



FAMILY COUNCIL MEETING MINUTES

Location: OCC in person & on TEAMS Date: 10/12/24 Time: 2:30pm

Teleconference details: In person in the Admin. Conference Room and Microsoft Teams Microsoft
Join the meeting now Meeting ID: 296 787 111 441 Passcode: XJDLvw Dial in by phone
+1 253-372-2181, 630262495# United States, Kent Find a local number Phone conference ID: 630
262 495#

MEETING ATTENDEES

<u>Superintendent Scott Speer</u> Department/facility co-chair	<u>Schyler Robinson</u> Family co-chair
<u>Elena Friesz</u> Facility/council secretary	<u>N/A</u> Family secretary, if applicable

Members present: Paloma Valero

Non-council member attendees: Ian McGregor

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Kosher Diets	The menu has been inconsistent for the last few weeks. Someone pointed out that the fine print of the menu states "Menu subject to change," but can there be a notice for the guys on Kosher diets?	<i>The following was an email from CI, it was a vender issue. CI Foods would like to inform you that we have a situation with our vendor for Kosher meals. With the current situation in Gaza, our vendor has prioritized sending a good portion of their production to that region. Though we have orders in with them we have been back ordered. OCC had to do some substitutions. We now have all the meals listed on the menu except the Salisbury steak and the menu should be more consistent. Please use your Food committee members for future food related issues.</i>
Internet Router on HOH B tier	The facility says Securus... Securus says facility. It has been broken for about 8 months. This interferes with phone calls, media and even educational apps meant to be available for our incarcerated loved ones. I've reached out to	<i>Repaired- Security Specialist Marc Thomas has been working with Securus on facility complaints and was able to get the technician to fix the router.</i>

	Securus in various ways, with no luck.	
Phone Booths	Two of the four phone booths in HOH unit are unusable and don't seem to be a priority to be fixed. What is being done about this?	<i>Repaired- Security Specialist Marc Thomas has been working with Securus on facility complaints and was able to obtain replacement phone.</i>
Chaplain	When is a new Chaplin being hired?	<i>In progress. We have made a conditional offer and if everything works out, we will have the chaplain within the next two weeks.</i>
Vending Machines	Better options for Visit room vending machines and/or at least keeping the current options consistently stocked.	<i>The vendor, Peninsula Bottling Company provides OCC with what they have. We make suggestions however OCC does not have control of their products.</i>
Dental Care	Easier access to dental care- When will the mobile dentist roll out?	<i>We received the mobile dental unit from the manufacturer last week and are currently working staffing model and required training.</i>
Unit Windows	Are there any updates on the window film for the units?	<i>No, the project fell off the priority list (replacing water heaters, roofing, repairing walkways and floors, building rehab and all the security and safety maintenance requests.</i>

New business

Topic	Discussion/Key points	Next steps
Internet Connection	There have been ongoing issues with the internet connectivity. Many individuals have experienced days with no connection, leading to missed birthdays and canceled video visits. This can be quite discouraging, especially when preparations are made for a visit that ultimately fails because of connectivity problems. The administration has a strong connection during Zoom meetings, and family members often have a good signal on their cell phones while at the facility. It raises the question of why our incarcerated loved ones	<i>I share your frustrations as we have experienced the same unreliability. When there are reported outages with Securus connections, notifications are made to the service providers. Both Securus and CenturyLink have a vested interest to quickly resolve the issues based on lost revenue and reputation.</i>

	can't enjoy a reliable connection for their video visits?	
Vending Machines	There are concerns about the vending machines, particularly those offering cold foods like hamburgers and sandwiches. Frequent power outages result in spoiled food, leaving little in terms of nutritional options. It seems that one vending machine is consistently out of order, further contributing to this issue.	<i>We do have a process to monitor the temps in the refrigerated units as well as resetting them when there are power outages; unfortunately, the temps maybe within the acceptable range when the staff check on them so the units may not re-set. Our Plant Manager is purchasing a 20-amp back-up system in hope to resolve the electrical issues causing the machines to fail.</i>
Elections	Schyler Robinson has offered to continue being OCC Family Co-Chair. OCC needs representation at Statewide Family Council Meetings and any interest in Family Secretary.	<i>Ms. Robison will continue to be OCC Family Co-Chair. Paloma Valero accepted the Statewide Family Council Representative for OCC. Elena will reach out to Charissa Reno, SFC DOC Co-Secretary to get Ms. Valero on the calendar invite to attend SFC.</i>
Religious Items	No longer allowing people to mail out beadwork/religious beaded items. Since it's not stated in the policy that it is against the rules, it's causing some confusion and conflict in the Native American community.	<i>There has been some confusion on sending out beading work or hobby craft-type work. The CPM reached out to HQ Religious Program Manager who agrees with the direction noted below. Hobby craft items-Must have an approved hobby craft permit and materials are to be purchased from your personal account, through the recreation department who will track the purchase, and will be mailed out through recreation department upon completion. Religious craft items-These are for gifts at the Pow Wow (upon completion to be stored in the chapel), or to be put on your</i>

