



# FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center on TEAMS Date: 4/3/2025 Time: 1pm

Teleconference details: Microsoft Teams Need help? Join the meeting now Meeting ID: 277 062 678 240 Passcode: BB6pK9bf Dial in by phone +1 253-372-2181,,88136673# United States, Kent Find a local number Phone conference ID: 881 366 73# For organizers: Meeting options | Reset dial-in PIN

## MEETING ATTENDEES

<u>CPM Jamie Kerschner</u> Department/facility co-chair	<u>N/A</u> Family co-chair
<u>Elena Friesz</u> Facility/council secretary	<u>N/A</u> Family secretary, if applicable

Members present: Kim Heinemann

Non-council member attendees: Larry Hughes Ian McGregor

## AGENDA

Old business

Topic	Discussion/Key points	Next steps
.No agenda items submitted	Gave facility information & updates	
Update on mobile dental clinic	Scheduled to be at OCC 2/10	<i>It is looking like first part of March the mobile unit will be out to OCC. Camp schedule explained two weeks at CCCC, one week at MCCCW and one week at OCC.</i>
Visit room	Interior updates to the visit room	<i>Plan to paint, new storage, update the children's play area. A new Keurig coffee machine was installed.</i>
Upcoming events for families	Christian Event & Significant Person/Mother's Day	<i>Christian event scheduled for April 19<sup>th</sup> and Significant Person for the first two Fridays in May. The population may sign up when flyers are posted in the units.</i>
Food packages	Increase 20 pounds to 25 pounds	<i>Quarterly-packages weight may be changing as it conflicts with the WACs.  A resolution request is making its way through the system that points out a conflict between our package and property policy and the WAC. The frequency packages can be ordered was changed several years ago and the maximum</i>

		<p><i>weight of packages was recently changed for consistency with the property policy, but the WAC was not updated.</i></p> <p><i>WAC 137-48-040 4a states - An individual may receive one gift package not to exceed 15 pounds in weight on a quarterly basis.</i></p> <p><i>Policy 450.120 states packages will not exceed 25 pounds and can be ordered monthly.</i></p>
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**New business**

<b>Topic</b>	<b>Discussion/Key points</b>	<b>Next steps</b>
No agenda items submitted	facility information & updates	

**Roundtable open discussion**

<b>Topic</b>	<b>Discussion/Key points</b>	<b>Next steps</b>
Family co-chair	Schyler Robison, OCC's LFC Family Co-chair has stepped down.	<i>If any member is interest in this role Elena can get you on board</i>
Dental Unit Update	Currently scheduled to be at OCC April 8 <sup>th</sup> & 9 <sup>th</sup>	<i>Dr. Walsh from CBCC will be filling in. DOC is in the process of hiring a provider for the dental unit.</i>
Incarcerated Individual Betterment Fund/Family Friendly Events	If you have any input/suggestions for events, you'd like to see at OCC. April is the month facilities submit event budgets to HQ's.	<i>Budget for events will be submitted before April 30<sup>th</sup></i>
IIBF	2/2025 budget	<i>Attached</i>

Next meeting location: Microsoft TEAMS Thursday Date: 6/5/25 Time: 1pm

Comments: Ms. Heinemann asked if the department ever considered "Light Box Therapy for Seasonal Affective Disorder for the winter months.

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 - February 2025 FM20



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	1,492.37		707.63	New Camera; Ink and paper for photo printer
89130	<sup>1</sup> FF01	Family Friendly - Back To School Event	1,598.39	1,598.39		-	School supplies and backpacks, event food
89130	FF13	Family Friendly - Arts and Crafts Program	638.61	981.79	(405.68)	62.50	Fall event supplies and meal enhancements
89130	FF20	Family Friendly - Father's Day Event	825.00			825.00	
89130	FF40	Family Friendly - Lodging Assistance Program (LAP)	5,000.00	3,817.06		1,182.94	Lodging assistance processed by HQ
89130	FF61	Family Friendly - Spring Event	563.00	69.11		493.89	Event craft supplies
89130	FF69	Family Friendly - Winter Event	1,425.00	994.32		430.68	Childrens gifts and event craft supplies
89130	FF91	Family Friendly - Video Greeting	500.00	151.10		348.90	Video greeting postage and SD cards
89130	FF96	Family Friendly - Significant Person Day	600.00	85.44		514.56	Event supplies
89130	FF97	Family Friendly - Special Adult Day	600.00	590.05		9.95	Event craft supplies
89130	FPOP	Pop-Up Funding	733.35	740.07		(6.72)	Shipping for backpacks; Fall Afair decorations
89110	CULT	IIBF Cultural	1,250.00			1,250.00	
89110	EFVC	Facility EFV	4,500.00	1,083.40		3,416.60	Games, Replacement food coolers, and consumables
88160	<sup>2</sup> NR19	Recreation Program	1,460.00	55.82	(2,576.00)	3,980.18	Recreation Fees recovery; Replacement Games
88170	NR21	TV Rental Program	-		(8,697.90)	8,697.90	TV Rental Fees recovery
88180	NR27	Living Units	500.00			500.00	
88190	NR30	Visit Room	650.00	385.68		264.32	Disposable plates and supplies
89170	<sup>3</sup> OP03	TV Programming Services	-		(795.95)	795.95	
89110	SMUS	Music Equipment	2,000.00	1,452.74		547.26	Drums, stool, and guitar equipment/supplies
89110	SCHI	IIBF Visit Room Special Project	45,130.45	11,179.69		33,950.76	Toddler activity sets, videogame systems, and concession equipment
89110	SEFV	IIBF EFV Activities Special Project	481.34	542.45		(61.11)	Outdoor family games
89110	SLIB	IIBF Library Special Project	4,923.00	1,082.90		3,840.10	Variety of new books for units
89110	SREC	IIBF Recreation Special Project	34,981.57	34,132.86		848.71	Strength training and therapy equipment, step machines, billiard tables, and treadmill
89110	SVIS	IIBF Visit Room Special Project	2,844.38	3,205.36		(360.98)	Commercial salad/sandwich refrigerated prep table and coffee maker
89110	SWAY	IIBF Washington Way Special Project	54,727.34	48,994.56		5,732.78	Outdoor folding event chairs, tables, tents, grill, and games for units
89110	SWEL	IIBF Wellness Special Project	5,116.56	5,748.28		(631.72)	Basketball hoops and equip., muscle therapy equip., and pickleball court package
<b>Report Total</b>			<b>\$ 173,247.99</b>	<b>\$ 118,383.44</b>	<b>\$ (12,475.53)</b>	<b>\$ 67,340.08</b>	

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

**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	1,598.39	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	638.81	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	FF98	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 CPPC 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)	1,480.00	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.
<b>Report Total</b>			<b>173,247.99</b>	