon tank at the end of the causeway and permanently close the pipeline that comes down from the MIS fuel farm.
- Marine Vehicle (M/V) Callahan returned from dry-dock with a lot of new hull steel and a refreshed paint job inside and out.
- Starboard engine on the M/V McNeil was replaced.

FOCUS AREAS:

Surplus of equipment and vehicles:

- Continued with Greg Miller and Department of Enterprise Services (DES) to surplus all old and un-used vehicles and equipment from McNeil Island Stewardship (MIS).

New fuel tank areas:

- KPFF has been hired as the engineering firm. A plan should be submitted out to bid any day now.

Tool and equipment accountability - Marine Department:

- The marine mechanics will continue to get their tool lists updated as tools are disposed of.

MIS Diesel Shop Lighting:

- As a focus on safety and security, the lighting in the diesel shop is being updated with new LED units.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Working with Capital Projects on two large projects for the McNeil Island Marine Department. The first is the infrastructure repair/maintenance on McNeil docks, floats, and causeways. The second is the planning and design of new passenger ferries and barges.
- Continue to remove old equipment that DES does not want with appropriate vendors.
- Preparing for the Barge #1 Haul-Out in the end of June 2025.
- Preparing an updated scope of work for the upcoming renewal of the tug services contract. Trying to get that scope of work out to April 2025.

OPTICAL

Airway Heights Corrections Center (AHCC)

Program Participants: 57

SOC Certificates Issued: 14

Certificates (other) Issued: 3 - Makin' It Work

Vacant Positions: 8

MAJOR ACCOMPLISHMENTS:

- Optical has been able to maintain status quo. During the previous quarter, Optical had to overcome challenges with our incarcerated employees transferring, timing out, or releasing back into the community and creating a shortage of skilled individuals within our workforce. An increase in workload hit a peak during back to school season, and Optical experienced some major machinery breakdowns that caused a significant build up of jobs in process. Optical worked overtime hours to help catch up once the machines were back in production and finished the quarter with great on time numbers, around 98%.

FOCUS AREAS:

Lablink/Remote Order Entry:

- Work continues with the lab management software company to get remote order entry up and running. This has been problematic, with minimal progress. Currently reviewing other vendors with businesses that can accomplish this need while still meeting the requirements of the department.

Staffing Knowledge-Base:

- Staffing knowledge on ophthalmic operations is currently challenging. It is important for all staff assigned to Optical to fully understand important concepts in the optical industry. Having staff that can show incarcerated employees acceptable methods and tolerances is crucial to the operations and production of eyeglass wear that has to meet certain medical criteria. By increasing the knowledge-base jobs that are being returned due to errors in production is reduced while also increasing the opportunity to fine-tune the skills of incarcerated employees and prepare them for a greater chance at success of re-entry into the workforce.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- **Upgrading Outdated Lab Equipment to Modern/Current Tech Used in Community:** The technology currently being used is very outdated, and it's becoming increasingly difficult to procure the supplies needed to use the machinery. Research must be made online to purchase make-shift parts at times, in order to ensure the machinery can continue to produce. In reviewing the FY25 budget it is not possible to add any upgraded processes this year, but by getting the information together planning can start for the next few years.
- **Increasing Staff/Incarcerated Knowledge Base:** The main focus for this training program is to work with each incarcerated employee and teach them the skills and knowledge within the Ophthalmic Industry. American Board of Opticianry Prep Classes are postponed indefinitely due to not having a CI Optical staff member who is certified and accredited to facilitate the American Board of Opticianry Prep class. Continuing education for Optical's incarcerated workforce will strengthen the probability of successful reentry.
- **Incarcerated Employee Recruitment:** Optical staff are working closely with the Jobs Coordinator in reviewing and building back the Optical workforce. Skilled incarcerated workers are leaving in the coming months due to releases, transfers or those who have reached their seven-year time-out through Correctional Industries policy. Some of the qualification restrictions (i.e., must have worked 90 days in either CI Kitchen or CI Food Factory prior to applying for Optical) have also made it difficult to reach a greater number of the incarcerated population. Optical would like to see a greater pool of applicants, and will be reviewing options through policy and procedures in order to accomplish this goal.

SAFETY AND RISK MANAGEMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- Continuation of tracking and reporting monthly accident reports via OnBase.
- Including six DOC 'Traditional' food services in a separate monthly Accident Report requested by staff.
- Ongoing collaboration with DOC Safety on all issues, trends, and opportunities for improvement.

FOCUS AREAS:

Standardization:

- Have standardized statewide CI operations with updated Safety Bulletin Boards and Forklift Certifications.

