

## FAMILY COUNCIL MEETING MINUTES

Location: SCCC Date: 6-11-21 Time: 0900-1100am

Teleconference details: Call in number: 1-253-372-2181; Phone Conf. ID # 784-921-425

<b>Meeting Attendees</b>
--------------------------

Department/facility co-chair: Gina Penrose, Associate of Programs

Family co-chair: Miriam Fry

Facility/council secretary: Katy Tatro Family secretary: Vanessa Lewis State Representative - Susan Cooksey

Members present: SCCC: Supt. Haynes, Assoc. Van Ogle, CPM's Bohon & Schreiber, Captain Mainio, HCM2 Parris & RN4 Lynch, FSM Attard, CI Mgr. Aliff, IT5 – K. Bradley, Engineering – Plant Mgr. Matthews, Education – Education Navigator Lynam, Recreation Spec. Worsham, Banking – LBA Redding, Mailroom Sgt. Wilkinson, Chaplain Wakeman, CPPC Mansford, CPM Secretary Myers.

DOC staff: HQ: Deputy Secretary Obenland, HQ Communications - M. Ritter & P. Perkinson, Family Services– M. Eby for C. Melhuish

Family members – D. Sifres, V. Westman, J. Triggs, K. & D. Kaiser, T. Goddard, A. Ivanov


Non-council member attendees: None

<b>Agenda</b>
---------------

### Old business

Topic	Discussion/Key Points	Next Steps
SFC Update	Update from State Rep Susan Cooksey RE: 3-20-21 SFC Meeting	CLOSED
SCCC Area Managers	Discuss names & roles of area managers by CPM Bohon for Facility Co-Chair Penrose	CLOSED
Area Presentation	Releases, Classification/Jobs & II Marriages presented by CPM Bohon	CLOSED
6-10-21 Agenda Items	Discuss Agenda topics for next meeting – CPM Bohon for Facility Co-Chair Penrose	CLOSED
LFC Unit Reps – Agenda Requests	LFC Unit Reps input by CPM Bohon for Facility Co-Chair Penrose	CLOSED

### New business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call by Facility Co-Chair, Gina Penrose	CPM Bohon will be sharing pictures today of Medical, Kitchen & II Dining, G unit & EFV's. Virtual tour PPP is attached.	 Virtual Tour SCCC June 2021.ppt...

August 13, 2021 facility tour	On our 6-1-21 email to all family members, we asked for input on our August tour (if authorized by HQ). As none were received nor input provided during today's meeting, it will remain as documented in our April meeting minutes.	If August tour is authorized, areas toured will be: 1) Law Library, 2) Vet's dog program & 3) Gardens/Bees. Area presentation(s) will be: 1) Property. If no tour – 2) Curio & hobby craft.
SFC update	5-15-21 SFC meeting update by State Rep S. Cooksey that was emailed to all LFC family members on 6-2-21.	Highlights: Legislative updates on what did & didn't pass & next to come; updates on JPay/Securus, Re-entry update by D. Armbruster, OCO update to include Racial Equity by J. Carns & L. "Q" Turner. See DOC website for SFC minutes under Family & Visitors section for details.
Area presentation – Banking & IIBF	Banking & IIBF presentation by LBA, Ruth Redding.	See Attachment #1 A – SCCC FY21 IIBF Report & #1 B – Banking Presentation for details.
Area presentation – Mailroom	Mailroom presentation by Mailroom Sgt. Wilkinson	See Attachment #2 for details.
LFC Unit Reps Agenda Requests	LFC Unit Reps input – Agenda items were collected from our LFC Unit Reps as presented by Facility Co-Chair, Gina Penrose.	See Attachment #3 for details.
LFC Family Members' Agenda Requests	Family Members' requests were presented by Facility Co-Chair, Gina Penrose	See Attachment #4 for details.
Temporary Visit Sgt.	Introduction to new Visit Sgt. McGinnis	Sgt. McGinnis will be filling in while Sgt. Martin is out.

**QUESTIONS/COMMENTS DURING MEETING:**

Q: **Per Susan Cooksey** – Why is SCCC not participating in the voucher program?

