

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: 19

Programming Hours Worked: 6,270

Certificates (other) Issued: 3 - Literary Braille Transcriber

Vacant Positions: 4

MAJOR ACCOMPLISHMENTS:

- Two transcribers released from WCCW. One was hired by Ogden Resource Center to do contract braille work immediately upon release.
- Two apprentices successfully passed their manuscript and were promoted to transcribers. A transcriber successfully passed her manuscript. An apprentice was hired as a tactile specialist.

FOCUS AREAS:

Training:

- A CI supervisor is working with the apprentice mentor on a syllabus for tactile lessons to be included with braille lessons for apprentices.

Certifications:

- Two transcribers are working on their formats test, two transcribers are working on their Nemeth (math) course, one transcriber is working on her proofreading test, and one transcriber is working on part two of the music course.

Hiring:

- With the loss of two transcribers, and the promotion of two apprentices, a focus will be on filling three apprentice positions.

Testing:

- The in-house Nemeth test is being updated with the new Nemeth rules and guidelines by a fully certified transcriber. With the successful launch of the division's in-house Nemeth test that is being used nationally, four tests from other states have been sent to braille services to proof/grade.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to recruit and increase participation of incarcerated individuals into the braille program in the upcoming months now that two apprentices have passed their manuscript to become transcribers. Support transcribers that are working on further certifications and testing.

COMPUTER AIDED DESIGN SERVICES

Washington Corrections Center for Women (WCCW)

Program Participants: 5

Programming Hours Worked: 1,875

Certificates (other) Issued: 1

MAJOR ACCOMPLISHMENTS:

- Drafted 38 jobs totaling \$1.5 million. Of those jobs, eight were reconfigures of all panel systems.
- One drafter gained level 4 status after exercising an increased skill-set of drafting standards and meeting all qualifications. One of the newest drafters promoted from entry level to a level 1 drafter.
- Installation of the new CI reception station and administrators' area, designed by a Computer Aided Design (CAD) program participant, was completed at CI Headquarters.
- A drafter's proficiency and knowledge on how to cut out new drilling for power provided a customer with major cost savings on a project.

FOCUS AREAS:

Workforce:

- Audit drafting department needs and fill two entry level positions.

Training:

- Continue to broaden our product library and knowledge of options available to assist sales team. Increase our in-person (TEAMS) training inclusive to our vendor sources.
- Continue to work with KI (software) on product knowledge.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Create decision document for approval of proposed service fees for CAD services.

CONSTRUCTION TRADES

Mission Creek Corrections Center for Women (MCCCW)

Washington Corrections Center for Women (WCCW)

Program Participants: 36

(7 TRAC students, 14 AJAC Manufacturing Academy participants, 15 Flaggers participants in 5 facilities)

Programming Hours: 6,560

(1,260 hours for TRAC, 4,100 hours for AJAC Manufacturing Academy, 1,200 hours of Flaggers Training in 5 facilities)

SOC Certificates Issued: 1

Certificates (other) Issued: 330

(30 AJAC certificates issued, 300 Flaggers Cards issued)

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- TRAC Class 68 will be held at MCCCW starting on September 9, 2024.
- AJAC MA, having moved fully to an in person model, is being scheduled for the 2024 Fall and 2025 Winter quarters at WCC.
- Flaggers classes are continuing into 2024.

MAJOR ACCOMPLISHMENTS:

- Two Trades Related Apprenticeship Coaching (TRAC) graduates joined the Laborers Union.
- Aerospace Joint Apprenticeship Committee (AJAC) Manufacturing Academy (MA) was with an instructor led model for the first time with no virtual component. The instructor is a contract staff and was on site full time for the class.
- Traffic control continues to be successful with the addition of another instructor to serve a greater population in other facilities and community corrections. Three former incarcerated individuals have obtained employment as a flagger upon release.

FOCUS AREAS:

TRAC:

- TRAC class 67 graduation on August 15th.
- Curriculum development revision is largely complete and we have added the Carpenters Apprenticeship "Career Connections" to the program which will provide two more certificates and direct entry into the carpenters apprenticeship.