Accident Reports:

- Continue to track CI staff and Class II worker accidents statewide.

Safety Audits:

- Establish a proactive safety culture throughout facilities and operations.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Tracking of accident reports for trends. Communicate those reports to all stakeholders.
- Continue to be active in keeping safety in the forefront of CI's culture.
- Continue monitoring past safety audits for completion of Critical Action Plan items still outstanding.

SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

Program Participants: 32

Programming Hours Worked: 12,850

SOC Certificates Issued: 2

Certificates (other) Issued: 4 - forklift

Vacant Positions: 6

MAJOR ACCOMPLISHMENTS:

- Six incarcerated workers obtained their forklift certifications completed last quarter.
- Two incarcerated workers completed the requirement of 1,400 hours to earn a Certificate of Proficiency.
- Within the scope of work, all Correctional Industries (CI) logistical needs have been met including food, mattresses, furniture, license plates through the holidays. There were no major issues with on time deliveries.
- SDD still coordinating with Cedar Creek Corrections Center (CCCC) to increase the number of available workers for its program with the goal of 40 incarcerated participants. This will allow for more stability in the program and provide opportunities for individuals working toward reentry.

FOCUS AREAS:

Training:

- Tool training for all staff and incarcerated workers to be 100% completed and documented by May.

Cost Saving Measures:

- Reuse of pallets statewide, there are several areas in CI line of businesses where different types of pallet can be reused. CI warehouse staff have a plan in place with each line of business for returning pallets, including other packaging materials to include boxes and other reusable items.

Customer Engagement Meetings:

- Getting back to the basic of project site meetings, with upcoming projects CI is conducting conference calls with customers to go over needs that will need to be met, this includes any extra work to be performed before installing new furniture, electrical, any security issues that might need to be looked at, unloading area, what floor of building, freight elevator access permissible works hours, contact information, and overall project summary.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Next forklift class scheduled for February 20, all incarcerated workers currently with certificates will be taking the class.
- Ensure all of the staff holding a commercial drivers license have obtained their P1 passenger endorsement.
- Getting production items back on track to meet customers deadlines, by monitoring supply chain disruptions and increased communications between customers and production shops. Continue to build unity and strength through collaboration.

TEXTILES

Airway Heights Corrections Center (AHCC)
CI Headquarters Consolidated Distribution Center (CDC)
Coyote Ridge Corrections Center (CRCC)
Washington Corrections Center (WCC)
Washington Corrections Center for Women (WCCW)

Program Participants: 170
Programming Hours Worked: 20,000
SOC Certificates Issued: 10
Certificates (other) Issued: 2 - Makin' It Work
Vacant Positions: 30

MAJOR ACCOMPLISHMENTS:

- Signed another year contract with the Alaska Department of Corrections for supplying clothing, linens, and mattresses.
- Worked with the Department of Social and Health Services (DSHS) to procure and stabilize their clientele orders and get their facilities on a weekly delivery schedule. DSHS is now procuring all their toilet paper and paper towels from CI for their four state ran hospitals. Movement to be DSHS' primary vendor for clothing, janitorial supplies, and hygiene products has been made.
- Lighthouse for the Blind backpack straps prototype is completed. Army contract for the straps is in the works.
- Establishing clothing and uniform opportunities for the State Auditors Office, Statewide Emergency Response Team, Spokane Regional Transportation Management Center, Telecommunications 911, and Washington Climate Core.

FOCUS AREAS:

Department of Corrections (DOC) Staff Uniforms:

- Working with DOC management to find another officer uniform vendor. Options have been supplied and are presently being wear tested. Reports have been very positive and discussion on the path forward is happening.

Transgender Population Clothing:

- Collaborating with DOC management to identify, source, and get approved a streamlined process for providing bras to the transgender population. Bras have been identified and approved and the first seven orders from DOC HQ have now been submitted to us for processing.

DCYF Services Staff Uniforms:

- Partnering with Department of Children, Youth, and Families Services to develop and supply staff uniforms for their juvenile facilities. Uniforms have been identified and artwork provided. Samples have been provided and waiting for the final approvals and orders.

Embellishment Opportunities:

- Opportunity with State Auditor, Statewide Emergency Response Team, Spokane Regional Transportation Management Center, Telecommunications 911, and Washington Climate Core to provide uniforms and clothing items with embroidered logos.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continued work within the updated operating system Microsoft D365 and in collaboration with the finance and accounting team to ensure accuracy of data put into the system and the accuracy of the financial information being reported.

