

The following is a summarized list of questions and answers from the audience of the IIBF Live Event Public Meeting on October 26, 2023. To the extent possible, they have been grouped by the category for relative response on the Budget to Actual Financial report.

<b>Question:</b>	<b>Answer:</b>
<p>I am inquiring about the protocol that is necessary for acceptance of the application for Lodging and Transportation assistance. My daughter and I sent the requests on Monday, October 23, 2023, for a future trip coming November 22, 2023. Is there an email notification about the receipt of the applications? How do we know that the application has been received? We have not even gotten the notification about the acceptance of the application. It would be great if there was communication.</p>	<p>Our family services unit has checked the application status of this family member, and they received a response from the LAP mailbox on October 26<sup>th</sup>. Families will always get a response back; however, it might take a few days. This is one of the reasons why we ask for up to 20 days advance notice.</p>
<p>Why the required \$7 to be involved in the weight program could not be specially used for weight replacement or buying new equipment? Instead of just putting the funds in Recreation.</p>	<p>Recreation fees support the entire recreation program. The facility recreation manager identifies the items the fees are to be used; new weights can be one of those.</p>

<p>Why the meal enhancement listed in IIBF could not be used for special holiday visitors to have a special meal during visitation?</p>	<p>Currently, the meal enhancement funding from the \$10 ADP is for incarcerated individuals only, facilities use the funding during the holiday season to provide special treats and meal enhancements above the standard menu for the incarcerated individuals.</p>
<p>The revenue for the IIBF increased by \$ 2.8 million yet the FY24 budgeted expenditures for non-restricted is only \$143,000 (\$10 per incarcerated individual per year). This is less than 5% of the annual revenue. This \$10 per year has not changed in at least the last 3 years, why is this not increasing to keep up with inflation?</p>	<p>Facilities have not spent their annual allocation over several years and we've taken measures to fund additional items such as EFV supplies and cultural events outside of the \$10, thus increasing their net buying power.</p>
<p>Cultural being- Hispanic Heritage, Indigenous People, Asia Pacific, Black History. Religious/Spiritual being Jewish, Pagan, Christian, Muslim, Jehovah's Witness, etc.</p> <ul style="list-style-type: none"> <li>• Please explain the differences between the categories.</li> <li>• How are the monies used for each one?</li> </ul>	<ul style="list-style-type: none"> <li>• Cultural refers to the annual cultural events that are facilitated by staff and planned by individuals who identify with a certain heritage. This does not include volunteer-led groups that identify as "cultural" groups. Religious services include those services held at each facility for incarcerated individuals who practice any of the recognized groups located in the Handbook of Religious Beliefs and Practices <a href="#">500-HA001.pdf (wa.gov)</a></li> </ul>

<p>Why is more money not budgeted for those categories?</p>	<ul style="list-style-type: none"> <li>• It depends on how the group wants to spend allotted funds to support their events.</li> <li>• The approved FY24 IIBF budget has a line item for Culture Programs from the Other Spending area. The budgeted amount is specified in the IIBF policy. Modifications can be suggested through the policy review process.</li> </ul>
<p>Why are families being charged for their children to attend Religious and Cultural events?</p>	<p>The Prisons Division decided that groups must pay for additional custody supervision for minors to attend religious and cultural events. The funding provided in IIBF is for supporting the cultural event itself, i.e., incarcerated food, decorations, supplies, etc. IIBF funds are not used to support the added staffing. As for meals, all visitors are required to purchase a meal, and that can be from the family member themselves, religious/cultural group funds, or incarcerated individual trust funds.</p>
<p>How does the Television Rental/Fee Recovery work? If DOC is not spending this money, why are they collecting it? If DOC is required to collect these fees per RCW, what</p>	<p>TV rental fees are collected to support the TV rental program in terms of replacing unserviceable TV units and/or purchasing repair parts and supplies. An individual can choose to purchase their own TV or rent one from the program. There is no way to predict when TV units will need</p>