AJAC Manufacturing Academy:

- AJAC MA had a full summer quarter at MCCCW. Plans are in full swing for MA in Fall 2024 and Winter 2025 quarters at Washington Corrections Center (WCC) in Shelton. The addition of a Haas Vertical Mill/Lathe simulator will be added to the class.

Flaggers:

- Flaggers classes continue to be very popular and every class offered is at full capacity.

FOOD MANUFACTURING

Airway Heights Corrections Center (AHCC)

Program Participants: 133

Programming Hours Worked: 57,467

Vacant Positions: 53

MAJOR ACCOMPLISHMENTS:

- Completed D365 and CITK basic training for all users.
- Worked with Department of Corrections (DOC) food service and sourced an alternate protein bar. The bar was highly acceptable in our food group sensory sampling, and is meant to support incarcerated individuals participating in firefighting efforts by providing extra calories and protein. The alternative protein bar meets nutritional targets, has a better flavor profile than the original cookie, is made by a local business, meets the needs of the customers, is plant based and gluten free, doesn't have any artificial ingredients, and as a bonus, opened a small bit of manufacturing capacity in the food factory.
- Changed beef items vendor to increase quality and consistency.
- Added safety review highlighting areas of focus that resulted in measurable decrease in accident reporting from lifting strains and pulls.

FOCUS AREAS:

Maintain and Expand Work Training Programs:

- Working with DOC jobs coordinator to approve workers to fill open positions.

Develop Marketable Job Skills :

- Providing bakery skills training and expanding training classes to encompass complete process. Adding safety review highlighting areas of focus to decrease lifting strains and pulls.

Instill Positive Work Ethics:

- Incorporating retraining strategies when workers don't live up to behavior expectations. Creating a class to address work place behavior expectations.

Reduce Tax Burden:

- Sustaining inventory reduction efforts reduction of over \$1 million by engaging team to focus on customer needs and lean initiatives.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Focus on keeping inventory at lean target, and transitioning to D365.

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: 662 (monthly average)
Programming Hours Worked: 97,857 (monthly average)
SOC Certificates Issued: 39
Certificates (other) Issued: 218
Vacant Positions: 101 (monthly average)

MAJOR ACCOMPLISHMENTS:

- Made major changes to the main statewide men's and women's Dietary Guidelines for Americans (DGA) mainline menus as well as many other menus in use.
- Improved food quality through efforts of meeting local manufacturers in Washington State and supporting purchases from small businesses.

FOCUS AREAS:

Food Service Managers Meeting:

- All food service managers attended the semiannual statewide meeting at AHCC. Among the many subjects addressed (religious food program support, nutrition and therapeutic diet support, food manufacturing support, safety and risk management and financial outlooks) we had a segment on equity, diversity, inclusion, and respect by Assistant Director Dr. Adrian Thompson of Equity & Employee Development for the Department of Enterprise Services. The discussion touched on the complexities related to how we create identities in groups and who is responsible for addressing difficult subjects; that we can never really have a meaningful conversation or get past hard issues until we talk about the hidden issues; confronting racial challenges and striving for a better understanding of those things that cause division; and being responsible for what we do.

Religious Observances:

- Completed statewide support and feeding of the largest religious observances of the year (nine days of special feeding in support of Passover and 30 days of special feeding in support of Ramadan).
- Met with the contract Rabbi and Religious Programs office to preview the following year's annual Passover event and the service of Kosher meals.

Food Improvements and Operational Cost Change Efforts:

- Reevaluated mainline DGA menu costs. Determined inflationary impact of \$.17 increase per meal. Worked closely with Department of Corrections budget office to determine funding support to mitigate end of year deficit.
- In response to complaints about the quality of beef, the food group visited a local meat processing plant, resulting in sourcing beef higher in quality than previously purchased. This activity addresses food-related concerns which are crucial, and requires consideration of cost, nutrition, dignity, mental health and overall well-being of incarcerated individuals. This includes striving to improve food quality, aligns with established social expectations, positively affects the prison environment and promotes better health outcomes for those in our care.
- The food group found an alternate protein bar in support of the Department of Natural Resources work crew higher caloric intake needs. It was highly acceptable in our sensory sampling. The product meets our nutritional targets, has a great flavor profile, is made by a local business, does not have any artificial ingredients, and as a bonus, it opens manufacturing capacity in the food factory.