A: **Per LBA Redding** – At the time of this report, there was no Visitation. Now that we have one (1) hour Visitation in place, the funds have been allotted.

Q: **Per Susan Cooksey** – What about the motels available? Can we find out which ones are allowable?

A: **Per Associate Penrose** – We will provide the list of motels to the family members as soon as we receive it.

Q: **Per Susan Cooksey** – If there is money left in the IIBF, where do those funds go? Are they lost or will they roll over into next year?

A: **Per LBA Redding** – All unused funds roll over into Statewide IIBF fund, then used to allocate funds to the facilities for the next fiscal year.

**\*\*Per LBA Redding – Please submit ideas for improvement here at SCCC regarding the IIBF (formerly OBF) to the LFC mailbox – DOC SCCC Local Family Council. These could be areas that have lacked in the past or new suggestions on where we might spend those funds\*\***

**Per Associate Penrose – We will collect any ideas provided by the family members and forward them for consideration during the budget review, likely end of July or early August.**

Q: **Per Susan Cooksey** - If the family members would like something more concise regarding Mailroom protocols, is there something that can be sent out?

A: **Per Associate Penrose** – We will attach the information presented by the Mailroom Sgt. to our Meeting Minutes and will do the same for LBA Redding’s presentation on Banking & IIBF.

Q: **Per Susan Cooksey** - Is the food from the gardens being donated? Or is it being served to the incarcerated or being composted?

A: **Per Associate Penrose** – The food from the gardens is being served in our Kitchen and being donated to Coastal Harvest, our local food bank. We have an agreement with Coastal Harvest to donate produce from our gardens in exchange for seeds they provide us with to grow the food.

Q: **Per Anna Ivanov** – I represent the families by working with the IITS (Incarcerated Individual Technology Services) and IIBF (Incarcerated individual Betterment Fund). With the IIBF spending, there will be a push to spend to reduce idleness for the incarcerated to include recreation, visitation and EFV’s. Every year there is money left that’s left on the table and not utilized. The question is how do we spend these funds?

A: **Per LBA Redding** – Earlier during my presentation, I spoke about the non-restricted spending for next year’s budget and asked for input from the families on where they would like to see funds allocated. I asked they do this by sending their suggestions to the LFC mailbox, which would be collected & looked at during our yearly budget review end of July/early August. The fiscal year 2021 IIBF report will be attached to the minutes.

Q: **Per Anna Ivanov** – Do we have any updates on the lunch boats from our previous COVID call?

A: **Per Associate Penrose** – We are currently working on a process for a grab and go hot lunch as well as breakfast and dinner. The schedules are being revamped as we have to make the time for the serving of that meal as we were running recreation during that timeframe. We are working on that process with a projected date of July 1<sup>st</sup>.

Q: **Per Julie Triggs** – My sister sent my husband a book that turned out to be on the banned publication list. How can this be returned? What about the postage? How long does SCCC hang onto these books? Is there a policy or something we can refer to?

A: **Per Sgt. Wilkinson** - We would open the package and review it against the list. Once opened, this causes postage to occur, which could be sent to SCCC by the II or sender to have it shipped. But a lot of times we send notices to Amazon and they get rejected. Amazon doesn’t send us the name of the person who ordered the book. The incarcerated individual or sender can arrange disposal for unauthorized incoming mail within 30 days of rejection notice or final decision. Disposition of publication- The incarcerated individual or sender will make arrangement through the mailroom for disposition by sending in writing where to send rejection and pay for postage.

Q: **Per Susan Cooksey** – SCCC’s contract with Comcast seems very restricted and not in our loved ones’ nor SCCC’s best interests. After the contract is up in 2025, can SCCC look at other options such as Dish Network?

A: **Per Associate Van Ogle** – We have three (3) channels out. Comcast took the channels and left them blank. We are working with Comcast to try to get them to fill those spots. From this point forward, there will not be any more votes on TV channels as we have switched to a preferred contract. We don’t have the ability to switch every 6 months anymore; we are locked into a contract and it is possible that if Comcast removes channels, they may not fill those spots. Could HQ look into Dish Network? They could possibly when the contract is up in 2025.