<p>should the facilities be spending the money on?</p>	<p>to be replaced. Any fees not spent during a fiscal year are available in the next year should TV replacement costs exceed available TV rental fees.</p>
<p>How is the budget for Family Friendly determined?</p>	<p>The Family Friendly budget is developed each year during the spring and incorporated into the IIBF budget for the upcoming fiscal year. DOC policy 530.150 provides details on the process and can be accessed <a href="#">here</a></p>
<p>What is the approximate % of the population that has families? Why are the budgeted expenditures for EFVs taken from the \$10 per individual when more than 90% of them do not have access to EFVs?</p>	<p>EFV expenditures are no longer funded through the \$10 per individual allocation. When we eliminated the fee to participate in EFV, we specifically funded each facility with a line item budget amount for EFV consumable items.</p>
<p>Why are those with infractions denied IIBF-funded items, they are still paying for phone and media?</p>	<p>Disciplinary sanctions are governed by DOC policy 460.000, Disciplinary Process for Prisons, located <a href="#">here</a>. Sanctions may include the loss of certain privileges, including items funded by IIBF.</p>
<p>The IIBF reports should be sent to the LFC prior to LFC meetings to allow for</p>	<p>We met with some family members to discuss this issue and discovered that the timing of the Local Family Council</p>

<p>time to review and prepare questions. Why is this not happening?</p>	<p>meetings, which are every other month, did not align with our quarterly financial reporting schedule. An outcome of that meeting was an agreement that we would publish monthly financial reports and reduce the level of detail to a manageable level. Our Regional Business Managers have worked with facility Business Managers to make that transition.</p>
<p>Why are Family Representatives from each facility not included in the CPPC/LBA meetings for budgeting and planning?</p>	<p>We are encouraging family representatives to attend the LFC meetings so they can provide suggestions and feedback for local IIBF budgeting and planning. They can also provide their suggestions and feedback to the two selected family representatives of the IIBF budget committee.</p>
<p>How does the Supplemental Pop-Up work? Why aren't these monies spent on special events requested by the families and incarcerated?</p>	<p>LFC members may submit a proposal through the LFC Secretary and co-chair for use of pop-up funds to plan events that benefit those attending visitation or to support supplemental family friendly events not planned annually during the spring call for proposals.</p>
<p>Why are all the reports from facility to facility different? I understand that</p>	<p>Regional Business Managers are working with facility Business Managers to standardize the reporting format as</p>

<p>the budget report sheet is a template but why can they not be uniform? This way when we go to read them we are able to tell what is being spent and what it is. More detailed information on what is purchased would be great as well.</p>	<p>well as the level of detail provided. Some facilities will provide more detail and others will reduce detail. This transition is in combination with a switch to monthly reporting to better facilitate timely financial information for Local Family Council meetings.</p>
<p>My facility WCC has been charging EFV electrical to the IIBF fund. I recently pointed out they are not able to do that and are now fixing it and removing it from IIBF. How can we get that money back into the IIBF fund since it never should have come from that account? This was years of taking money from IIBF to pay the electrical bill. Families' money should never be used for this. How can we fix this money that was taken?</p>	<p>The coding error was fixed by the staff and the funding will go back to the IIBF non-restricted funds and be used for proper programs and events at the facility.</p>
<p>According to DOC Policy 200.200, Source of Revenue: "Funds will not be authorized as betterment fund revenue from: ...recreation fees..."</p>	<p>Recreation fees are properly classified as a recovery of expenditure, not revenue. Recreation fees charged by each facility are available to them to spend throughout the year to support recreation program needs.</p>

<p>I/Is pay for using recreation equipment such as the weight deck and for TV rental. The AHCC quarterly report July 1-Sep 30 shows recreation fee recovery (2499.00) and TV rental recovery fee (2393.74). IIBF funds of \$10, 970.00 are used to pay for recreation equipment including weight decks, sports, and hobbies. Are the recovery fees added into the facility recreation budget?</p>	
<p>IIBF funds of \$101,556.00 are budgeted to pay for TV services. Are the TV recovery fees added into the TV services budget?</p>	<p>The \$0.50 per month cable access fee offsets the cost of providing television services to all facilities. Each facility is budgeted according to what their specific TV service cost is for their providers. TV rental fees collected are used to support the TV rental program in terms of repair/replacement of existing TV and expanding the number of TV offered for rental if sufficient demand exists.</p>
<p>If the recovery fees are not put in the recreation and TV services funds, where does the money go? DOC FY 24 IIBF quarterly budget</p>	<p>The recovery fees from recreation and TV rental programs will be used to repair and purchase items when needed during the fiscal year. The unspent amount of fees during the fiscal year end will be brought back to the IIBF fund</p>