General Activities:

- Reviewed, updated and published the 2025 Statewide Event Guidelines.
- De-scoped Food Services from D365.

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.

FURNITURE BRAND AND SALES

Correctional Industries Headquarters (CI HQ)

MAJOR ACCOMPLISHMENTS:

- Notable projects on the boards: University of Washington (UW) has expressed their intent to purchase 400+ rooms of metal residential life furniture in the summer of 2025. Columbia Basin College has expressed interest in our metal residential life furniture for their upcoming residence hall (400+ rooms) project anticipated to be completed in spring 2026. The University of Hawaii is planning a refresh of all their residential life halls over the next several years and is actively interested in UW-style metal residential life furniture.
- Multiple product lines have been added to the online marketplace to help improve customer ease-of-ordering. Products include task stools, monitor arm accessories, combination bookcase/lateral cabinets, and metal locker configurations.
- Several product categories have been reviewed and their pricing adjusted based upon supply chain cost increases and transportation fees. Lines addressed include Humanscale seating, Neutral Posture seating, Breathe seating, Navigator seating, multiple table and metal storage lines.

FOCUS AREAS:

Warranty Statement:

- Added language to clarify our position on warranted items.

Receipt of Damaged/Incorrect Merchandise:

- Added language to clarify timelines for reporting damaged/incorrect goods.

Pricing Review:

- Complete review of remaining product lines including Versa desking line, System XXI and Legion panel systems, some soft seating offerings.

Vendor Warranty Reimbursement Form:

- Carried over from last period, CI has provided excellent warranty resolution work at customers' location for many years at our own expense for labor and travel. The creation of the vendor warranty reimbursement form now allows for the estimate of reimbursable expenses related to repairing or replacing products due to partner vendor issues. CI will now be charging back vendors for this work which has never been done before.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Reviewing a potential partnership with Oregon CI on a few seating items.
- Implementation of Service Delivery Department bench stock for faster response to warranty and customer repair requests.
- Review of vendor soft seating kit program offerings to bring more manufacturing in-house for products currently at a lower level of value-add.
- Improvements to flagship desking line, Versa, to renew market interest and compete with more ancillary product lines - addition of modesty options, boxed-in height adjustable surfaces, acrylic door options.
- Carried over from last period, continue to improve CI website product selection and availability including site furnishings such as recycle and trash receptacles, metal credenzas, programming security chair, Apex big & tall chair, and executive task chair (Presider).
- Carried over from last period, roll-out cabinetry products and services to existing customer base; currently on quote #6, preparing to take photographs of projects upon installation should occur this quarter. Images will be used in promotion of product capabilities to customers.

FURNITURE MANUFACTURING

Stafford Creek Corrections Center (SCCC)

Program Participants: 181 (average)

Programming Hours Worked: 61,974

SOC Certificates Issued: 2

Certificates (other) Issued: 33

Vacant Positions: 75

MAJOR ACCOMPLISHMENTS:

- Completed all the orders for the end of the fiscal year.

FOCUS AREAS:

New CNC Machines:

- The new CNC machines are in place with dust collection, air pressure, electricity and have been UL certified. Manufacturer technicians are scheduled for initial start up, and training of new machines for both staff and incarcerated workers.

New Product Line:

- The furniture factory is in the process of adding a commercial casework line. This would provide state agencies the opportunity to purchase new cabinets for break rooms, mail rooms, pill rooms, conference rooms and anywhere they would like to add cabinets to work areas. Recently, the furniture division completed its first casework project for the Military Department and have several projects in planning stages.

New Options:

- We are in the process of adding metal framed glass doors to our Versa line and an option for built in USB ports on the majority of our desk lines in an effort to modernize the look and functionality of our products.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Complete install and training on our new CNC machines.

