

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.

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WASHINGTON STATE
CORRECTIONAL INDUSTRIES

BRaille SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 18

Programming Hours Worked: 6,444

Certificates (other) Issued: 11

Vacant Positions: 1

MAJOR ACCOMPLISHMENTS:

- Two apprentices successfully passed the in-house tactile test and are waiting to submit their graphic tactile final to earn their certificate of completion for tactiles.
- One apprentice earned their National UEB (United English Braille) Literacy certification and another is working on their manuscript to earn the same certification.
- Seven transcribers and three apprentices successfully completed the in-house formats class, taught by a senior transcriber. They all finished with a grade of 88% or higher for the 20 hour course.
- Quick turn around for rush projects and music projects have improved.

FOCUS AREAS:

Training:

- Continued focus on training. Four apprentices are working their way through their lessons. Senior transcribers will be taking the in-house Nemeth class.

Certifications:

- Certifications allows the programs to take on more complex transcription jobs.
- Two transcriber are currently working on their final Formatting test to earn their certification.
- One transcriber is taking the in-house formats test, if passed she will submit to take the national test to earn her certification.
- One senior transcriber is in the final stages of her Music course. When she passes the final lesson, she will earn her full Music Certification.
- Two transcribers are currently enrolled in the updated UEB Nemeth course. Preparations are being put in place for an in-house nine month Nemeth class which will assist transcribers in Nemeth rules and formatting for the final certification exam.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continued focus on communication with Ogden Resource Center (ORC) regarding timelines on projects. ORC sends weekly job status reports to track progression.
- Continuing improvement on job completion deadlines.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 6

Programming Hours Worked: 2,219

MAJOR ACCOMPLISHMENTS:

- Completed Keyshot and panel systems electrical training with OEI/KI representative.
- Completed the initial draft for the new Department of Social & Health Services Forensic hospital building in Lakewood.
- Currently working on populating the Department of Enterprise Services Pritchard Building project at the State Capitol Campus.
- One of the newest drafters has successfully drafted and finalized their first projects.
- Completed updating Standard Operating Procedures (SOPs).
- Two newly hired drafters earned their Level 1 Drafter status.

FOCUS AREAS:

Training:

- Focus on product knowledge and application of furniture types and usage for the newer drafters.
- Completed updating SOPs.

Customer Projects Cleanup:

- Fiscal year end project to improve housekeeping of customer projects. Archiving projects and maintaining master agency drawings.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Collaborate with Stafford Creek Corrections Center (SCCC) in creating a newer more modern look to CI office suite offerings.
- Scheduling ongoing drafter skills training.
- Adding Keyshot snapshot to covers of project plan. This rendering will show materials picked for furniture requested based on fabrics and paint colors.

CONSTRUCTION TRADES

Mission Creek Corrections Center for Women (MCCCW)

Washington Corrections Center for Women (WCCW)

Program Participants: 209

Trade Related Apprenticeship Coaching (TRAC) - 9

AJAC Manufacturing Academy Participants (in Community Based Classes) - 9

Flaggers Course - 141

Construction Trades Apprenticeship Preparation (CTAP) - 50

Programming Hours: 24,228

TRAC - 2,700

AJAC Manufacturing Academy - 5,400

Flaggers training - 1128

CTAP - 15,000

Certificates Issued: 657

TRAC - 9 TRAC Completion, Makin' It Work, Financial Literacy and Oregon Labor and Industry Certificates and 18 Carpenters Career Connections Certificates (each participant gets a Level 1 and a Level 2 certificate)

AJAC Manufacturing Academy - 9

Washington State Flaggers Cards and ATSSA (leading national work zone certification for traffic and highway professionals) Cards - 282

CTAP - 50 (from the affiliate colleges)

Carpenters Career Connections - 100

Interagency agreement with Washington State Department of Transportation (WSDOT):

- The interagency agreement that funded the Traffic control classes with WSDOT expired on June 30 but due to the excellent return on investment will be replenished between July 2025 and June 2027.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to offer TRAC at WCCW.
- CTAP and TRAC programs are up for continued recognition with the Washington State Apprenticeship Training Council this fall. We will work for continued recognition for both.
- Work with DOC contracts to renew the Interagency agreement with WSDOT to continue Traffic Control/Flaggers classes and explore other potential short term certificate trainings.

MAJOR ACCOMPLISHMENTS:

- Correctional Industries and Department of Corrections (DOC) continue to be active in leadership roles around our communities by affirming community partnerships, strengthening ties with apprenticeship community, refining and enhancing our curriculum, and improving public safety.
- Completed curriculum review and created a handbook complete with daily lesson plans, milestones, and evaluations that more closely align the curriculum with current apprenticeship entry requirements.