A: **Per Associate Penrose** – Comcast has served SCCC since it opened; the current contract expires in 2025. In 2025 when the contract is open for negotiation, SCCC will research all options available in our area for cable services. The IITS contract is being negotiated at the HQ level.

**GTL** - Can the incarcerated population’s phone equipment be reviewed for updates?

**Per Associate Penrose** – There will be a stakeholder’s meeting on June 15<sup>th</sup>. If a response is received, we will include this in our LFC COVID meeting on June 16<sup>th</sup>.

**Comments from Diane Sifres** – I’ve been at Stafford for a long time and we’ve fought hard to keep our LFC meetings on Fridays. With Friday meetings, we’ve had staff available for questions and participation from our incarcerated unit representatives. So, kudos to Stafford for keeping our meetings on Fridays.

**Per Associate Penrose** – We have a large amount of staff that do participate in our LFC meetings and make themselves available for questions as it’s during their regular work week. When I worked with the LFC at Coyote Ridge, our meetings were on Saturdays and it was very difficult to have staff present on the weekend, which really makes a difference. However, this is something that is voted on by the family members.

**REMINDER PER ASSOCIATE VAN OGLE** – Please note that **evacuation drills** are up and running again and to have your loved ones expect these to take place.

**THANK YOU TO CPM BOHON FOR THE “VIRTUAL TOUR” PHOTOS!** – Katherine & David Kaiser, Diane Sifres, Verna Westman, Miriam Fry, Susan Cooksey, Vanessa Lewis, Tamara Goddard

**CLOSING** – I really appreciate everyone’s involvement in our meetings. You are a great group of people to work with and I enjoy these meetings with you. Our next COVID meeting is scheduled for next Wednesday, June 16<sup>th</sup> at 3:00pm. Please remember that the MS Teams call number differs from our Bi-monthly meeting number. Our COVID teleconferences will continue on the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of every month. Have a great day and stay safe!

Next bi-monthly meeting: Teleconference if Visitation is closed. In Visit Room if Visitation is open.

Date: August 13, 2021 Time: 0900-1100am

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 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

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

# MAILROOM PRESENTATION BY SGT. WILKINSON

## 6-11-21 LFC BI-MONTHLY MEETING

### Mail

Incoming and outgoing mail will follow the procedures outlined in DOC/SCCC 450.100 Mail for Prison Incarcerated Individuals, to include the following:

- **Time Frame for Processing Mail**

Excluding weekends, holidays, or emergency situation, approved mail will be processed in the following timeframes:

1. Outgoing first-class mail will not be held for more than 48 hours. Mail requiring translation will not be held for more than 5 business days.
2. Incoming first-class mail will be distributed to the individual within 2 business days. All other incoming mail and mail requiring translation or rejection notice will be distributed to the individual within 5 business days.
3. Electronic messages (i.e., eMessages) will be distributed to the individual within 7 business days.

- **Incoming mail**

Incoming mail must include the incarcerated individual's full committed name and DOC number. Mail staff makes a good faith effort to identify mail that does not contain this information, if they are unable to identify the individual, the mail is returned to sender.

A return address per USPS Domestic Mail Manual, including an identifiable last name. Mail with an incomplete address will not be open and will be returned to sender. A rejection notice is not required. If mail staff is unable to return to sender, they will submit a rejection notice.

- **Rejection**

Mailroom employees will use DOC 05-525 Rejection Notice, or an equivalent automated notice through JPay for rejected eMessages, to notify individuals when mail is rejected.

SCCC 450.100 Mail for Prison Incarcerated Individuals specifies specific timeframes for submitting appeals and the process for submitting an appeal.

For rejected incoming mail/eMessages, the incarcerated individual may submit a written appeal request to the mailroom sergeant within 10 calendar days of the rejection (individuals can kite or send kiosk message to mailroom sergeant). The sender may submit a written appeal request to the mailroom sergeant within 20 calendar days of the rejection. The appeal will be reviewed by the Superintendent/designee. If upheld, incarcerated individuals/senders may submit a written appeal request per the above-noted timeframes to the mailroom sergeant, which will be reviewed by the Headquarters Correctional Manager. Appeals sent directly to the Headquarters Correctional Manager will not be accepted and will be returned.