INCARCERATED INDIVIDUAL SERVICES

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

Program Participants: 163

Programming Hours Worked: 44,779

SOC Certificates Issued: 5

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

Vacant Positions: 10

MAJOR ACCOMPLISHMENTS:

- Staff completed Cognitive Coaching training to better support incarcerated workers using the problem solving and communication skills from Makin' it Work.
- The AHCC and MCC distribution centers hosted appreciation events for incarcerated workers and staff. The teams got to enjoy coffee and donuts and share appreciation for the hard work done serving the statewide population.
- A reduction in vacant incarcerated worker and staff positions within the program has provided the ability to meet increased production requirements.

Commissary:

- End of fiscal year inventory: The inventory variance for end of FY24 inventory was 0.5%. The commissary team continues to control and account for inventory at a high level. End of fiscal inventories are supervised by staff from outside of the program. The success of this inventory speaks to the training provided to the incarcerated in inventory management and reporting.
- Continued high sales volume as a result of family support from SB 5131 which created a deduction free commissary trust account. Commissary sales for FY24 were 36% higher than FY23, with a 1.5% increased volume of orders.
- Introduced a new Best Choice product. The Kirkland Chewy Protein Bar quickly became the top selling product by units sold, with an average of 70,000 individual bars per month purchased by the population.

Package Programs:

- There has been improvement in food package program inventory levels for both program launches and replenishments throughout the course of the program.
- FY24 saw record high participation in the property program based in large part on the new 19" TV which Washington state was the first state to offer, and a mini game console. Both products have been popular additions with the population statewide.

FOCUS AREAS:

Makin' It Work:

- Continue to provide opportunities for new workers in the program to participate in Makin' it Work training.

Manage Vendor Performance:

- Ensure new product launches have adequate inventory and that replenishment is ordered or transferred in a timely fashion to ensure all products remain in stock and available for the population.

New Product Review/Selection:

- For the package program, working to develop menus and select products that are unique and interesting to the population that serve needs not available through other avenues. For commissary, reviewing products for viability against updated criteria based on increase in available funds amongst the population.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Plan for implementation of Microsoft D365 transition through partnership with CI Business Solutions team. Reviewing released product cards, business requirement documents, and participating in conversations to ensure a smooth transition when Incarcerated Services starts migrating to the new system.
- Union Supply Group has proposed new order processing software for the package programs. We look to test and implement the new software over the coming months. Updated software more closely reflects fulfillment software used in private industry to provide incarcerated workers training on current platforms.

LAUNDRY

Statewide

Program Participants: 124

Programming Hours Worked: 55,800

SOC Certificates Issued: 9

Certificates (other) Issued: 16

(16 Association for Linen Management (ALM) Certifications and 6 Makin' It Work Certificates)

Vacant Positions: 29

MAJOR ACCOMPLISHMENTS:

- Completed equipment replacement and installation throughout statewide facilities for FY24.
- All staff completed Cognitive Coaching training.
- Ten ALM certifications in process beyond the 16 completed.
- Transitioning laundry assets from CI to the Department of Corrections (DOC) facilities.

FOCUS AREAS:

Training:

- Continue the support of Makin' It Work and ALM certifications, as well as achievement of Standard Occupancy Code Certificates of Proficiencies (COPs) throughout state laundry facilities.

Staff Support:

- Focused support collaborating with stakeholders to eliminate operational roadblocks throughout state laundry facilities.

Preventative Maintenance:

- Continue promoting and developing preventative maintenance goals throughout state laundry facilities.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Collaborating with facility maintenance teams on the maintenance and replacement of equipment now that an update to DOC policy 700.100 has taken place giving the responsibility for these requirements to the department rather than CI.

LICENSE SERVICES DIVISION

Monroe Correctional Complex (MCC)

Washington State Penitentiary (WSP)

Program Participants: 35

Programming Hours Worked: 10,508 (License plates)
1,807 (Tabs)

SOC Certificates Issued: 4

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

Vacant Positions: 16 (License plates)
4 (Tabs)

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Tabs: Maintain production and quality while working through incarcerated worker challenges.
- License Plates: Work to get the output even with DOL's order demand and then build inventory to be ahead of their requirements.