		<p><i>personal religious property (Must meet policy allowed items and be approved through the Religious Coordinator prior to making. The item(s) will be placed on property matrix at the conclusion of completing item).</i></p> <p><i>Religious hobby craft type items will not be sent out in the mail from this point on.</i></p> <p>The CPM will make consideration around pow wow to send gifts out to those sponsors/family who were unable to attend (and of course that I/I will have to be a participant of the native American religious activities. We are not sending out bead work year-round, the bead program is for them to make pow wow gifts and/or items for their own use.</p>
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Roundtable open discussion

Topic	Discussion/Key points	Next steps
Religious Coordinator	Introduce Larry Hughes	
Mobile Dental Unit	Follow up	<i>Our local infrastructure to support the mobile dental clinic is complete. The Department is working through labor contracts to staff the mobile dental clinic.</i>
8/2024 Budget Report for IIBF	Attached	<i>September budget</i>
OCC Events Calendar	Family Friendly Fall Affair 10/25 event is full	<i>Attached event calendar for the remainder of the year.</i>
OCC LFC Calendar	Attached	<i>Date and times were reviewed and will be sent to the Webmaster to be on OCC DOC site Family & Visitors Family Support Family Council.</i>
Today's tour	No interest	<i>We are excited to show some of the items that was purchased with the IIBF's and will provide a virtual tour of our Recreation Department at our next LFCM on Dec 7th.</i>

Community Compensation Program	May the co-chairs have that information.	<i>Information sent to Schyler Robison and Paloma Valero.</i>
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Next meeting location: Microsoft TEAMS Thursday Date: 12/7/24 Time: 1pm

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

Olympic Corrections Center

Incarcerated Individual Betterment Fund (IIBF)

FY25 Quarterly Budget to Actual Report from July 2024 - September 2024 FM15



Account Code	Budget Category	Proposed Name - Programs/Events	Total Budget	Expenditures	Fee Recovery	Remaining Budget	Brief Description of Expenditures to Date
89130	F107	Visits Photo Program	2,200.00			2,200.00	
89130	¹ FF01	Family Friendly - Back To School Event	1,737.00	1,598.39		138.61	School supplies and backpacks, event food
89130	FF13	Family Friendly - Arts and Crafts Program	500.00	242.57		257.43	October event supplies
89130	FF20	Family Friendly - Father's Day Event	825.00			825.00	
89130	FF40	Family Friendly - Lodging Assistance Program (LAP)	5,000.00	917.58		4,082.42	Lodging assistance processed by HQ
89130	FF61	Family Friendly - Spring Event	563.00			563.00	
89130	FF69	Family Friendly - Winter Event	1,425.00			1,425.00	
89130	FF91	Family Friendly - Video Greeting	500.00	5.38		494.62	Video greeting postage
89130	FF96	Family Friendly - Significant Person Day	600.00			600.00	
89130	FF97	Family Friendly - Special Adult Day	600.00			600.00	
89130	FPOP	Pop-Up Funding	733.35	301.72		431.63	Shipping for backpacks; Fall Afair decorations
89110	CULT	IIBF Cultural	1,250.00			1,250.00	
89110	EFVC	Facility EFV	4,500.00	447.50		4,052.50	Games and Replacement food coolers
88160	² NR19	Recreation Program	1,460.00		(1,057.00)	2,517.00	Recreation Fees recovery
88170	NR21	TV Rental Program	-		(3,029.90)	3,029.90	TV Rental Fees recovery
88180	NR27	Living Units	500.00			500.00	
88190	NR30	Visit Room	650.00			650.00	
89170	³ OP03	TV Programming Services	-		(284.19)	284.19	
89110	SMUS	Music Equipment	2,000.00	575.00		1,425.00	Drums and chair
89110	SCHI	IIBF Visit Room Special Project	45,130.45			45,130.45	
89110	SEFV	IIBF EFV Activities Special Project	481.34			481.34	
89110	SLIB	IIBF Library Special Project	4,923.00			4,923.00	
89110	SREC	IIBF Recreation Special Project	34,981.57			34,981.57	
89110	SVIS	IIBF Visit Room Special Project	2,844.38			2,844.38	
89110	SWAY	IIBF Washington Way Special Project	54,727.34			54,727.34	
89110	SWEL	IIBF Wellness Special Project	5,116.56			5,116.56	
		Report Total	\$ 173,247.99	\$ 4,088.14	\$ (4,371.09)	\$ 173,530.94	

