



# FAMILY COUNCIL MEETING MINUTES

Location: MCC - JEPC Date: 08/12/2023 Time: 10a - 12p  
 Teleconference details: Microsoft Teams

## MEETING ATTENDEES

<u>Paula Chandler</u> Department/facility co-chair	<u>Josephine Johnson</u> Family co-chair
<u>Elisha Madden</u> Facility/council secretary	<u>Diane Pasta</u> Family secretary, if applicable

Members present: Redacted at request of Tier Reps

Non-council member attendees: Associate Superintendent Chandler, Associate Superintendent Ferrell, Captain McNeese, LBM Leslie O'Connor, CPM Leslie O'Connor, Superintendent Dan White, AA4 Maldonado, HSM Rachel Symon, Correctional Industries manager 3 Blair, AA3 Madden

## AGENDA

Old business

Topic	Discussion/Key points	Next steps
Welcome	Associate Superintendent Paula Chandler	
EFVS-Why is remodeling taking so long?	Associate Ferrell: Maintenance department has completed their work on the trailers, other than some countertops, we are starting this week to furnish them. Once those 2 are furnished, we will start on trailer 3, Causing only 1 trailer to be offline at a time. This will take longer to get them completed, but due to the repeated concerns brought forward for when multiple trailers are taken offline, we will be going another direction. There are also lingering supply chain slowdowns, and this affects construction work nationwide.	Keep moving forward remodeling of the trailers.
EFVs checks and counts	Captain McNeese put out an alert about EFV wellness checks and formal count. The whole family must be physically seen when these are conducted.	
Securus	CPM O'Connor/Superintendent White: A product specialist was brought in this last week to address concerns in person. I/Is	Contract will be reviewed/ revised with staff and Securus.

	<p>must put a help ticket in on the Securus app. If the ticket does not resolve the issue, a rep is going to be on site once a week. The I/I will need to sign themselves up and they can see the rep when they arrive. We have gone through a new contract process with Securus due to the frustrations with customer service. It is happening at the facility now, and it will be taken forward. This new contract should fix these issues.</p>	
<p>Update on emergency button in cell-does it always mean a trip to restrictive housing, even if the person who pushes is the victim?</p>	<p>CPM O'Connor/Superintendent White: Pushing the emergency button is not a direct trip to restrictive housing. If there is something such as a fight, for everyone's safety that happens so an investigation can be conducted and resolved as quickly and efficient as possible. There was a question about delays when the emergency button is being pushed. Supt. White's response: Technology here is from the 80s, We are currently in the process of taking inventory of every call button to ensure they are functional.</p>	<p>Checking all call buttons.</p>
<p>Incentive program</p>	<p>CPM O'Connor- Next incentive meeting is August 26<sup>th</sup>. I/Is who are 6 months infraction free receive an orange badge and are able to use stuff such as gaming consoles, ping pong, and other incentives. We recently had a facility wide trivia event, and it was very successful. All 60 people who signed up all played. Another one will be being set up soon, as well as a corn hole tournament, and inflatable bowling. There was a question about ice cream incentive program and that it is done at other facilities. Superintendent</p>	<p>Superintendent White is going to check with other facilities, and it will be discussed at next incentive committee meeting.</p>

	White going to check with them to see how they do it.	
IIBF update	LBM O'Connor-Copies of the budget were given out to members. When events are done, it does not come out of IIBF funding. They have separate accounts they take from. Going forward we will be better about spending leftover money. A lot of TVs were being purchased with the covid money, which is almost out, so moving forward the TV budget will be used.	