FOCUS AREAS:

Partnership with Build Up:

- Through a limited grant, non profit Build Up provided work boots, hardhats, and high visibility vests for all TRAC and CTAP participants. The graduates keep the boots and personal protection equipment, and are being provided to each participant upon release from incarceration.

FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

Program Participants: 111

Programming Hours Worked: 43,255

Vacant Positions: 73

MAJOR ACCOMPLISHMENTS:

- Keeping raw material expenditures in line during high inflation volatile food market.
- End of year, sales, raw material usage (largest expense), and other expenses are in line, indicating forecast targets are being met. Reduction of transition inventory by \$200,000.
- CITK (timekeeping) transition and retraining.

FOCUS AREAS:

Work Training Programs:

- Working with institution in increasing job participation to maintain and expand work training programs.

Develop Marketable Job Skills:

- Sustaining with bakery training classes to develop marketable job skills.

Instill Positive Work Ethics:

- Working with the institution to work with classification for performance issues rather than terminate to help with instilling positive work ethics.

Reduce Tax Burden:

- Keeping inventory at target limit overstock.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Focused effort with team to transition ERP to D365, and planning for holidays.

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: 564 Average

Programming Hours Worked: 86,620 Average

SOC Certificates Issued: 31

Certificates (other) Issued: 284

Vacant Positions: 186 Average

MAJOR ACCOMPLISHMENTS:

- Major menu revisions are underway for fall release.
- Conducted site visits of food service areas in six prisons (Cedar Creek Corrections Center, Olympic Corrections Center, WCC, Clallam Bay Corrections Center, WSP, and Mission Creek Corrections Center for Women). Discussed and reviewed the facility layout, financials, personnel/staffing status and challenges, incarcerated workforce status, menu compliance and associated challenges and various concerns from the food services staff.
- Spring 2025 Statewide Food Service Managers meeting was held covering key operational updates and initiatives. Major highlights include addressing ongoing staffing challenges across facilities, implementing quarterly pricing reviews due to market instability, planning the next menu publication for the fall of this year, with reduced seafood options and new alternatives like chicken salad and oatmeal replacements, sharing exceptional success with Ramadan services (679 participants) and expansion of Halal options, while facilities noted improvements in staff performance and ongoing equipment upgrades. The meeting also addressed legislative requirements for religious dietary accommodations, contract updates with Department of Enterprise Services (DES), and facility-specific operational challenges including waste management and storage needs.
- In collaboration with Health Services and Department of Corrections (DOC) Budget office, food service leadership provided support to expand diabetic menu assignments which are funded by legislation. The special Therapeutic Diabetic Diet is in support of the health and well-being of incarcerated individuals whose health is impacted by food intake.
- Supported CI and all food service operations in the D365 User Acceptance Training (UAT), ensuring D365 is configured and working correctly for all food service functions before transitioning to the go-live stage.

- Completed a comprehensive assessment and is proceeding with implementation planning for the Consumable Inventory System (CIS).
- Updated and revised the statewide Kosher menu, adding a hot breakfast meal in compliance with the two hot meals a day for this diet/menu group. Added individually wrapped hamburger buns with better flavor profile for a reduction in cost.
- Met with DES contracting services to discuss revising the statewide produce contract. Approved and submitted for bid contracts supporting food product needs for the department.
- Revised and published the Food Service Newsletter. The newsletter was sent out to all facilities to provide information to staff and incarcerated individuals on the great work that food service department does every day.

FOCUS AREAS:

Food Service Support:

- Continue to support DOC food service locations with menu planning, alternative products, and operational advice.

Food Manufacturing Support:

- Collaborations continue with food manufacturing to support potential future demand needs for emergencies.

Guidelines and Regulations:

- Defining rules, regulations, and policies that guide the work and the why of food services. The DOC Food Service Department is required to meet the following guidelines and regulations:
 - Executive Order 13-06: This mandates the Food Service Department to serve healthy food as outlined by the Washington State Healthy Nutrition Guidelines, which are based on the Dietary Guidelines for Americans (DGA). The DGA provides recommendations for healthy eating to promote health. They suggest a balanced diet with fruits, vegetables, whole grains, lean proteins, and low-fat dairy, while limiting sugars, saturated fats, and sodium.
 - Washington State Healthy Nutrition Guidelines: These guidelines provide a customizable framework of core elements within which individuals can make tailored and affordable dietary choices that align with their personal, cultural, and traditional preferences.

- DOC 240.100 Food Services Program: This policy requires food service programs to provide cost-effective, healthy, and quality meals in compliance with EO-13-06, the DGA, and Department of Health and Human Service requirements, further supporting the implementation of the Healthy Nutrition Guidelines within Washington's correctional facilities.