An appeal request is not needed for outgoing mail/eMessages or rejected publications, which are automatically reviewed by the Superintendent/designee or Publication Review Committee. Rejections of outgoing mail upheld upon that review are automatically reviewed by the Headquarters Correctional Manager.

Rejected publications upheld by the Publication Review Committee may be appealed by the incarcerated individual by submitting DOC 21-757 Publication Rejection Appeal to the mailroom sergeant within 10 business days, who will forward to the Headquarters Correctional Manager. The vendor/publisher may appeal within 20 business days. Written notice of the review decision(s) will be provided. Incarcerated individuals will be responsible for arranging disposal for unauthorized incoming mail within 30 days of the final decision.

- **Legal Mail**

Incarcerated individuals have the ability to correspond by mean of legal mail. Legal mail must meet the following requirement and is subject to inspection to ensure the content qualify as legal mail:

1. Legal mail must be correspondence to or from one of the following, as indicated in the mailing address or return address on the front of the envelope.
  - a. Any court or opposing attorney party, the Washington State Bar association, the board the Washington state department of enterprise service office or risk management, PREA auditors certified by the United States Department of justice, the headquarters PREA coordinators an or the justice detention international.
  - b. Prea auditor leads certified by the United States Department of justice when related to an audit in process at the individual's facility.
  - c. The president or vice president of the United states, members the United States Congress, embassies and consulates, the United States Department of justice, attorney general's office, governors, members of the state legislation, and law enforcement's office in their official capacity
  - d. The attorney of records i.e. defense attorney in court cases that have been filed in a local, state, or federal court.
  - e. An attorney corresponding with an individual concerning legal advice, including established groups of attorneys representing the individual (e.g., American Civil Liberties Union, Disability Rights Washington, legal service corporation, public defender associations).
2. The front of the envelope must be clearly marked "Legal Mail", "Attorney/ Client", "Confidential", or Similar.

Legal Mail call out to pick up legal mail are Monday – Friday excluding Holidays at 2:25 PM on B side dining room. The legal mail officer will open the legal mail in the presence of the Incarcerated Individual. All legal mail will be inspected by the Legal Mail Officer. The Incarcerated Individual will receive the contents with a copy of the envelope. The envelopes are destroyed.

Outgoing legal mail will be handled as follows; the Incarcerated Individual will present the documents and envelope to a designated employee, who will confirm that the documents meets the legal mail requirements. The Incarcerated Individual will place the documents in the envelope and seal it in the presence of the employee, who will sign and date over the sealed flap. The mail is then placed in the legal mailbox.

A continuous log of all incoming and outgoing legal mail will be maintained by the Legal Mail Officer.

- **Publications**

Individuals may receive new books, newspapers, certain catalogs and brochures, and other publication in any language sent directly from the publisher (s) and /or approved vendor (s).

Used books, DOC Policy 450.100, Section X.B. 2. Reads: Incarcerated individual may receive used books in any language from non-profit organizations approved by the Superintendent. Per Headquarters directive: Books to Prisoners/Left Bank Books, Books through Bars, Women’s Prison Book Project, Prison Library Project, Prison Scholar Fund, Estelita’s Library, LGBT Books to Prisoners and Prisoners Literature Project; Christian Motorcycle’s Association (CMA), Lakota Language Consortium, Edgar Cayce’s Association for Research and Enlightenment, INC, FreeBibles.net, Prison Book Program, Orthodox Christian Prison Ministry / or Orthodox Christian Publishing, International Association for Human Values (IAHV), these are the only approved vendors for used books.

- **JPay eMessaging System**

Electronic mail is available through JPay. You should wait at least one working day after transfer before checking your email. Your account may be frozen if you log in before the system knows that you have transferred.

JPay letters are processed during normal working hours Monday through Friday, excluding holidays or non-working days for the mailroom staff. Mailroom staff have up to 7 business days to process e-messages.