<p>report Sep 2023 shows total recoveries for recreation and TV as - \$44,859.00. Is that amount taken out of the IIBF budget?</p>	<p>balance. It will be discussed during the budget build process and to be used for the next fiscal year.</p>
<p>According to DOCV Policy 200.200, "Authorized expenditures from the betterment fund include: "Approved, infrequent special enhancement projects (e.g., EFV units, gym floor refinishing)" Why are IIBF funds used to refinish a gym floor? This should be paid for out of DOC's building maintenance or capital improvements funds.</p>	<p>Minor maintenance activities for gym floors may be approved from IIBF funds, although that has been rare. Major maintenance activities are expected to come from the facility's operating budget or the capital budget.</p>
<p>Cable TV - Use the IIBF funds to fix the cable reception. The reception is fuzzy due to old, outdated wiring that needs replaced.</p>	<p>We are looking at a new statewide vendor for television services and expect that will assist with reception issues. We will expect the vendor to ensure clear reception.</p>
<p>Why can't each facility be given an amount of money for their facility to order the fitness equipment their incarcerated want?</p>	<p>To ensure that the equipment purchased meets the safety and other requirements, our current procedure is to have the recreational manager and purchasing staff to review the list requested by facilities and then work with the local facility</p>



	<p>before approving and allocating the funding to them. Facility recreation staff do consider input from incarcerated individuals in selecting fitness equipment.</p>
<p>Why not allow the incarcerated individuals to be more involved in the IIBF process and decide where to allocate the monies? Why are there no Incarcerated Representatives on the IIBF Committee? Why are the incarcerated individuals not included in these public reviews?</p>	<p>Incarcerated individuals can provide their feedback, and suggestions to their tier representatives, and have their families/loved ones provide feedback and suggestions to the local LFC meetings. The facility also posts the IIBF financial documents in the units or visit rooms. The incarcerated individuals also can have input with the survey tools are completed. IIBF financial reports are posted in living units to inform incarcerated individuals how funds are spent.</p>
<p>Have more transparency in the IIBF process and explain it in a way that the majority of the incarcerated individuals can understand keeping in mind that the majority have a 5th-grade reading level and are still trying to obtain their H.S. diploma or GED!!</p>	<p>We welcome any feedback on increasing the transparency and understandability of our communications.</p>

<p>Vending Machine commission</p> <p>How does the commission work if not all facilities are using the same vendor?</p> <p>Is the commission different per vending company?</p> <p>Is there a flat rate of commission on all items or does it vary per item/cost?</p> <p>What is the % taken for commission?</p>	<p>The vending machine contract is managed by the Washington State Department of Services for the Blind, and they select the vendor for DOC facilities based on the area availabilities. All commissions received from the Incarcerated Individual designated areas go to the IIBF as vending commission revenue.</p>
<p>How many free photos are provided at the visiting room</p>	<p>Two free photos are provided at the visiting room per visiting day.</p>
<p>Can you tell us about the TV/Cable options that you are working on?</p>	<p>We are narrowing it down to two service providers similar to the services of DirecTV. We will start with the basic package first at the facilities for 90 days then survey the population with the channels they like.</p>

<p>Lodging and transportation assistance program. We are from out of state to visit our loved ones. Each time we stayed for four days. With the expended reimbursement options as two reimbursements per month, how do we benefit from that with our situation?</p>	<p>You can still use two days of reimbursement together on your application form. We are working on making changes to the DOC website with the new application.</p>
<p>Currently, the lodging and transportation assistance program is handled at the DOC headquarters. Can it be handled at the facility directly in order to maximize the usage of the funding?</p>	<p>We are working on identifying the marketing tool to use at the facilities such as information advising on the DOC public website, another option we are looking at is to have the reception centers send out the letter of LTAP information to families. Who processes the payment isn't a driver for loved ones taking advantage of the program. We are hoping that increased promotion of this opportunity will increase participation.</p>