General Activities:

- Reviewed Food Service operations with Food Service Managers. Discussed support as needed from our group to include the conversations about providing Food Safety training for the incarcerated and DOC staff.
- Monthly meeting and ongoing collaborations with the State Dietary Manager to assist in menu planning, product review, approvals for substitution items, support for medical diets, and information requests. Continued partnership with the Department of Health dietitian.
- In the CIS program evaluation stage, meeting with food service and business managers at each site to review the use of the CIS system and how it will provide established infrastructure with existing support networks.
- Providing input on the Religious Diet guidelines revision.
- Evaluation of the new Sky Ranch 10" tortillas that offer 30-day ambient shelf stability, improved pliability for easier handling, reduced preservatives, and an annual cost reduction of approximately \$20,000. The tortillas allow for dry storage flexibility while maintaining quality and reducing waste concerns.

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 with new menu items for upcoming menu release.
- Providing ongoing support of the D365 User Acceptance Training (UAT). Participating in a simulation of core business functions and helping to identify technical bugs, business process gaps or issues that need to be addressed before performing work in a live environment.

FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- Sales and marketing has been working to bring a new more interactive email blast marketing plan to fruition. While some challenges still remain, this will enable further customer outreach with non-mandated opportunities.
- Additional language has been added to CI's Terms of Sale (TOS) page to provide better clarity and manage customer expectations. Two new forms and TOS updated wording will be added.
- A Change Order Form and Standard Operating Procedure (SOP) has been created to help capture additional dollars associated with work done in the field during project installations/deliveries that has historically not been captured.
- A Delivery/Installation Site Survey has been created to ensure the delivery/installation site information is captured ahead of the team's arrival to the job site. The form will be required to be filled out by customers prior to them receiving a final Computer Aided Design (CAD) packet. The survey form will also provide customers clear expectations of job site readiness to ensure a smooth/efficient installation.

FOCUS AREAS:

Customer Outreach:

- All account executives (AEs) are making customer contact and follow up calls on a daily basis with the intent to drive sales and improve viability. AEs are tracking those calls on daily logs with notes for follow up calls or action items.
- Additional email blasts will be forthcoming, the next blasts will be targeted at fire commissioners in advance of their upcoming conference at the end of September. Lists have also been compiled for higher ed, city officials, and K-12.

Customer Follow-Up:

- Yakima Valley Housing Authority - Cosecha Court phase III installation is on track to be completed in late July 2025.

Website Update:

- CI sales manager is working with the furniture factory to bring additional new and existing products to the website to improve visibility and drive additional web sales.

Targeted Email Blasts:

- A targeted email blast is scheduled to go out to 195 Washington county officials to bring attention to CI's mission and product offerings. A second blast will be directed at this same group just ahead of their annual conference, which takes place the end of October. CI's sales manager will be in attendance at this conference to represent and make additional contact.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continued work to ensure sales, marketing and furniture manufacturing are positioned well to drive sales, reach the customer base and beyond. Have products/services meet the customers needs as well as supporting CI's mission.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

Program Participants: 183

Programming Hours Worked: 61,872

SOC Certificates Issued: 8

Certificates (other) Issued: 10

Vacant Positions: 27

MAJOR ACCOMPLISHMENTS:

- The furniture factory finished their biennial orders three weeks before end of fiscal year, June 30.
- The furniture factory was awarded a new University of Washington (UW) project which includes 800 dorm rooms of residential furniture. The dorm room furniture is worth \$2.76 million and includes bunk beds, desks, wardrobes, and a mobile pedestal.

FOCUS AREAS:

UW Dorm Furniture:

- We are working with our vendors to get competitive pricing for raw materials. Reviewing production schedules, timing of receiving raw material, and storage of finished product prior to delivery.

Tariffs:

- In consistent communication with vendors regarding tariffs on raw materials. As pricing changes occur, updates to finished good pricing will be implemented to account for any price increase in raw materials.

Lean Manufacturing:

- Analyzing key factors such as waste elimination, focus on value, continuous improvement, throughput, pull system, 5S, and 7 waste.

Cost of Goods:

- As raw material prices and tariffs fluctuate, assessment of product costs to ensure that they are sold within forecasted margins will be crucial.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Begin receiving raw material, and begin production on UW dorm furniture project.
- Focus on cross-training in the office with manufacturing processes.