## **IIBF QUARTERLY BUDGET**

### **6-11-21 LFC BI-MONTHLY MEETING**

#### **A. Revenue:**

The sources of revenue for the SCCC IIBF are recycling, vending commission, and contraband funds.

1. Recycling Revenue- There was \$0 recycling revenue as of the quarter ending in March 2021. Most of the recycling commission comes out of the visit room, from aluminum cans and with visitation being closed this has decreased the amount of this revenue. These commissions come in at different times of the year.
2. IIBF received \$0 of the vending commissions during the quarter ending in March 2021 due to the closing on the visiting programs.
3. Contraband-The Contraband revenue as of the quarter ending March 2021 is \$3,330, this revenue income is determined and based on WAC137-36-040 and DOC policy 200-trust accounts for incarcerated individuals.
4. 25% Revenue transfer to CVC (Crime Victim's Compensation Account)- As required by RCW, DOC transfer 25% of all IIBF revenue received to the Crime Victim's Compensation Fund administrated by the Department of Labor and Industries. The CVC for this quarter is \$833.

#### **B. Budgeted Expenditures**

- C. Overall Expenditures: the overall actual expenditures compare with the allotment for the quarter ending in March 2021



FY2021 is 81%. It includes the restricted and non-restricted expenditures.

**Restricted IIBF Expenditures are the Non-discretionary funding in general, including the staffing salaries, pre-planned family friendly events/activities, public movie license fees, and contracted tv/cable services fees and law library PC lease and on-line subscriptions.**

**1. Family Friendly-total actual spending is 48% from what was allotted**

- a. Family Friendly Events and Activities- This is the pre-planned facility family friendly events when working on the FY21 facility family friendly budget. The actual expenditure is 48% from what was allotted. The underspent amount of the family friendly event is due to the late budget and cancellation of the events at facilities from the unprecedented circumstances of Covid-19 pandemic, our staff members at Family Services Unit have been working very hard to coordinate with local facilities and local family council members to identify and plan the events for the coming month and by using some of the unspent funding for future events.
- b. Family Friendly Hotel Voucher Program-The allotment under this category had no actual spending due to temporary closing out the visitation programs.

- c. Family Friendly Supplemental Pop-up funds –The actual expenditure is 0% .The Pop-up allotment is new this fiscal year, it is to provide more opportunities for events and activities throughout the year which are separated from the preplanned events and can be structured around the needs of the individuals and their families. Family Services unit staffing members have been working with facilities, individuals on identifying the needs and interests of the events.
- d. Family Friendly Incarcerated Individual Comfort Items- “Family friendly incarcerated individual comfort items” is a new line item this year. FCR solicited ideas from the families and the incarcerated population, the facility purchased items such as goody bags and hygiene products for the incarcerated individuals.

**2. Other Spending-total actual spending is 97% from what was allotted**

- a. TV/Cable fees are 97% from what have been allotted.

**3. Supplemental Emergent Spending Requests-This is a new category this year to allow a certain amount of funds available for emergent needs without going through the full budget approval process. We have created a process of how to acquire the funds and way of tracking financially, this process involves with**

both LFC and two selected statewide family council members' feedback/input. The actual expenditure is 92% from the allotment as of the quarter ending in March 2021.

- **Budgeted Expenditure (Non-Restricted)**

The non-restricted budgeted expenditures came from the \$10 per incarcerated individual allocation. It is the discretionary funding for the facilities to allocate into the programs such as barber shop, culture events, TV rental and recreational programs and activities. The actual expenditure is 31% from the allotment during this time period.

## LFC FAMILY MEMBERS' AGENDA REQUESTS

### JUNE 11, 2021 BI-MONTHLY MEETING

1. Q: How is the mail prioritized and processed in the Mailroom? What is prioritized first – physical mail (first class/books publications) over electronic? What is the time frame for all types of mail?

