



# FAMILY COUNCIL MEETING MINUTES

Location: Washington Correction Center (WCC)/Teleconference Date: Thursday September 15, 2022  
 Time: 7:00 pm

Teleconference details: Microsoft TEAMS +1 253-372-2181, Phone Conference ID: 432 946 336#

<b>Meeting Attendees</b>
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Department/facility co-chair: Melinda Kupers- CPM Family co-chair: Vacant

Facility/council secretary: Jennifer Allmendinger Family secretary, if applicable: Vacant

Members present: Melinda Kupers, Dean Mason Jennifer Allmendinger, Aulakh, Haji, Monica Ritter, Felix D'Allesandro, Carol Welch, Jasmine Bernardez, Tamara Light, Curt and Wendy Schindler.

Non-council member attendees: Jay Jackson

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
<b>Family Services Representative</b>	We still do not have a representative. Position has not been filled.	

New business

Topic	Discussion/Key Points	Next Steps
<b>Pre-Submitted Questions</b>	<ol style="list-style-type: none"> <li>1. Is there any news about WCC coming off out-break or cluster status?               <ul style="list-style-type: none"> <li>• No longer have to wear masks, but still encouraged.</li> <li>• A brief kiss at beginning and end of visit is allowed.</li> <li>• Visitors are still required to test prior to visit.</li> <li>• Children's play area is now open.</li> <li>• Safe Start 33.1 is being completed.</li> <li>• There are several criteria we have to meet to remain maskless.</li> </ul> </li> <li>2. When will WCC be opening up the vending machines?</li> </ol>	

	<ul style="list-style-type: none"> <li>• Waiting to hear back from Evergreen Vending regarding getting them filled.</li> <li>• Unable to select a new vendor. The contract and new policy has gone out. The vendor selection has to go through the Dept. of the Blind.</li> <li>• Bottled water will still be provided.</li> </ul>	
Jay Jackson: I/I Betterment Fund Spending	<p>Went over report.</p> <ul style="list-style-type: none"> <li>• Increased Cultural Activities to \$3000.</li> <li>• Barbershop and Recreation are under Cultural Activities.</li> <li>• HQ gave money for new recreation equipment. The old weight decks will be moved to the small yard and new equipment will replace old equipment.</li> <li>• Looking into holiday and super bowl bags.</li> </ul>	Please see attached report.
<b>DISCUSSION AND QUESTIONS</b>		
Cable companies and channels	<p>Current contract is with Hood Canal.</p> <ul style="list-style-type: none"> <li>• Hood Canal does not supply BET or other cultural channels in their packages.</li> <li>• Would love to get that fixed and have more packages added.</li> </ul> <p>Is State looking at Comcast? Currently does not supply Shelton.</p>	
Staff shortages	<ul style="list-style-type: none"> <li>• We are still suffering with staffing shortages.</li> <li>• We currently have 48 vacant positions</li> <li>• We have to keep critical posts filled, which means Education and</li> </ul>	

	<p>Recreation are often shut down.</p> <ul style="list-style-type: none"> <li>We have hired a Recruiting Sgt. and a Navigator. They have 6 events planned to reach out for new recruits.</li> <li>It currently takes a 2 month process to get staff online.</li> </ul>	
Statewide Family Council	<p>Meeting held on Saturday 10:00-3:00pm. Several people on agenda regarding COVID, Visiting, Legal Mail, Hobby Craft and Cable TV to name a few. Lisa Flynn will be speaking about the EFV policy draft.</p>	
Visiting Outdoor Area	<ul style="list-style-type: none"> <li>Kudos to our Maintenance Department. They had some good ideas and ran with it. We will be putting umbrellas on the table. Great area to hold special events also. Please submit any ideas to CPM Kupers or Jennifer Allmendinger</li> <li>It is a great change and a good experience to be able to go outside and staff were able to switch out families so that others could enjoy sitting outside.</li> </ul>	<ul style="list-style-type: none"> <li>Dean Mason will look into visiting being fully staffed so that visitors can enjoy the outdoor area.</li> <li>We will see if Evergreen vending will start participating in meetings. The manager use to come and give a presentation and then it became sporadic or couldn't answer questions.</li> </ul>
Visiting Hours	<p>Will visiting hours increase?</p> <ul style="list-style-type: none"> <li>Some facilities maybe able to increase hours due to their layout. Our facility is constrained. We have two sessions with a break in the middle to allow for testing.</li> </ul> <p>If it changes, how will we know?</p> <ul style="list-style-type: none"> <li>You would receive an update when you go to schedule.</li> </ul>	
LFC Meeting	<p>Will we ever go back to meeting in person?</p> <ul style="list-style-type: none"> <li>We would love that. Currently unable to because of Safe Start rules.</li> </ul>	
LFC Elections	<p>Any word of anyone wanting to fill empty positions?</p>	<p>Would look into putting something on tables.</p>

