



FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: Sat. 8/10/2024 Time: 9-11 AM

Teleconference details: Meeting ID: 225 240 039 127 Passcode: jBAEKP / Or call in (audio only) +1 564-999-2000,,750083686# United States, Olympia (833) 322-1218,,750083686# United States (Toll-free) Phone Conference ID: 750 083 686#

MEETING ATTENDEES

Jason Bennett, SCCC Superintendent VACANT
Department/facility co-chair Family co-chair

Lee Wilson SCCC Superintendent AA Keen, Kellie
Facility/council secretary Family secretary, if applicable

Members present: Daphne Nolte, Sgt. James McGinnis, Sarah Leon, Tamara, Catherine Antee, Shawnte Davenport-Holmes, HSM Blaine MacDowell, LBA Mellin Hillard, CPPC Branwyn Mansford

Non-council member attendees: _____

AGENDA

Old business

Topic	Discussion/Key points	Next steps
See Action Items Form		
Pack 'N Play	Bennett: After doing research, because of the way they are used it creates sanitation and cleanliness issues, so we cannot move forward with adding this item in visitation.	Action Item Closed
EFV Policy	Bennett: No, we do not have one started. The policy language does not state there will be a list, but how cancellations will be handled. Cancellations are rare to have enough time to prepare for another, usually within the hour. In the case of an advance notification...the sergeant usually schedules the next couple coming in. Looking at opening a cancellation list but not sure it will be an effective tool. Family Member: Every facility has to have a cancellation list for the EFVs. Stafford use to have a cancellation policy before covid. There are people	Action Item Still Open

	<p>who could be there even in cases of last-minute cancellations.</p> <p>Bennett: I am open to the idea; we don't have one right now, but I will talk with Mr. Spooner on his thought process. We are open to exploring that prior to next meeting.</p> <p>Family Member: Even if it is filling one spot every other month it is important.</p>	
<p>Visiting Voucher</p>	<p>Family Member: It is an either hotel or gas. They are working on getting both.</p> <p>Bennett: If we have the availability to do it, we will do it. If the funding is there, we will use it. There are restrictions to how we use the money. We need the authorization.</p> <p>Family Member: When we talk about this at state, there is some flexibility, such as the mileage. Reviewing policy to make it retroactive so you don't have to apply in advance. That is in the works.</p> <p>Bennett: I like the idea of posting this policy, maybe we can get some signage created to put in the visiting room.</p> <p>Hillard: We do get a lot of people asking about it. I will look into getting some signage for both visitors and staff.</p> <p>Family Member: By plane or train, I would need to keep travel receipts for reimbursement, right?</p> <p>Bennett: I will look at the exact language in program, can utilize it for gas or hotel. Either or. I cannot promise plane or rental car would be included.</p> <p>Family Member: Where can those forms be found?</p> <p>Bennett: We will ask where they are located and can add them into notes.</p>	
<p>Dishwasher</p>	<p>Bennett: It is it capital plan for</p>	

New business

Topic	Discussion/Key points	Next steps / Questions
<p>Financial Overview / IIBF</p> <p>LBA Hillard Mellin</p>	<p>**See attached financial sheets</p> <p>Anything that is in grey...that designates funding that we cannot touch and move to another area.</p>	<p>Family Member: Exactly what is included with television services? Just the TVs and the channels? When they swapped over companies, some channels they no longer have, and some are not working.</p> <p>Hillard: TV services is for satellite tv and channels they get. Part of the money that funds this is the \$5 fee...Everything else is through the budget.</p> <p>Bennett: To add on to that, because we have a long successful rental program, we have up to 70 channels. We are working with tier reps to see what it would look like to switch out channels. One issue is the older TVs only get 30 channels because they do not have the capacity to get signal. We did ask for money to replace existing rental TVs. There is a substantial ask, approx. 400 rental TVs. We hope to see some improvement in the future.</p> <p>Family Member: What avenue do the residents have to give input on how IIBF funds are spent?</p> <p>Hillard: We do send out requests (headquarters) asking for opinions from all Incarcerated Individuals in all facilities. SCCC has sent out polls to the population as well.</p> <p>Family Member: They have some really good ideas that are specific to SCCC. I'm wondering if there is a way to get requests to you.</p> <p>Hillard: They can send a kite to the business office to ask for</p>