**A: DOC Policy 450.100 section 1. E. reads:**

Excluding weekends, holidays, or emergency situation, approved mail will be processed in the following timeframes:

1. Outgoing first-class mail will not be held for more than 48 hours. Mail requiring translation will not be held for more than 5 business days.
2. Incoming first-class mail will be distributed to the individual within 2 business days. All other incoming mail and mail requiring translation or rejection notice will be distributed to the individual within 5 business days.
3. Electronic messages (i.e., eMessages) will be distributed to the individual within 7 business days.

**The mailroom priorities are:**

1. Legal mail in/out.
2. First class mail in/out
3. Money orders
4. Outgoing parcels
5. Publication (books)
6. Rejections
7. JPay (eMessages)

The mailroom processes very high volume of mail on a monthly basis, with limited staffing. Some of the problem that causes delays with mail are:

- Staff level in the mailroom- management is working on the issues of mailroom staffing.
- Insufficient information address on letters/ parcels – no DOC numbers or housing assignment, which causes delay in processing.
- Third class mail (i.e. TV and channel guides, magazines, newspaper, etc.) is handled by USPS differently than first class mail. The facility has no control over when they receive third class mail. Once the mailroom receives the third-class mail, it is processed within first class time frames.

2. Q: IIBF: 1. Wall clocks in the gym; 2. Kettle bells or medicine balls in the gym for those who aren't in the weight pile. A set of 10-, 15-, 20-, 25-, 30-, 40lbs would be preferable; 3. Better camera for the photo program in the gym. Also, more neutral backgrounds/backdrops available (i.e. solid colors such as light gray, light blue, or patterns such as clouds)  
A: Per REC Mgr. Graves – Wall clocks are in several areas of gym, but not on every wall; we currently have one kettlebell. They are expensive and are broken easily, so I have not purchased more of these; we also have a medicine ball available for check-out. Regarding the 4x6 photos we take, our camera is very good. We will replace it when it is no longer serviceable. Work orders for neutral backdrops have been submitted.
3. Q: Lines for phones is a problem. Seven (7) phones are available in each living pod for 136 people. Legal phone is often vacant. If there's a line for the phones at 9:00pm dayrooms, officers should have discretion to allow legal phones to be used for regular calls. Very rarely, if ever, does anybody have a legal phone call at or after 9:00pm or on the weekends.  
A: The legal phones will not be used as regular phones. This has been addressed previously.
4. Q: How do IIs get art catalogs from Blick Art Supplies? Blick's policy for Corrections recently changed and now requires facilities to order them instead of individuals being able to receive them in the mail. Ideally, four (4) Blick catalogs should be ordered for every unit (4 x 7=28). They are free. Recreation seems to know nothing about this and is still under the impression that IIs can get them mailed in.  
A: Blick Art Supply catalogues were ordered and distributed to the units, one per pod, for check-out. All housing units have this process in place. A current catalogue has been provided to Recreation as well.
5. Q: On Wednesday, May 26, 2021 at around 3am, a fire alarm went off in H3. Why are fire alarms going off at 3am and why are IIs not being escorted outside? When there is a fire alarm, IIs are directed to go back to their cells, no matter the time.  
A: Per Lt. Yardley - When a fire alarm goes off in a unit all I/I's are celled in. Unit Officers and responding staff check all areas of the unit to include all cells. A unit is not evacuated unless a sign of smoke or flame is present. If smoke or flames are present, then the unit would be evacuated in an orderly fashion to ensure the safety of all I/I's and staff. Once the unit is checked and there are no signs of smoke and flames, then the alarm is silenced, and the unit returns to normal operations. Unless the fire is located in a lower cell, the upper tiers are always evacuated first as smoke generally rises.

# June 11, 2021 LFC Bi-Monthly Meeting

## Unit Requests

1. Q: Requiring unvaccinated staff to wear PPE face guards/shields and surgical masks at all posts ending the in-unit tier cohort separation since most II's are fully vaccinated.

A: **SCCC is following the guidance of the Prisons Unified Health Services Command as we have during the COVID pandemic.**
2. Q: EFV processing: When are EFV applications going to be processed? Most have submitted birth certificates & marriage documentation since beginning of 2020 and yet haven't received personal documents back.