MAJOR ACCOMPLISHMENTS:

- The new license plate shop at WSP opened, producing embossed and specialty plates.
- Planning for a 100-year celebration event on July 31 recognizing the relationship between the Department of Licensing (DOL) and Department of Corrections (DOC) in the production of license plates.
- Completed a number of large tab orders for DOL with limited workers.

FOCUS AREAS:

DOL Orders:

- With the new shop opened and fully operational, staff and incarcerated workers are working through the newness of the equipment, with a steep learning curve. It is the belief that they will catch on quickly and bring about the numbers needed to have the program supplying DOL orders consistently.

Old License Plate shop Closure:

- Work was done to finalize movement of any needed items from the old shop to the new one and then dispositioning of old equipment to surplus or scrap so the prison facility can use the area for incarcerated programming space; potentially HVAC.

Time Efficiency Studies:

- With the new shop having opened, time studies will begin at each point in production to evaluate areas to increase efficiency and decrease wasted movement, thus improving overall production output.

Tab Shop Workers:

- Working with facility jobs coordinator to remedy the challenges of the low number of workers and their time availability. Using overtime to maintain the needed output to fulfill orders in the meantime.

MCNEIL ISLAND STEWARDSHIP

Cedar Creek Corrections Center (CRCC)

Program Participants: 4-7

Programming Hours Worked: 7,500

Vacant Positions: 13

MAJOR ACCOMPLISHMENTS:

- Marine vessel (MV) Chinook was returned from dry-dock on June 25. New seating is currently being installed, to be completed by end of August 2024.
- Pre-design for dock and passenger ferry are in progress.
- Study and analysis continues to convert the McNeil Island Stewardship (MIS) wastewater treatment facility to a LOSS (Large On-site Sewage Systems) system or a land application for our final effluent.
- The MIS fuel line is being fed by a temporary tank as the fuel farm tanks are almost all permanently closed.
- Installation of the new barge slip generator with pad.
- Side load conversion for MIS fuel farm was completed and provides safer fueling operations from a staff safety and spill risk reduction standpoint.
- Installation of one temporary fuel tank, while a more permanent tank option is identified. Former fuel farm tanks have exceeded useful life and are unable to be certified.

FOCUS AREAS:

Surplus of Equipment:

- Continued efforts by the Department of Corrections fleet manager and the Department of Enterprise Services (DES) to surplus all old and un-used vehicles and equipment from MIS.

Tool and Equipment Accountability:

- Marine department staff are currently working on updating their tool and equipment lists.

Mitigating Fire Danger:

- Staff are working diligently to cut grass, clear fallen limbs and trees to reduce fire danger as the weather warms up.

Marine Vessel:

- Marine vessel Callahan scheduled to be hauled out on July 2nd to continue undergoing steel replacement. Anticipated return is November 2024.

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 docks, floats and causeways. The second is the planning and design of new passenger ferries and barges.
- Haul out of Barge #1 in November 2024 for Coast Guard Inspection.
- Continue to remove old equipment that Department of Enterprise Services does not want with appropriate vendors for disposal/scrap.
- Explore replacing Tank #1 with a new double walled 25,000-gallon tank and pad.
- Explore replacing the MIS marine fueling pipeline with a shorter/smaller system.

OPTICAL

Airway Heights Corrections Center (AHCC)

Program Participants: 64

Programming Hours Worked: 49722,

SOC Certificates Issued: 1

Certificates (other) Issued: 8 - Makin' It Work

MAJOR ACCOMPLISHMENTS:

- CI Optical was successful in starting the Third ABO (American Board of Optometry) prep class after a long wait. The optional class runs two days a week for two hours each day and covers the fundamentals of optics as they relate to the eye, ocular anatomy, various disorders of the eye and how lab workers put all of that information to use while manufacturing eyewear for customers. The incarcerated workers were excited after waiting so long for a class to start as they welcome opportunities to expand their knowledge to enhance their work experience. The customer care team is also learning the material, as time allows, to better understand clients' needs and head off issues at the point of order entry. This learning benefits the program by having a care team with this specific skill set.

FOCUS AREAS:

Microsoft Dynamics 365 (D365):

- Focusing on D365 timekeeping and learning to navigate the system so the upcoming launch goes smoothly.