WORKFORCE DEVELOPMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- On December 10, CI held its last Mock Interview event for the year at CI Headquarters in Tumwater.
- The nine individuals who participated came from Cedar Creek Corrections Center and worked in the warehouse at CI's Headquarters. They were fortunate to receive exceptional guidance from the guest interviewers, who were employers and community resources who held extensive experience in hiring and interviewing. The combination of the guest interviewers' diverse and rich backgrounds in hiring provided an extra layer of invaluable feedback and advice which was shared with each individual as they were interviewing, and also during a round-table discussion for all involved.
- The Workforce Development Manager and Brand and Mission Administrator networked and attended training at the National Reentry Workforce Collaborative (NRWC) Conference in October. In addition, the Brand and Mission Administrator attended the Washington Workforce Association Fall Conference in November. The national and local conferences offered opportunities for the WD Manager and Brand and Mission Administrator to learn about innovative and successful reentry initiatives while connecting with reentry focused community based organizations and agencies nationwide and statewide.

FOCUS AREAS:

Mock Interviews:

- The WD team is gearing up for a Mock Interviews event at Washington Corrections Center for Women (WCCW) in March. Planning for more events at larger facilities statewide in 2025 continues, with plans to also provide virtual Mock Interview options for smaller facilities and incarcerated individuals releasing before a scheduled event.

Fair Chance Employers and Community Resources:

- Continuing efforts to make connections and participate in training offered through national workforce reentry and local workforce opportunities. Ongoing outreach in different counties targeting fair chance employers and community resources to help develop a robust reference list statewide.

Job Hunter Classes:

- Continual Job Hunter classes are being scheduled statewide to prepare for upcoming Mock Interview events that will be rolling out at different facilities in 2025.

Community Employment Specialist (CES):

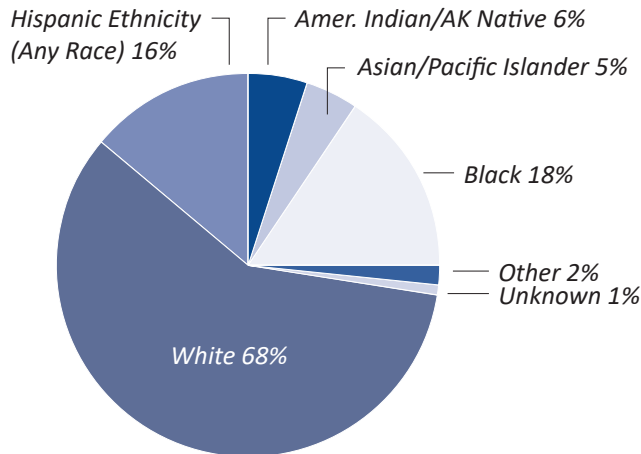
- With the position being vacated as of January 1, 2025, transitional duties are being allocated through the WD team. An exemption from the hiring freeze was initiated to fill the position as soon as possible.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

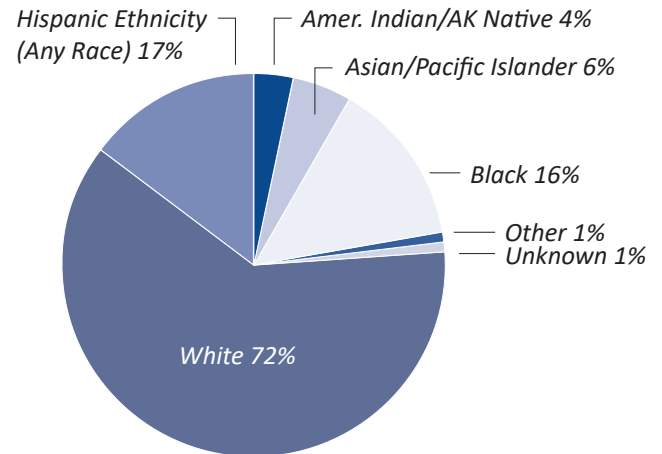
- Conducting Mock Interviews at WCCW on March 6.
- Scheduling and planning Mock Interviews for Washington Corrections Center, Coyote Ridge Corrections Center, and Monroe Correctional Complex.
- Developing and maintaining contacts gained through employment and community outreach activities.
- Maintaining pre/post release support for incarcerated individuals while waiting to fill the CES role.