	<ul style="list-style-type: none"> <li>• We didn't get anyone to fill positions. Sent out a kiosk and didn't get any response that way either.</li> <li>• WCC has always had difficulty getting more people to join family council and even more difficult to fill positions We only have 2 living units, so based on size, it could be average as compared to other facilities with more living units..</li> </ul>	
Family Friendly Events	We had a Back to School event this month. Next week Read to Me Daddy will be starting back up.	Will share Quarterly Fact Sheet with Council.

Next meeting location: N/A Date: November 17, 2022 Time: 7:00 p.m.

Comments: Microsoft TEAMS: 1-253-372-2181 Conf ID#155986375

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Distribution: **ORIGINAL** - Family council co-chairs

**Washington Correction Center (WCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY22 Quarterly Budget to Actual Report from July 2021 thru March 2022 - FM09**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY22 Budget	Expenditures	Fee Recovery	Remaining FY22 Budget	Brief Description of Expenditures to Date
88110	NR02	BARBER SHOP	1,500.00	0.00		1,500.00	
88115	NR05	CULTURAL / RELIGIOUS	600.00	0.00		600.00	
88125	NR07	EFV ELECTRIC	660.00	365.49		294.51	Monthly utility bill for EFV trailers
88125	NR08	EFV EXPENDITURES / FEE RECOVERY (\$15 per night)	250.00	399.90	(1,415.00)	1,265.10	Misc kitchen supplies, pots w lids, bed sheets
88160	NR19	RECREATION EXPENDITURES / FEE RECOVERY (\$7 quarterly)	7,191.00	5,439.14	(5,866.00)	7,617.86	Barbells, weightlifting pads, balls, linear bearing shaft, rubber horseshoes, cards, games, springs, saran wrap to wrap equipment during quarantine, hygiene prizes, replace wornout and broken equipment
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month)	0.00	0.00	(2,312.54)	2,312.54	
88180	NR27	UNIT ACTIVITY	3,250.00	513.32		2,736.68	light refreshments for CTAP graduation, Irons, games
88180	NR27	UNIT ACTIVITY / NETFLIX SUBSCRIPTION (\$13.05 per month)	157.00	117.45		39.55	Monthly Netflix bill for Lower R units
88190	NR30	VISIT ROOM	412.00	194.19		217.81	timers, crayons, party favors, arts & crafts supplies
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 per month, per I/I)	28,484.00	24,260.49	(2,794.24)	7,017.75	Hood Canal Communications / monthly billing \$2,695.61
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	975.00	975.00		0.00	postage, boxes and mailers for crafts
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,950.00	989.50		960.50	composition books, pencils, stickers, boxes and postage for mailing crafts
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,950.00	1,832.56		117.44	Backdrop, photos, crafts, postcards, mailers
89130	FF69	FAMILY FRIENDLY - WINTERFEST	2,700.00	2,676.26		23.74	games, puzzles, crafting supplies, picture frames, craft supplies & games used for Spring Carnival
89130	FF38	FAMILY FRIENDLY - SCIENCE LAB WITH DAD	1,462.00	0.00		1,462.00	
89130	FF92	FAMILY FRIENDLY - CARNIVAL DAY	1,950.00	1,333.70		616.30	craft supplies / games / mailing materials & postage
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	975.00	0.00		975.00	
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	1,950.00	0.00		1,950.00	
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	0.00		500.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	10,000.00	0.00		10,000.00	
89110	SP69	SPECIAL PROJECTS - EFV / VR ENHANCEMENTS	5,000.00	0.00		5,000.00	
89130	FPOP	FAMILY FRIENDLY - POPUP FUNDS	1,370.00	0.00		1,370.00	
89130	FFFD	FAMILY FRIENDLY - FUTURE DEPLOYMENT FUNDS / CHRISTMAS GOODIE BAGS	8,500.00	8,415.00		85.00	Hot Cocoa, cup cakes, peanuts, M&Ms
<b>Report Total</b>			<b>81,786.00</b>	<b>47,512.00</b>	<b>(12,387.78)</b>	<b>46,661.78</b>	