INCARCERATED INDIVIDUAL SERVICES

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

Program Participants: 154

Programming Hours Worked: 45,813

SOC Certificates Issued: 3

Certificates (other) Issued: 27 - Makin' It Work and Financial Literacy

Vacant Positions: 15

MAJOR ACCOMPLISHMENTS:

- Commissary: Despite the March system outage impacting sales, Commissary concluded FY25 with a 10.5% increase in sales. With the increase in inventory required to support continuing sales growth, inventory variance remained stable. Commissary saw a .15% inventory variance for FY25. This speaks to the team accurately receiving vendor deliveries and tracking the disposition of damaged/discarded/donated product.
- Package Programs: The launch of 70 new hygiene products in the food and hygiene package program began June 1, expanding the total number of hygiene offerings to the population.
Food Package Program - FY25 was a historical low for the food package program. April-June saw an increase compared to the same months from FY24, and the team is working to continue the trend through the introduction of new and exciting products for the population.
Property Program - The property program finished FY25 with an all time sales volume high, seeing a 2% sales increase over FY24.
There has been significant improvement from Union Supply during this period regarding inventory management, processing time for customer orders, and sourcing and supplying new products. At the request of the incarcerated services team, Union Supply made changes to how issues are escalated within their organization which has allowed problems to be resolved much earlier, often before the incarcerated see any impact which was not the case historically.

FOCUS AREAS:

Package Program - Hygiene Program Planning:

- During this quarter, the package program team spent time making physical plant changes to accommodate additional storage and line space for the hygiene program, which resulted in two new sections being added to the front of the line. They also worked with Union Supply to develop the menu of products to be offered for hygiene and built SOPs specific to the hygiene products.

Commissary - Product Line Additions:

- Available Commissary space has been limited for years and resulted in the requirement of deleting a product from the offering in order to add a new product. The procurement team recently identified a product tote that allows for seven products to fit on a row instead of six. This has allowed for 16 new products to be added without the removal of existing offerings. While not all products can be moved to the slightly smaller bins, there has been success with transitioning rows five and six to the seven bin configuration.

All-Worker Recruitment/Retainment:

- While MCC has been more successful in recruiting and retaining incarcerated workers than AHCC, all areas are putting in significant work to fill vacant positions and encourage workers to participate in CI programs.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Tentatively scheduling site visits to connect with program staff at each facility and discuss with the incarcerated population how the programs can better serve their needs.
- Continue to evaluate menu offerings for acceptability and introduce new products that meet quality and affordability targets for the population.
- Continue to work with vendor partners to reduce out of stock products and source replacements for slow moving products to better utilize available line locations with products that meet a need for the population.
- Work with facility leadership at the distribution centers to improve incarcerated recruitment to ensure appropriate workforce levels in support of current program volume.

LAUNDRY

Statewide

Program Participants: 128

Programming Hours Worked: 57,600

SOC Certificates Issued: 9

Certificates (other) Issued: 5 - Associates of Linen Management

Vacant Positions: 29

MAJOR ACCOMPLISHMENTS:

- Washington State Penitentiary - lint vacuum repair which is a major component to fire prevention.

FOCUS AREAS:

Training:

- Staff and Incarcerated workers - Associates of Linen Management (ALM) Certification. Continue supporting and promoting ALM Certification for both Incarcerated Class II laundry workers and laundry staff as well.

Safety:

- Conduct and document all training for all incarcerated workers in development of higher safety culture.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue holding monthly statewide laundry operations meetings.

LICENSE SERVICES DIVISION

Monroe Correctional Complex (MCC)

Washington State Penitentiary (WSP)

Program Participants: 24

Programming Hours Worked: 8,557

Vacant Positions: 12

MAJOR ACCOMPLISHMENTS:

- Despite a targeted setting on fire of one of the license plate production blanking lines, license services continued to keep up with the Department of Licensing (DOL) orders. Working with the Department of Corrections and the equipment vendor, a replacement blanking line was ordered and is expected to be operational by October.
- Collaborating with DOL on the seven new plates approved during the last legislative session. Most are set to begin production in November.
- Completed 2027 validations on-time with limited workers in the tab shop.

FOCUS AREAS:

Additional Workers:

- The tab shop is experiencing difficulties in bringing on long-term workers that want to work from the camp at (MCC). Similar challenges are also happening at WSP in license plate operation. Much of the difficulties stem from the inequitable deductions between the classes of work -- CI is a Class II program, whereas DOC work is Class III, with different deduction requirements.

Production:

- A major focus is staying in line with DOL's order demand while working less one major piece of production equipment. CI is meeting with DOL daily to give updates on inventory levels as well as working extra hours to stay on-track.