New business

Topic	Discussion/Key points	Next steps
Update on current religious services/programs-number of contract chaplain, volunteers, sponsors, mentors?	Heather Trenk-9 contract chaplains all from Headquarters, 144 volunteers, 115 sponsors, and 14 volunteer program supervisors totaling 282. We inactivated 47 on June 30 <sup>th</sup> for not turning in their training.	
Tour of facilities	Assoc. Chandler- Reached out to Kristi Webb and they are going to work on a tour for the co-chair/secretary, and statewide. Those expressing interest in the tour, please reach out to Assoc. Chandler.	Assoc. Chandler is going to work with Webb and also reach out to other facilities to see how they conduct their tours.
Update on MCC Flowchart	These were handed out at the meeting. Assoc Chandler -This document is subject to change and will soon as we have new staff to add on to the flow chart.	Will send out updated chart once approved.
Rumors WSRU will move to 3 A. What are the current plans?	Superintendent White-This may happen; however this will only be for I/Is with significant health issues which is a very small group of people, around 30. It is closer to health services and will be upgraded before moving anyone from the population in there, such as ADA compliance and water testing.	

Programming and classes update T4c	Due to time restrictions, will need to be discussed at next LFC meeting.	Will add to agenda items for next meeting.
VR attire	Due to time restrictions, will need to be discussed at next LFC meeting.	Will add to agenda items for next meeting.
VR update-opening restroom? Need better way to wash hands, and purchasing paper plates? Photo back drops? Games?	Due to time restrictions, will need to be discussed at next LFC meeting.	Will add to agenda items for next meeting.
Update on commissary rules- can we send through Securus?	Matt Blair: the bill 5131 went in effect July 24 <sup>th</sup> . If money goes as a money order through the office, and is labeled commissary subaccount, the deductions are not taken out. That is not yet the case when it goes through jpay; it will be done in August. Address the envelope to the loved one, it can be included with a letter. The officers will remove the money order and send to business office. \$500 max can be sent in each month. If there's an issue, send a kite to business office.	Change will be completed in August
Statewide meeting minutes	On DOC website	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Is there an update on education? Some I/Is have been on a waiting list for years.	We will make this an agenda item for the next meeting.	Work on getting the Dean to attend our next meeting. Assoc. Ferrell is going to talk to the Dean and include it in the minutes.
Can items such as a guitar or keyboard be checked out for EFV?		Will make agenda item for next meeting
Can vending machines be reloaded halfway through visiting? Some of the popular food goes out in 5 minutes.	Associate Ferrell will talk with the vendor. She will also look into what is most popular and adjust accordingly.	Adding as agenda item for next meeting.
Why are some machines not working in visiting?	upon notification that there is problem with the vending machines Associate Ferrell makes notification to the vendor to repair them.	