- 1. FF = Family Friendly
- 2. NR = Non-restricted
- 3. OP = Restricted Programing

Olympic Corrections Center
Incarcerated Individual Betterment Fund (IIBF)
FY25 Budget Narratives

Account Code	Budget Category	Programs/Events	Proposed FY25 Budget	Brief Description of Program Objective
				<i>At the beginning of each fiscal year, please ask the assigned program manager to provide a brief description of the funded programs and how they will provide a positive impact on the lives of the incarcerated individuals.</i>
89130	F107	FAMILY FRIENDLY- IIBF FREE PHOTO	2,200.00	In order to enhance the experience of visitation between incarcerated individual and their families and loved ones, the Visit Room Photo Program was suggested. This funding will be used to purchase the equipment for printing and taking photos for during the events and visitation time.
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,737.00	Positive impact on intergenerational incarceration by keeping parents engaged with children's school activities. Support non-incarcerated individuals by helping with cost of school supplies. Provide a backpack for each school-age child and grade appropriate school supplies.
89130	FF13	FAMILY FRIENDLY - ARTS & CRAFTS PROGRAM	500.00	Items used to enhance visitation between incarcerated individuals and the family members that visit.
89130	FF20	FAMILY FRIENDLY - FATHER'S DAY EVENT	825.00	Items used to enhance visitation between incarcerated individuals and the family members that visit. Includes games, refreshments, and Father's Day related activities such as fishing.
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	5,000.00	The Lodging Assistance Program is funded locally as there was recognition that many individuals are housed in facilities with an increased distance from their families. As visiting opens, some families need to travel long distances to participate in in-person visiting.
89130	FF61	FAMILY FRIENDLY - SPRING EVENT	563.00	Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Spring celebrations may include movie and/or game events.
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	1,425.00	Christmas crafts; bags; toys; wrapping supplies Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Winter Traditional Holiday celebrations which may include winter movie or game events.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETINGS	500.00	I/I's record video greeting on DVD to send to Family Member. Up to 10 minutes in length: may read a book, poem, play music, sing, read a letter, etc. Known as Read to me Daddy at other facilities.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	600.00	Celebrate significant men and women and recognize Mother and Father's Day with Incarcerated Individuals, their children, and their parents or parent figure. Include a meal, crafts, and photo for visitors to take home and a photo for I/I to keep for the memory of support from loved ones.
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	600.00	Used to enhance the visitation between incarcerated individuals and their family members.
89130	FPOP	POPOP ALLOTMENTS	733.35	Monies used to support activities in the visit room for various holidays and events. These funds can be requested by the CPCC throughout the year as needed.
89110	CULT	IIBF CULTURAL	1,250.00	To be used to fund cultural event enhancements
89110	EFVC	Facility EFV	4,500.00	EFV Consumable Supplies Annual Allocation - Used to improve the conditions of the EFV units.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,460.00	Soccerballs; volleyballs; recreation prizes; bumper plates; foam rollers; chalk; cornhole; flag football belts; footballs; rackets, nets, hoops, backboard, scale, board games, pickleball paddles
88170	NR21	TV RENTAL PROGRAM	0.00	Purchase TV's to be available for the TV rental program. The fees recovered, currently set at \$7 per month or \$15 per quarter, will be in addition to the initial allotment.
88180	NR27	UNIT ACTIVITY	500.00	Games and items to be used in the units
88190	NR30	VISITING ROOMS	650.00	Replace and update items used while family visits. This could include games, coloring books, crayons or game consoles.
89110	SMUS	MUSIC EQUIPMENT SPECIAL PROJECT	2,000.00	Replacement and new equipment including drum set and electric tuner as well as guitar strings.
89110	SCHI	IIBF VISIT ROOM SPECIAL PROJECT	45,130.45	Visit room enhancement toddler activity playsets, videogame systems, and concession equipment - for use with tweens and teens to bond with their parent. Requested by I/I residents and family members.
89110	SEFV	IIBF EFV SPECIAL PROJECT	481.34	New additional activities for family visits. Requested by I/I residents and family members.
89110	SLIB	IIBF LIBRARY SPECIAL PROJECT	4,923.00	Monies used to update the existing libraries in the living units with new reading material.
89110	SREC	IIBF RECREATION SPECIAL PROJECT	34,981.57	To be used by I/I for playing sports games like soccer and basketball such as new backboards, pool tables, and balls. Includes replacement and new workout, therapy, and strength training equipment. Requested by I/I residents..
89110	SVIS	IIBF VISIT ROOM SPECIAL PROJECT	2,844.38	New visit room equipment including a new Keurig and sandwich/salad prep table/refrigerator.
89110	SWAY	IIBF WASHINGTON WAY SPECIAL PROJECT	54,727.34	Replacement and new games for units and visits. New tables, tents, and equipment to hold more outdoor family activities while making use of more outdoor space. Additional seating for all outdoor areas for increased pro-social time. Requested by I/I residents.
89110	SWEL	IIBF WELLNESS SPECIAL PROJECT	5,116.56	To be used for additional wellness equipment including supplies for pickleball court, additional basketball hoop, and deep tissue massage therapy equipment to aid in injury recovery. Requested by I/I residents and families.
Report Total			173,247.99	