Tab Equipment Update:

- Talking with a vendor to update to digital license plate tabs and vehicle and vessel decals. This would greatly improve CI's production capacity. Collaborating with the vendor as well as DOL to produce samples that will meet DOL and their customers' expectations.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Bring replacement blanking line online by October to increase production capacity and have stock levels back to expected pars.
- Continue to work with facility jobs coordinators to increase worker numbers.
- Complete the 2027 vessel order on-time, along with any incoming orders.

MCNEIL ISLAND STEWARDSHIP

Cedar Creek Corrections Center (CRCC)

Program Participants: 12

Programming Hours Worked: 4,899

Vacant Positions: 8

MAJOR ACCOMPLISHMENTS:

- Additional surplus equipment has been removed from the island to the Department of Enterprise Services (DES) for surplus.
- Able to acquire greatly needed equipment using year end funds to enhance safety and training for the incarcerated workers and staff.
- Barge #2 returned from dry dock with a USGS (U.S. Geological Survey) Certificate of Inspection (COI).
- Marine vessel Chinook returned from drydock and obtained a five-year COI early. No vessel dry docks scheduled until June of 2026.

FOCUS AREAS:

Barge Service:

- A new contractor for barge service, DeForge Marine, is scheduled to begin on July 1, 2025, replacing Star Marine who previously held that contract.

Fuel Storage:

- KPFF (engineering firm) is still working on the plan to add a new 25,000-gallon tank near the fuel farm and new 2,000-gallon tank at the end of the causeway.

Marine Department:

- The marine department has made great progress in Q1. Once marine vessel McNeil is complete, the tool and equipment accountability should be finished up.

Restoring Power to the Island:

- McNeil Island has been without utility power since June 27, 2025. Coordinating with Capital Planning and contractors to fix the issues at hand and come up with a preventative maintenance program for the switchgear boxes and vista switches.

Surplus of Equipment and Vehicles:

- Continued with DOC Fleet Manager and DES to surplus all old/unused vehicles and equipment.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Working with capital projects on two large projects for the 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.
- Currently taking quotes for upcoming tug contract renewal.
- Barge #2 is currently out for bid for its haul-out on July 1.

OPTICAL

Airway Heights Corrections Center (AHCC)

Program Participants: 53

Programming Hours Worked: 20,290

Vacant Positions: 12

MAJOR ACCOMPLISHMENTS:

- In the past year, Optical has been working to overcome shortfalls while continuing to fulfill obligations to the Washington Health Care Authority and other clients with a mostly new incarcerated workforce. The shop's most experienced incarcerated workers had either timed out, transferred, or released. The declining number of the experienced incarcerated workers who have gained a special skillset is needed, along with equipment breakdowns and ongoing staffing challenges, resulted in a backlog of more than double the normal numbers of orders. Working together and support from headquarters enabled Optical to turn things around in a few weeks.

FOCUS AREAS:

Equipment Upgrade:

- Optical had meetings with two of the major manufacturers of optical processing equipment, gathering current information regarding upgrading to modern standards in production. More technical data information and a formal presentation from the companies early in the next quarter is expected to help move forward with a decision document draft and submittal.

Staffing:

- Approval came toward the end of June to pursue a new position for an optically trained staff member that will focus on training the incarcerated workforce. This is huge in terms of having additional staff with industry specific knowledge and getting the team back to the level needed for success.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Finalize the decision document for updating the optical shop's equipment.
- Getting the new optical supervisor position approved and hired.

SAFETY AND RISK MANAGEMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- Holding monthly statewide CI Safety Coordinators meetings.
- Engaging both CI Safety and Facility Safety officers in cultural conversations and collaborations.
- Started 'safety walkabouts' at Airway Heights Corrections Center and CI Headquarters with facility safety officers and CI stakeholders.

FOCUS AREAS:

Safety Culture:

- Continue to expand benefits of 'safety walkabouts' while collaborating with facility safety officers and CI stakeholders (including general managers).

Inherent Safety:

- Continue to strive for safety as a forefront conversation in our activities and actions. Build safety protocols into the system by asking the questions of safe practice.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue collaboration with facility safety officers as well as facilities. CI Safety Coordinators to constantly improve and standardize all training, documentation, and culture.

SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

Program Participants: 22

Programming Hours Worked: 9,580

SOC Certificates Issued: 3

Certificates (other) Issued: 6 - forklift

Vacant Positions: 6

MAJOR ACCOMPLISHMENTS:

- Three Certificates of Proficiency (COP), six forklift certificates and 100% completion of tool training for all staff and incarcerated workers.
- End of the year biennium for transportation, installation, and warehouse went through this year with minimal issues. Deliveries were completed at 100%. Installation has two orders that carried over and will be completed in September 2025.
- The replacement of eight pieces of new equipment has been completed.