ETHNICITY BREAKDOWN

DOC PRISON POPULATION
TOTAL: 12,774



CI CLASS II PROGRAM PARTICIPANTS
TOTAL: 1,482



Airway Heights Corr. Ctr. - 1,840

- Amer. Indian/AK Native - 111
- Asian/Pacific Islander - 46
- Black - 178
- Other - 16
- Unknown - 18
- White - 1,471
- Hispanic (Any Race) - 397

Cedar Creek Corr. Ctr. - 406

- Amer. Indian/AK Native - 23
- Asian/Pacific Islander - 37
- Black - 106
- Other - 5
- Unknown - 0
- White - 235
- Hispanic (Any Race) - 34

Clallam Bay Corr. Ctr. - 603

- Amer. Indian/AK Native - 45
- Asian/Pacific Islander - 35
- Black - 139
- Other - 10
- Unknown - 3
- White - 371
- Hispanic (Any Race) - 124

Coyote Ridge Corr. Ctr. - 2,060

- Amer. Indian/AK Native - 89
- Asian/Pacific Islander - 94
- Black - 409
- Other - 26
- Unknown - 31
- White - 1,411
- Hispanic (Any Race) - 349

Monroe Correctional Complex - 1,436

- Amer. Indian/AK Native - 78
- Asian/Pacific Islander - 74
- Black - 253
- Other - 20
- Unknown - 9
- White - 1,002
- Hispanic (Any Race) - 227

Olympic Corrections Center - 243

- Amer. Indian/AK Native - 16
- Asian/Pacific Islander - 15
- Black - 50
- Other - 11
- Unknown - 0
- White - 151
- Hispanic (Any Race) - 16

Stafford Creek Corr. Ctr. - 1,879

- Amer. Indian/AK Native - 74
- Asian/Pacific Islander - 121
- Black - 402
- Other - 21
- Unknown - 17
- White - 1,244
- Hispanic (Any Race) - 172

Washington Corr. Ctr. - 1,482

- Amer. Indian/AK Native - 106
- Asian/Pacific Islander - 81
- Black - 275
- Other - 12
- Unknown - 7
- White - 1,001
- Hispanic (Any Race) - 256

Washington Corr. Ctr. for Women - 590

- Amer. Indian/AK Native - 58
- Asian/Pacific Islander - 35
- Black - 75
- Other - 38
- Unknown - 3
- White - 381
- Hispanic (Any Race) - 83

Washington State Penitentiary - 2,064

- Amer. Indian/AK Native - 137
- Asian/Pacific Islander - 111
- Black - 458
- Other - 47
- Unknown - 11
- White - 1,300
- Hispanic (Any Race) - 387

Airway Heights Corr. Ctr. - 416

- Amer. Indian/AK Native - 25
- Asian/Pacific Islander - 12
- Black - 36
- Other - 2
- Unknown - 6
- White - 335
- Hispanic (Any Race) - 89

Cedar Creek Corr. Ctr. - 44

- Amer. Indian/AK Native - 2
- Asian/Pacific Islander - 7
- Black - 16
- Other - 0
- Unknown - 0
- White - 19
- Hispanic (Any Race) - 3

Clallam Bay Corr. Ctr. - 10

- Amer. Indian/AK Native - 0
- Asian/Pacific Islander - 0
- Black - 6
- Other - 0
- Unknown - 0
- White - 4
- Hispanic (Any Race) - 1

Coyote Ridge Corrections Center - 287

- Amer. Indian/AK Native - 6
- Asian/Pacific Islander - 17
- Black - 39
- Other - 4
- Unknown - 5
- White - 216
- Hispanic (Any Race) - 71

Monroe Correctional Complex - 245

- Amer. Indian/AK Native - 11
- Asian/Pacific Islander - 12
- Black - 38
- Other - 2
- Unknown - 3
- White - 179
- Hispanic (Any Race) - 32

Olympic Corrections Center - 3

- Amer. Indian/AK Native - 0
- Asian/Pacific Islander - 2
- Black - 0
- Other - 0
- Unknown - 0
- White - 1
- Hispanic (Any Race) - 1

Stafford Creek Corr. Ctr. - 195

- Amer. Indian/AK Native - 5
- Asian/Pacific Islander - 19
- Black - 38
- Other - 1
- Unknown - 3
- White - 129
- Hispanic (Any Race) - 12

Washington Corr. Ctr. - 153

- Amer. Indian/AK Native - 4
- Asian/Pacific Islander - 12
- Black - 32
- Other - 3
- Unknown - 2
- White - 100
- Hispanic (Any Race) - 24

Washington Corr. Ctr. for Women - 23

- Amer. Indian/AK Native - 2
- Asian/Pacific Islander - 2
- Black - 3
- Other - 2
- Unknown - 0
- White - 14
- Hispanic (Any Race) - 5

Washington State Penitentiary - 106

- Amer. Indian/AK Native - 4
- Asian/Pacific Islander - 4
- Black - 25
- Other - 3
- Unknown - 0
- White - 70
- Hispanic (Any Race) - 9