Remote Order Entry :

- While progress had stalled, the hope is that once timekeeping is launched, there will be more resources available to clear the roadblocks that had occurred. Getting a remote order entry system up and running will benefit CI as the cost savings alone will be a significant asset. Another benefit would be the ability to pick up other contracts that the program has lost out on due to not having remote capabilities.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Continue to work on our focus areas of timekeeping, ABO prep training and remote order entry.
- Optical will start looking into emulating more contemporary methods of manufacturing that incarcerated workers would find in a lab out in the real world, as the technology currently in use in CI's lab, while adequate enough to get the job done, is decades old. In addition, it is increasingly difficult to procure the supplies needed to use the machinery currently in the lab. The newer technology produces a superior product with less margin for human error, uses fewer consumable products, and would provide a cost saving benefit.

SAFETY AND RISK MANAGEMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- Continuation of tracking and reporting monthly accident reports via OnBase.
- Began including six Department of Corrections (DOC) 'Traditional' food services in a separate monthly Accident Report as requested by staff.
- Conducted a safety audit for Coyote Ridge Corrections Center.
- Continuous collaboration with the DOC safety office on all matters.
- All staff completed 100% annual In-service trainings, as well as mandatory Cognitive Coaching training before June 30.

FOCUS AREAS:

Standardization:

- Initiate a standardized philosophy statewide starting with standard 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.
- Initiate standardization agenda for all sites. Safety bulletin boards and forklift certifications to start.
- Continue monitoring past safety audits for the completion of critical action plan items still outstanding.

SERVICE AND DELIVERY

Correctional Industries Headquarters (CI HQ)

Program Participants: 31

Programming Hours Worked: 12,288

SOC Certificates Issued: 2

Certificates (other) Issued: 4 - Forklift

Vacant Positions: 9

MAJOR ACCOMPLISHMENTS:

- All installations and deliveries from FY24 went well. As of June 30, there were only six jobs that were not completed. Most are scheduled for August 2024, in years past this has been a very difficult task to complete. Great work and communication by staff to get this work completed.
- With the return of some former CI staff members, we have filled all current staffing positions.
- Asset replacement has been completed for FY24, and asset replacement quotes for FY25 has begun.

FOCUS AREAS:

Incarcerated Workforce:

- Continue to coordinate with Cedar Creek Corrections Center's (CCCC) new job coordinator to increase the number of available workers, with the goal of having a total of 40 incarcerated participants. This will allow for more stability in the program and provide opportunities for individuals working toward reentry.

Warehouse Project :

- Warehouse staff are starting to go through the warehouse for summer cleaning by going through old products and repurposing items that can be of use. This will also help with providing more warehouse space for products that arrive daily.

Training:

- Scheduling all incarcerated workers for forklift certification/training. As new incarcerated workers come on board we are trying to certify them within two weeks.
- With review of completed staff and incarcerated training, there is a need for tool training for install, warehouse and facility staff to be in compliance and back up to date. Along with incarcerated workers, we are updating all staff tool training folders.
- D365 training for staff; this will be the fourth round of training. Five staff members participated in training of Airway Heights Corrections Center (AHCC) warehouse movement and on incarcerated workers' payroll. Staff are getting ready to change over to the new system.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Ensure all staff complete CORE training and two new employee holding a commercial drivers license have obtained their P1 passenger endorsement within four months.
- Live training for employees on D365 will be ongoing through the next six months.
- Warehouse projects to be completed to focus on organization o new product arriving daily.
- Increase incarcerated worker levels to 40 and focusing on reentry programs.