FOCUS AREAS:

Incarcerated Workforce:

- Still coordinating with Cedar Creek Corrections Center (CCCC) on a targeted goal of 30 to 34 incarcerated workers who will be available for programming with Service and Delivery Division (SDD). If the target goal of incarcerated workers is reached, it will allow for more stability in the program and provide opportunities for individuals working in community and toward reentry.
- Several CI incarcerated workers are nearing release and are working with Workforce Development to obtain information before release.

Communication:

- Monthly meetings with staff on security/safety/facility is going well. A lot of great information is being shared and lots great input by all staff. Information that can be share with incarcerated individual on safety/security/warehouse is being shared as well.

Surplus Equipment:

- Continuing to coordinate with the Department of Enterprise Services on surplus of older equipment.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Ensuring all of the commercial drivers license federal files and folders are all current.
- Processes in place for all staff and incarcerated workers for forklift, pallet jack, and tool training to be completed at orientation time.
- Reminding staff and incarcerated workers that the first thing that should come to mind is teamwork. Cooperation and working with statewide transportation, all CI line of businesses, all agencies, and part of the DOC and Department of Health emergency management teams, and incarcerated workers, there should be a willingness to work together to achieve a common goal or project.
- Ensuring staff are in adherence to DOC Core Values and role modeling for the incarcerated workforce.

TEXTILES

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

Program Participants: 168

Programming Hours Worked: 25,900

SOC Certificates Issued: 5

Certificates (other) Issued: 12

Vacant Positions: 21

MAJOR ACCOMPLISHMENTS:

- AHCC - Continues work on process improvements to increase production capacity in regard to the embroidery machines. Overall warranties are down and have received positive customer feedback. Embroidery operations has improved turnaround time by one week with these efforts.
- CRCC - Safety vest line is meeting order demand by the Washington State Department of Transportation (WSDOT). Heat press process has been established and approved by WSDOT management, making production more efficient. Dry cell suit has been re-engineered and put online for purchase by correctional facilities. Alaska has a sample of the dry cell suit and textiles is currently making slight modifications before going on contract with them.
- Consolidated Distribution Center (CDC) - Fulfillment of Department of Children, Youth, and Families (DCYF) officer clothing is ongoing with maintenance orders starting to roll in. Remodeled the CDC clerk area and downsized to four computer spots which opens a more direct line of sight, enhancing safety for everyone.
- WCC - Continues to develop inventory accountability standards in regards to property bags. Have successfully processed property bags through textiles' updated operating system, D365, in the last quarter.

FOCUS AREAS:

Planned Production:

- WCC property bag line did not run through the D365 planning process as WCC does not consume inventory until the end of the month. Minimum order points were developed, and it has started to be picked up by master planning. This will give demand to production to build, greatly enhancing inventory for those items.

Transfers Versus Adjustments:

- Working with accounting to develop processes to accommodate inventory movement and internal sales. Processes are still being finalized, but the collaboration in this project between accounting, the business solutions managers, and textiles has been very effective.

CRCC:

- CRCC textiles is making efforts to fill vacant staff positions. The mattress factory is now producing sweats, which opened a line for khaki clothing. The operation is working on adding more incarcerated workers to its operations.

WCC:

- WCC is at capacity with incarcerated workers, but could use another 15 workers to properly staff the production lines. Working with the facility on the potential of allowing more workers in the area.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Shorten the cash conversion cycle for textiles from net 30 to net 11. Observations were made on some orders running around 19 days from time of customer purchase order to sales order invoice. While this goal is still in process, progress has been made in getting close to hitting the mark.
- Reaching out to counties and local governments for potential sales and partnerships.

WORKFORCE DEVELOPMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- In May, mock interview events were held at Coyote Ridge Corrections Center (CRCC) and Washington Corrections Center (WCC).
- CRCC's mock interview event on May 1 provided substantive interview experiences for 29 incarcerated individuals. The May 1 event marked the first time in nine years that CI has brought mock interview events to CRCC for its workers. To accommodate for the greater number of incarcerated participants, the largest room in the education building had to be partitioned into five different areas; four mini-rooms — two on each side — of a larger gathering area in the middle. Several guest interviewers from community resources and other agencies traveled from Spokane, Moses Lake, and western Washington to participate in the event. Incarcerated participants expressed their deep appreciation for guest interviewers' time and effort, and were grateful for the opportunity to practice in a real-world setting that helped boost confidence in their abilities and their self-worth for employment.
- WCC's mock interview event on May 14 was the first CI mock interview event held there since 2017. Serving 15 incarcerated individuals, WCC's event included guest interviewers representing the Grays Harbor business community, WA Commerce Reentry Council staff, and several DOC Business Services division staff who were eager to assist and learn more about how these experiences support incarcerated individuals' work readiness as they transition back to the community. After a tour of CI's operations and a roundtable discussion, which are a usual part of the mock interview events, guest interviewers remarked how fulfilling it was to not only hear from the incarcerated individuals they interviewed about the transferable skillsets they gained while working for CI, but to also observe the work being done in CI's operations during the tour helped them actually see how they gained those skills.
- Also in May, the WD team welcomed its new Community Employment Navigator (CEN), who filled an open/vacant position since January. The newest team member brings a wealth of experience engaging with employers throughout the state, particularly in the manufacturing sector. Together with the Brand and Mission Administrator, the CEN immediately jumped into community engagement work through several outreach opportunities in May and June to