2024 OLYMPIC CORRECTIONS CENTER Events Calendar



FAMILY COUNCIL MEETINGS, RELIGIOUS, FAMILY-CENTERED EVENTS & CULTURAL

Family Council Contact: Elena Friesz

Family-Centered Events Contact: Elena Friesz

Religious Events Contact: ~~Vacant~~ Larry Hughes

Cultural Events Contact: ~~Vacant~~ Larry Hughes

KEY
Family Friendly
Family Council
Religious Event
Cultural Event
Other

DATE	EVENT	DESCRIPTION	HOW TO SIGN UP	TIME	LOCATION
OCTOBER					
OCTOBER 11th	Everything Pumpkin	Child Focus crafts, games & food	Kiosk CPPC-M01	9:00 AM - 2:00 PM	Visit room
OCTOBER 12th	OCC LFC	In-Person/Area Tour/TEAMS	emfriesz@doc1.wa.gov 360-374-7012	2:30 PM - 3:30 PM	Admin Conf.
OCTOBER 25th	Fall Affair	Adult Focus crafts, games & food	Kiosk CPPC-M01	9:00 AM - 2:00 PM	Visit room
NOVEMBER					
DECEMBER					
Postponed Until Further Notice HOH UNIT	Winter Event	Craft, food & family fun	Kiosk CPPC-M01	9:00 AM - 2:00 PM	Visit room
DECEMBER 5th	OCC LFC	Microsoft TEAMS Meeting	emfriesz@doc1.wa.gov 360-374-7012	1:00 PM	Virtual
Postponed Until Further Notice OZETTE UNIT	Winter Event	Craft, food & family fun	Kiosk CPPC-M01	9:00 AM - 2:00 PM	Visit room
DECEMBER 21st	Christian Event	Religious	Kiosk Religious Coordinator	11:30 AM - 2:30 PM	Chapel
DECEMBER 28th	Pagan (Asatru/Wicca) Event	Religious	Kiosk Religious Coordinator	TBD	TC Gym



2025 OCC Local Family Council Meeting Schedule

Thursday Meeting Dates at 1pm on Microsoft Teams

February 6th

April 3rd

June 5th

August 7th

October 2nd

December 4th

A in person tour will be offered in the spring and fall. Tour areas will be determined by the Superintendent after visitation on a Saturday. The Superintendent will offer some virtual tours by PowerPoint also
Policy 150.150 Visits and Tours of Department of Facilities and Offices will apply.

Currently OCC is recruiting friends and family members of incarcerated individuals that are on approved visit list to be a part of our local family council. Family councils advise, collaborate, problem solve, and partner with the Department and the community to improve communications with the Department, create opportunities to strengthen family and community connections, improve quality of life for those incarcerated, promote successful reentry, provide family input on related policies and operational memorandums, and address local and statewide issues/concerns that affect a broad range of those incarcerated and their families. Family is broadly defined to include immediate, extended, and elected family members, such as romantic partners, friends, neighbors, and clergy. Department employees and council members work together to bring awareness to the family councils to encourage participation. Each prison facility maintains a Local Family Council (LFC). Family council meetings provide opportunity for family members to ask questions, get information, and share their perspective of the facility. All approved visitors may attend a family council meeting. Your family members may find additional information on our agency website or by contacting my office directly.

Contact Elena Friesz, CPPC emfriesz@doc1.wa.gov