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: 220

Programming Hours Worked: 23,250

SOC Certificates Issued: 8

Certificates (other) Issued: 19 - Makin' It Work

Vacant Positions: 53

MAJOR ACCOMPLISHMENTS:

- AHCC shops have been concentrating on consolidating from two shops to one. The sewing shop has been drilling down and completing open orders. They have been shipping some parts and equipment to CRCC. We have worked with the Department of Corrections (DOC) Headquarters to revise the radio holder that officers use in the prisons. The department has changed to a smaller radio version and AHCC has revised their patterns and made the holders fit the new radios.
- CDC is working with the Department of Social and Health Services (DSHS) to establish a security uniform for their custody staff. CDC is also working with DSHS on providing more options to their ordering options at the facility level for their staff. We have weekly meetings to discuss what is needed and what CI can accomplish.
- CRCC is currently the only manufacturer of the new gender responsive clothing. CRCC is working with AHCC to develop a smaller mattress for a couple of their units. CRCC has re-evaluated the production of the laundry bag to make sure there is more efficiency and less failure of the bags. Working with the CDC, CRCC has found a heavier laundry mesh that is more durable for the customer base. The overall cost decreased from \$3.01 per yard to \$1.60 per yard.
- WCC increased production capabilities of some of the incarcerated garments for the intake bags as well as customer demand by each of the facilities.
- WCCW saw a spike in embellishment (embroidery) orders.

FOCUS AREAS:

Microsoft Dynamics 365 (D365):

- The division is challenged currently on financial reporting in regard to inventory valuations. Textiles is still inquiring on ways to accomplish internal orders, populate open orders, back orders, accruals and other business reports. The current financial statements show the division in a negative net income status without the means to validate the information.

Uniform Vendor:

- The CDC is working at finding an alternative vendor to provide officer and food service uniforms on a more timely basis as the current vendor is not meeting the need.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Now that textiles has established better processes for completing work in D365, over the next quarter, the division will be looking at bringing on the RF Smart Scan system. Bringing on RF Smart will increase the fulfillment of orders. We look forward to its implementation as it should streamline inventory accountability and movement.
- Standardize inventory costing and textiles financials. Work at figuring out the raw material usage process in D365.
- Work with DOC to establish a yearly forecast of incarcerated clothing and base production on quarterly delivers. This should level out production and order fulfillment which will decrease our cash conversion cycle.

WORKFORCE DEVELOPMENT

Statewide

MAJOR ACCOMPLISHMENTS:

- By June 30, 245 staff were trained in Cognitive Coaching. Smaller classes meant to capture remaining staff who still need the training, along with any new staff, will be conducted moving forward.
- Since April, CI Workforce Development (WD) staff had held several Financial Literacy classes, with an average attendance of 20 incarcerated workers per class. Classes have been held at CI Headquarters, Washington Corrections Center for Women, Stafford Creek Corrections Center, and Monroe Correctional Complex.
- The WD Shop Boards were finalized, with the first boards scheduled to be delivered and installed in August.
- Airway Heights Corrections Center (AHCC) Mock Interviews were canceled in June but rescheduled for September, with the addition of another day of interviews to include more Food Factory/Manufacturing incarcerated workers, who are located in a separate area from other CI industries/shops.
- In May, a one-day WD Team Retreat provided an opportunity for a refresh for the team to review priorities, practice team building and share best practices.

FOCUS AREAS:

WD Shop Boards:

- The WD team to provide in-person deliveries of the new Shop Boards promoting WD services to all facilities.

Mock Interviews:

- Renewed coordination of Mock Interview events at AHCC, with an eye on refining processes for future Mock Interviews at other prisons.

Financial Literacy:

- Providing Financial Literacy classes in Eastern WA facilities and more Western WA facilities.

Fair Chance Employers & Community Resources:

- Continuing to conduct outreach in different counties targeting fair chance employers and community resources to develop a robust reference list statewide.

STRATEGIC PRIORITIES FOR UPCOMING QUARTER:

- Conducting Mock Interviews for AHCC Sept. 24th and 25th
- Scheduling Mock Interviews for other facilities.
- Planning for a second round of Mock Interviews in the fall at CI Headquarters.
- Networking and training at the CPTS (Community Partnership for Transition Solutions) Summer Institute in July.