engage employers in Mason, Thurston, and Pierce counties. Also in June, they visited the Association of Washington Business (AWB), who discussed having them present on workforce solutions at an upcoming WCCE (Washington Chamber of Commerce Executives) Annual Conference in August, as well as an event in September, the AWB Policy Summit.

FOCUS AREAS:

Mock Interviews:

- The WD team is busy preparing for mock interview events to be held in several facilities in the summer and early fall; Monroe Correctional Complex (MCC) in August, Airway Heights Corrections Center (AHCC) and Washington State Penitentiary (WSP) in late September. Planning for more events at the remaining facilities statewide continues, along with virtual opportunities for smaller facilities and incarcerated individuals releasing before or after a scheduled event.

Fair Chance Employers and Community Resources:

- Continuing efforts and building on connections made by the WD team is ongoing with an emphasis on engaging with resources and employers in several key counties to help in developing a robust reference list statewide for releasing individuals and to offer opportunities for employers to participate in mock interviews to learn more about CI's skilled workforce.

Job Hunter and Financial Literacy:

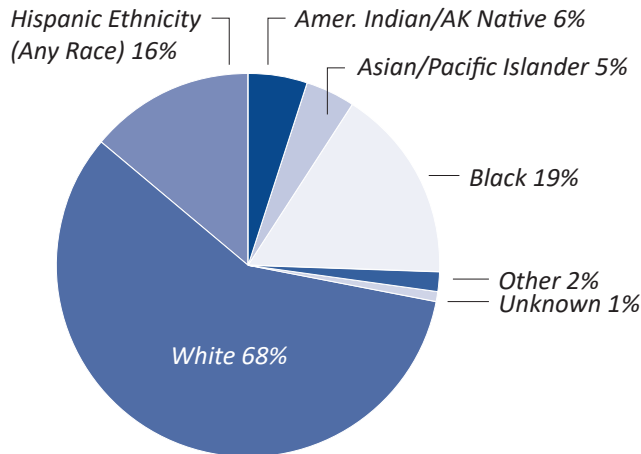
- Continual job hunter classes are being scheduled statewide to support upcoming mock interview events. Maintaining a schedule of financial literacy classes is also a focus for the navigators.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Conducting mock interview events at MCC, AHCC, and WSP in August and September.
- Planning for upcoming mock interview events at remaining larger facilities, Stafford Creek Corrections Center and CI Headquarters/CCCC, and virtual mock interviews for smaller facilities.
- Connecting with and developing contacts gained through employer and community outreach efforts.
- Preparing for employer engagement/workforce solutions presentations for statewide and national organizations.
- Updating CI website content to engage employers and other community partners.

ETHNICITY BREAKDOWN

DOC PRISON POPULATION
TOTAL: 12,769



Airway Heights Corr. Ctr. - 1,782

- Amer. Indian/AK Native - 105
- Asian/Pacific Islander - 49
- Black - 178
- Other - 16
- Unknown - 15
- White - 1,419
- Hispanic (Any Race) - 365

Cedar Creek Corr. Ctr. - 363

- Amer. Indian/AK Native - 22
- Asian/Pacific Islander - 28
- Black - 105
- Other - 1
- Unknown - 0
- White - 207
- Hispanic (Any Race) - 28

Clallam Bay Corr. Ctr. - 682

- Amer. Indian/AK Native - 51
- Asian/Pacific Islander - 45
- Black - 163
- Other - 7
- Unknown - 4
- White - 412
- Hispanic (Any Race) - 147

Coyote Ridge Corr. Ctr. - 1,990

- Amer. Indian/AK Native - 90
- Asian/Pacific Islander - 89
- Black - 391
- Other - 28
- Unknown - 30
- White - 1,362
- Hispanic (Any Race) - 353

Monroe Correctional Complex - 1,447

- Amer. Indian/AK Native - 79
- Asian/Pacific Islander - 73
- Black - 245
- Other - 22
- Unknown - 8
- White - 1,020
- Hispanic (Any Race) - 216