A: **Per DOC HQ EFV – As of 6-1-21 EFV applications that were previously received before the suspension of EFV's will begin to be processed.**
3. Q: Most concerns are about visitation. We have inmates wondering if the Governors re-opening of the state will affect the Department of Corrections plans for opening visitation sooner or no change at all. If sooner, please explain.

A: **The Governor's office is involved with the Department in deciding what level of visitation will be allowed and when. Nothing has been shared with SCCC to indicate any changes are going to be made at any specific point. When HQ, in consultation with the Governor, decides to move forward in expanding visiting, it will be announced.**
4. Q: Some are concerned the current plan for the first phase of visitation will do more harm emotionally having a negative impact on mental health only being able to see family or friends for one hour a month without being able to have any contact with loved ones physically and not being able to see our children.

A: **Family members should use their own discretion as to whether or not they believe an hour of in-person no-contact visiting each month is better (or works better for their own situation) than no in-person visitation at all.**
5. Q: We are hearing the delay to phone change service providers is due to outdated equipment not being compatible to the new provider's system. If this is true, how long will it take for them to update the system, so we have a more reliable system?

A: **A Memo was distributed to the population via kiosk on 6-1-21 regarding this matter.**
6. Q: We are wanting to know when in person visitation will open up to allow longer visiting sessions with our loved ones to include family members 16 years of age and under?

A: **The Governor's office is involved with the Department in deciding what level of visitation will be allowed and when. Nothing has been shared with SCCC to indicate any changes are going to be made at any specific point. When HQ, in consultation with the Governor, decides to move forward in expanding visiting, it will be announced.**
7. Q: Can Medical staff explain to II's medical problems so that II better so they can understand what the plan is for that II? (i.e. II has back problems, which is causing muscle loss. Medical staff did not explain to II why this was happening and if it will continue)

A: **Per Health Services – Our providers go into detail with each patient's concerns. They answer all questions asked of them. If the patient does not completely understand what is being told to them, they need to let the provider know. If the patient thinks of a question after the appointment, they can send a kite to the provider requesting additional information.**

8. Q: Seeing that II's are paying for the cable and most II's would rather have good channels instead of a BBQ once a year, is it possible for II's to once again vote on which channels are available?

A: **Per Associate Van Ogle (6/10)** We have 3 channels out. Comcast took the channels and left them blank. We are working with Comcast to try to get them to fill those spots. From this point forward, there will not be anymore votes on TV channels as we have switched to a preferred contract. We don't have the ability to switch every 6 months anymore. We are locked into a contract until 2025 and it is possible that if Comcast removes channels, they may not fill those spots.

**ADDITION FROM 6-11-21 LFC BI-MONTHLY MEETING:**

Q: **Per Susan Cooksey** – Who has the contract?

A: **Per Associate Van Ogle** – We've been with Comcast for 20 plus years and it's negotiated through HQ and one local Rep.

Projected Revenue	FY21 Total Budget	YTD Budget	YTD Actual	YTD Actual / YTD Budget	YTD Variance	Remaining Budget
Gross Phone Commission Revenues						
Interest						
J Pay Commissions						
Recycling						
Miscellaneous Revenue						
Vending Commission			3,330			
Contraband			3,330			
<b>Subtotal</b>			833			
Less 25% to Crime Victims'			2,498			
<b>Total Projected Revenue</b>						

Budgeted Expenditures (Restricted)	Budgeted FTE	Actual FTE	Variance	FY21 Total Budget	YTD Budget	YTD Actual	YTD Actual / YTD Budget	YTD Variance	Remaining Budget
Headquarters staff (IIBF Administrator & IT Staff)									
Prison Recreation staff (no overtime)									
Prison Recreation staff overtime									
Prison Stores - Security staff									
Prison Visiting staff									
Prison WA State Library contract staff - at WSP									
Prisons Law Library staff									
Family Services staff									
Prison Project Positions from FY2019									
Total Staffing Cost									