ETHNICITY BREAKDOWN

DOC PRISON POPULATION TOTAL: 12,768

Airway Heights Corrections Center

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 2%
- Black - 10%
- Other - 1%
- Unknown - 1%
- White - 80%
- Hispanic (Any Race) - 22%

Cedar Creek Corrections Center

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 11%
- Black - 25%
- Other - 1%
- Unknown - 0%
- White - 56%
- Hispanic (Any Race) - 8%

Clallam Bay Corrections Center

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 6%
- Black - 20%
- Other - 3%
- Unknown - 0%
- White - 65%
- Hispanic (Any Race) - 24%

Coyote Ridge Corrections Center

- Amer. Indian/AK Native - 4%
- Asian/Pacific Islander - 5%
- Black - 19%
- Other - 1%
- Unknown - 2%
- White - 68%
- Hispanic (Any Race) - 16%

Mission Creek Corrections Ctr. for Women

- Amer. Indian/AK Native - 8%
- Asian/Pacific Islander - 6%
- Black - 8%
- Other - 6%
- Unknown - 1%
- White - 71%
- Hispanic (Any Race) - 14%

Monroe Correctional Complex

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 5%
- Black - 18%
- Other - 1%
- Unknown - 1%
- White - 70%
- Hispanic (Any Race) - 15%

Olympic Corrections Center

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 7%
- Black - 21%
- Other - 9%
- Unknown - 0%
- White - 57%
- Hispanic (Any Race) - 10%

Stafford Creek Corrections Center

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 6%
- Black - 20%
- Other - 1%
- Unknown - 1%
- White - 66%
- Hispanic (Any Race) - 9%

Washington Corrections Center

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 6%
- Black - 19%
- Other - 1%
- Unknown - 1%
- White - 66%
- Hispanic (Any Race) - 16%

Washington Corr. Ctr. for Women

- Amer. Indian/AK Native - 8%
- Asian/Pacific Islander - 5%
- Black - 11%
- Other - 6%
- Unknown - 1%
- White - 69%
- Hispanic (Any Race) - 14%

Washington State Penitentiary

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 4%
- Black - 22%
- Other - 2%
- Unknown - 1%
- White - 64%
- Hispanic (Any Race) - 18%

CI CLASS II PROGRAM PARTICIPANTS TOTAL: 1,571

Airway Heights Corrections Center

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 3%
- Black - 10%
- Other - 1%
- Unknown - 2%
- White - 80%
- Hispanic (Any Race) - 19%

Cedar Creek Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 17%
- Black - 31%
- Other - 0%
- Unknown - 0%
- White - 52%
- Hispanic (Any Race) - 2%

Clallam Bay Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 0%
- Black - 63%
- Other - 0%
- Unknown - 0%
- White - 38%
- Hispanic (Any Race) - 13%

Coyote Ridge Corrections Center

- Amer. Indian/AK Native - 2%
- Asian/Pacific Islander - 5%
- Black - 16%
- Other - 2%
- Unknown - 2%
- White - 73%
- Hispanic (Any Race) - 24%

Mission Creek Corrections Ctr. for Women

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

Monroe Correctional Complex

- Amer. Indian/AK Native - 6%
- Asian/Pacific Islander - 4%
- Black - 14%
- Other - 1%
- Unknown - 1%
- White - 74%
- Hispanic (Any Race) - 15%

Olympic Corrections Center

- Amer. Indian/AK Native - 0%
- Asian/Pacific Islander - 67%
- Black - 0%
- Other - 0%
- Unknown - 0%
- White - 33%
- Hispanic (Any Race) - 33%

Stafford Creek Corrections Center

- Amer. Indian/AK Native - 2%
- Asian/Pacific Islander - 11%
- Black - 21%
- Other - 1%
- Unknown - 0%
- White - 65%
- Hispanic (Any Race) - 7%

Washington Corrections Center

- Amer. Indian/AK Native - 4%
- Asian/Pacific Islander - 8%
- Black - 20%
- Other - 2%
- Unknown - 1%
- White - 65%
- Hispanic (Any Race) - 17%

Washington Corr. Ctr. for Women

- Amer. Indian/AK Native - 7%
- Asian/Pacific Islander - 7%
- Black - 17%
- Other - 7%
- Unknown - 0%
- White - 63%
- Hispanic (Any Race) - 2%

Washington State Penitentiary

- Amer. Indian/AK Native - 5%
- Asian/Pacific Islander - 5%
- Black - 25%
- Other - 5%
- Unknown - 1%
- White - 60%
- Hispanic (Any Race) - 14%