Olympic Corrections Center - 233

- Amer. Indian/AK Native - 17
- Asian/Pacific Islander - 12
- Black - 48
- Other - 18
- Unknown - 0
- White - 138
- Hispanic (Any Race) - 23

Stafford Creek Corr. Ctr. - 1,841

- Amer. Indian/AK Native - 74
- Asian/Pacific Islander - 118
- Black - 374
- Other - 19
- Unknown - 19
- White - 1,237
- Hispanic (Any Race) - 183

Washington Corr. Ctr. - 1,556

- Amer. Indian/AK Native - 103
- Asian/Pacific Islander - 85
- Black - 280
- Other - 17
- Unknown - 11
- White - 1,060
- Hispanic (Any Race) - 267

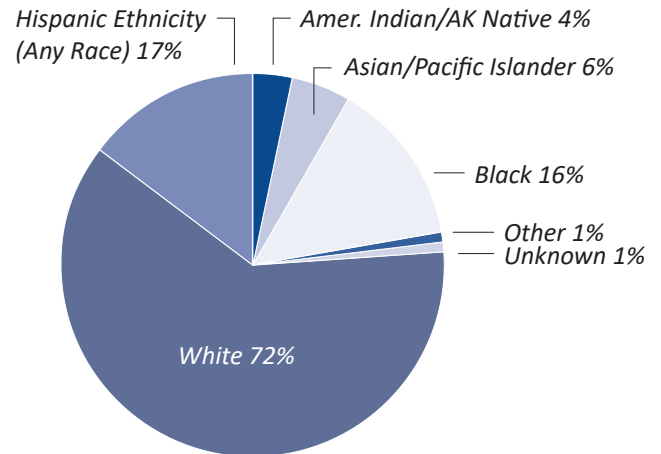
Washington Corr. Ctr. for Women - 656

- Amer. Indian/AK Native - 52
- Asian/Pacific Islander - 43
- Black - 89
- Other - 34
- Unknown - 8
- White - 430
- Hispanic (Any Race) - 87

Washington State Penitentiary - 2,142

- Amer. Indian/AK Native - 139
- Asian/Pacific Islander - 101
- Black - 516
- Other - 43
- Unknown - 8
- White - 1,335
- Hispanic (Any Race) - 390

CI CLASS II PROGRAM PARTICIPANTS
TOTAL: 1,387



Airway Heights Corr. Ctr. - 389

- Amer. Indian/AK Native - 18
- Asian/Pacific Islander - 13
- Black - 43
- Other - 2
- Unknown - 4
- White - 309
- Hispanic (Any Race) - 78

Cedar Creek Corr. Ctr. - 50

- Amer. Indian/AK Native - 3
- Asian/Pacific Islander - 5
- Black - 17
- Other - 0
- Unknown - 0
- White - 25
- Hispanic (Any Race) - 3

Clallam Bay Corr. Ctr. - 11

- Amer. Indian/AK Native - 0
- Asian/Pacific Islander - 0
- Black - 6
- Other - 0
- Unknown - 0
- White - 5
- Hispanic (Any Race) - 1

Coyote Ridge Corrections Center - 280

- Amer. Indian/AK Native - 6
- Asian/Pacific Islander - 12
- Black - 39
- Other - 6
- Unknown - 5
- White - 212
- Hispanic (Any Race) - 77

Monroe Correctional Complex - 241

- Amer. Indian/AK Native - 10
- Asian/Pacific Islander - 16
- Black - 30
- Other - 3
- Unknown - 4
- White - 178
- Hispanic (Any Race) - 31

Olympic Corrections Center - 3

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

Stafford Creek Corr. Ctr. - 172

- Amer. Indian/AK Native - 5
- Asian/Pacific Islander - 15
- Black - 32
- Other - 1
- Unknown - 3
- White - 116
- Hispanic (Any Race) - 13

Washington Corr. Ctr. - 144

- Amer. Indian/AK Native - 5
- Asian/Pacific Islander - 10
- Black - 32
- Other - 3
- Unknown - 2
- White - 92
- Hispanic (Any Race) - 23

Washington Corr. Ctr. for Women - 23

- Amer. Indian/AK Native - 2
- Asian/Pacific Islander - 3
- Black - 1
- Other - 1
- Unknown - 0
- White - 16
- Hispanic (Any Race) - 5

Washington State Penitentiary - 74

- Amer. Indian/AK Native - 4
- Asian/Pacific Islander - 5
- Black - 26
- Other - 1
- Unknown - 0
- White - 38
- Hispanic (Any Race) - 6