Family Friendly- Events & Activities	Budgeted FTE	Actual FTE	Variance	FY21 Total Budget	YTD Budget	YTD Actual	YTD Actual / YTD Budget	YTD Variance	Remaining Budget
Back to School FF01				43,140	2,275	186	8%	2,089	43,140
Day with Dad FF10				1,500	1,500	0	0%	1,500	2,089
Family Crafts FF14				1,000	1,000	415	42%	585	1,500
Family Focus/Fun Night FF15				2,000	1,200	0	0%	1,200	585
Hotel/Motel Voucher FF40				10,000	6,250	0	0%	6,250	2,000
Spring Family FF61				2,500	0	0	0%	0	10,000
Winter Family FF69				4,015	4,015	1,871	47%	2,144	2,500
Video Greeting FF91				500	350	158	45%	192	2,144
Significant Other FF96				3,365	0	62		-82	342
Pop-up Funds Pending approval/release				1,700	1,700	0		0	3,303
Supplemental Emergent Spending Requests				6,210	6,210	5,703	92%	-507	1,700
Family Friendly-Future Deployment				8,075	8,075	6,557	81%	-1,518	507
Family Friendly Transportation Contract-Western Van									1,518
Family Friendly -Matthew House Hospitality Services									
Family Friendly KUBI Camp									
Family Friendly -Hotel Voucher Program									

TV/Radios  
Comfort Food

Attachment #1-A



Family Friendly- Supplemental Pop-up											
Family Friendly- SFC Travel & Meeting Supplies											
Family Friendly- Communication support (July/Aug)											
Family Friendly- Communication support (Sept)											
Family Friendly- Communication support (Oct)											
Family Friendly- Communication support (Nov)											
Family Friendly- Communication support (Dec)											
Family Friendly- Incarcerant Comfort Items											
Family Friendly- Future Deployment											
Parenting Inside and Out (PIO)											
FOSA											
<b>Total Family Friendly</b>	<b>43,140</b>	<b>30,875</b>	<b>14,952</b>	<b>48.45%</b>	<b>0</b>	<b>28,188</b>					
Motion Picture License											
Supplemental Motion Picture License (placeholder)											
<b>TV Systems</b>	<b>141,768</b>	<b>106,326</b>	<b>103,609</b>	<b>97%</b>	<b>2,717</b>	<b>38,159</b>					
Law Library Subscriptions, Books, & PC Lease											
Law Library Additional Publication Through Thomson Reuters											
<b>Total Other Spending</b>	<b>141,768</b>	<b>106,326</b>	<b>103,609</b>	<b>97.44%</b>	<b>2,717</b>	<b>38,159</b>					
Supplemental Emergent Spending Requests (placeholder)											
<b>Subtotal-Restricted Spending</b>	<b>184,908</b>	<b>137,201</b>	<b>118,561</b>	<b>86.41%</b>	<b>18,640</b>	<b>66,347</b>					

<b>Budgeted Expenditures (Non-Restricted)</b>	<b>FY21 Total Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>	<b>Remaining Budget</b>
Per Offender Allocation	19,440	16,272	5,041	11,231	14,399
Unrestricted Program Index Breakdown (Expenditures)					
Barber Shop - 88110				0	0
Cultural - 88115	3,950	3,950	3,950.00	0	0
Dog Program- 88120					
EFV - 88125	1,000	700	0.00	700	1,000
<b>EFV (RECOVERIES) - 88125</b>					
Family Friendly - 88130					
Gardening - 88135					
Hobby - 88140					
<b>Hobby (RECOVERIES) - 88140</b>					
Law Library - 88150					
Evidence Based Incentives - 88155					
Recreation - 88160	9,490	8,122	2,152.00	6,032	7,338
<b>Recreation (RECOVERIES) - 88160</b>			-61.50		62
Television - 88170			20,198.67	3,919	3,919
<b>TV(RECOVERIES - 88170</b>			-24,117.67		
Unit Activities - 88180	4,000	2,800	2,919.46	-119	1,081
Visiting - 88190	1,000	700	0.00	700	1,000

Workshops - 88195									
Subtotal - UNRESTRICTED	19,440	16,272	5,040.96	11,231	14,399				
Total Budgeted Expenditures	204,348	153,473	123,602	29,871	80,746	81%			