Next meeting location: MCC TRU Visiting room Date: 08/12/2023 Time: 10a - 12p

Comments: \_\_\_\_\_

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs

**Monroe Correctional Complex (MCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY23 Monthly Budget to Actual Report from July 2022 to June 2023 - FM24 JUNE 2023**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88115	NR04	CULTURAL ACTIVITY	200.00	131.24		68.76	Art supplies for cultural event
88115	NR05	RELIGIOUS ACTIVITIES	1,500.00			1,500.00	
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$15 per night)	1,400.00	2,356.11	(3,500.00)	2,543.89	Game storage, TV, DVD player, hand trucks, video games. Kitchen consumables, living supplies
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	2,880.00	8,050.64	(8,491.00)	3,320.36	Game prizes, kettlebells, gym bench, exercise bike parts.
88170	NR21	TELEVISION RENTAL/FEE RECOVERY	0.00		(2,025.00)	2,025.00	QUARTERLY TV RENTAL FEES
88180	NR03	ARTS & CRAFTS	500.00			500.00	
88180	NR27	UNIT ACTIVITIES	7,210.00	3,878.47		3,331.53	Games, incentive prizes, Christmas Tree
88190	NR30	VISITING ROOMS	1,300.00	566.91		733.09	Games & Toys
89110	SP68	WELLNESS ENHANCEMENT	24,919.97	24,919.97		0.00	SOU Gym Project
89110	SP69	EFV AND VISITING IMPROVEMENT	36,450.00	0.00		36,450.00	EFV enhancement. Bedding, furniture, blinds, kitchen supplies, box springs, refridgerator. <b>HQ moved \$22,262.23 expenses.</b>
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00	1,947.66		452.34	photo supplies. Program for VISTING ONLY!
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,781.00	1,670.81		110.19	Backpacks, lunch boxes, school supplies
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVENT & MOVIE NIGHT	2,022.00	1,458.82		563.18	Photo supplies, cards, Party favor bags, fall craft kits, Thanksgiving cards, art supplies
89130	FF37	FAMILY FRIENDLY - MARRIAGE CLASS/SEMINAR	630.00			630.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	1,800.00		13,200.00	Lodging assistance
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY EVENT	3,647.00	2,887.64		759.36	Photo Paper, Holiday Greeting Cards & Envelopes, Backdrop, Postage, decorations
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00	489.56		10.44	Books
89130	FF95	FAMILY FRIENDLY - FAMILY BBQ	501.00			501.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,710.00	1,051.24		658.76	event meals, table cloths, craft supplies, dream catcher rings, ribbons
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,586.00	874.41		711.59	artist canvas & art supplies
89130	FPOP	FAMILY FRIENDLY - POP UP ALLOTMENT (HQ PROVIDES CODING)	3,931.59	3,819.01		112.58	board games, laminator, crayons, halloween crafts & bags, cricut supplies, photo paper, ink, flowers
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	117,040.00	122,700.76	(7,859.04)	2,198.28	Monthly Cable Fees
		<b>Report Total</b>	<b>227,108.56</b>	<b>178,603.25</b>	<b>(21,875.04)</b>	<b>70,380.35</b>	

**Monroe Correctional Complex (MCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY24 Annual Budget - July 1, 2023 through June 30, 2024**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY24 Budget	Expenditures	Fee Recovery	Remaining FY24 Budget	Brief Description of Expenditures to Date
88115	NR04	CULTURAL ACTIVITY	200.00			200.00	
88115	NR05	RELIGIOUS ACTIVITES	1,300.00			1,300.00	
88125	NR08	EFV EXPENDITURES-(NO FEE RECOVERY IN FY24)	1,400.00			1,400.00	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	2,860.00			2,860.00	
88170	NR21	TELEVISION RENTAL/FEE RECOVERY	0.00			0.00	QUARTERLY TV RENTAL FEES.
88180	NR03	ARTS & CRAFTS	500.00			500.00	
88180	NR27	UNIT ACTIVITIES	7,210.00			7,210.00	
88190	NR30	VISITING ROOMS	1,300.00			1,300.00	
89110	SP68	WELLNESS ENHANCEMENT	0.00			0.00	
89110	SP69	EFV AND VISITING IMPROVEMENT	0.00			0.00	Funding is held at the HQs level until a funding request is approved for major enhancements.
89110	EFVC	Facility EFV Consumable Annual Allocation	11,250.00			11,250.00	
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00			2,400.00	
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,650.00			2,650.00	
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVENT & MOVIE NIGHT	2,332.00			2,332.00	
89130	FF37	FAMILY FRIENDLY - MARRIAGE CLASS/SEMINAR	0.00			0.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00			15,000.00	Lodging assistance
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY EVENT	4,658.00			4,658.00	
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - FAMILY BBQ-SOU	577.00			577.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	2,160.00			2,160.00	
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,875.00			1,875.00	
87130	FFFD	FAMILY FRIENDLY FREE PHOTO PROGRAM-Additional funding from HQ	4,290.00			4,290.00	
89130	FPOP	FAMILY FRIENDLY - POP UP ALLOTMENT (HQ PROVIDES CODING)	0.00			0.00	Funding held at HQs until a funding request is approved. In the past funds have been used for holiday goodie bags and other events throughout the year.
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)	122,796.00			122,796.00	Monthly Cable Fees
		<b>Report Total</b>	<b>185,258.00</b>			<b>185,258.00</b>	