		<p>something they would like. I can share with Mr. Bennett and his team, and we can move from there. I can ask for additional funding.</p> <p>Family Member: Can family send requests?</p> <p>Mellin: Yes, it will go through the same process for review.</p> <p>Family Member: When HQ sends out surveys, what is needed at SCCC may not be needed elsewhere. When those minutes go out for tier reps, can these go to you to review. Asking tier reps when doing budget what their top asks are versus all other facilities would be a good place to start.</p> <p><i>**The business office is on the email list to receive SCCC's Quarterly Tier Representative Meeting notes.</i></p>
<p>Family Friendly Updates</p> <p>CPPC Branwyn Mansford</p>	<p>Spring event was really fun. We got to break out our new obstacle course that both kids and adults can use. Will continue to be used for future outside events and was big hit with all. The goal is to move forward is to have more outside events that include adult support systems as well as one with just kids.</p> <p>Our schedule for next year is going through the approval process and includes an adult outdoor event in June.</p> <p>Our next event is next week, 8/17/2024 Back-to-School. We spent \$4k so far, mostly on school supplies. This year we will be able to supply high grade high schoolers with graphing calculators. We also have a rep from Girl Scouts Beyond Bars coming and she will have more info about sign ups as we will be</p>	<p>Family Member: Do you have any provisions for children out of state to receive packets?</p> <p>Mansford: We have talked about this and want to start doing since some families cannot attend. We were not able to figure it out for this year.</p> <p>Family Member: At one of last meetings, we talked about an event waiting list. My question is how does the wait list work? Do you finalize that far in advance? What happens if someone else cannot come and the spot is empty?</p> <p>Mansford: Our wait list is made from the approved and vetted applications we receive. We finalize our lists and wait list 45 days in advance. When someone cancels, people who are on that vetted wait list are moved up and notified. We close the wait list one week</p>

	<p>forming our own troop. We also have Hands on Children's Museum coming to share science fair type activities. We will be supplying school supply lists and letting people pick out what they want, like, and need...plus basic hygiene kits.</p> <p>We are trying new things with workshops to get more people involved in our programs.</p> <p>Also coming up is a volunteer orientation where we are onboarding new Catholic religious contractors. Since we are getting a new contractor, we had about a month where we did not have those services. We are adding Hope of Freedom back as well. SCCC will be getting some new volunteers for other existing programs and currently have about 90 volunteers.</p> <p>We got funding this year extra for activity packs, it is a bag with art project, coloring pages, crayons, and info sheet. This is a way to interact with your child at the table or for them to take home.</p> <p>Now we will start working on the holiday events.</p> <p>Next family fun night is September 27th</p>	<p>before the scheduled event. Adding people who did not send in an application to be approved and vetted by the initial application close date cannot happen.</p> <p>Family Member: Doing events for children that are age divided. Moving forward, maybe there is a way to do this. Some older kids may not be interested in the younger children's events.</p> <p>Mansford: We can definitely look into that.</p> <p>Family Member: Are you the person to talk to about fundraisers?</p> <p>Mansford: No, but regarding donations for events..yes.</p>
<p>Statewide Family Council Update</p> <p>SCCC LFC State Rep. Daphne Nolte</p>	<p>There is a new co-secretary for Statewide Family Council. For the past 2 meetings she hasn't been able to get the minutes out yet.</p> <p>Some of the things I talked about regarding SCCC in the meeting are:</p>	<p>Family Member: SecurUs has service agreements...There have been a lot of issues with SecurUs, hopefully DOC is holding them accountable and being compensated for SecurUs's issues.</p> <p>Family Member: I had to call SecurUs last night because I redid my video visit 3x to kiosk. I was told that DOC or facilities</p>

	<p>Violence Prevention Day is coming up soon, 2 days scheduled for the 20th and 21st. One thing the residents have done is make an art exhibit for violence prevention. They have also made other workshops.</p> <p><i>**Due to weather conditions the Violence Prevention Event was postponed to the 1st week of September</i></p> <p>I talked about the dissatisfaction with SecurUs and how it seems to be a challenge recently.</p> <p>Bennett: We did have a Securus rep on site a couple times this past week making repairs and they also flew someone in to assist with the issues. DOC is holding SecurUs responsible, looking into compensation for the outage. Last night's outage was not SecurUs but an internet outage in Aberdeen.</p> <p>We requested a healing circle and contact officers that set up meetings where residents could participate. It turned out to be a really positive meeting. Leadership plans to continue the healing circles.</p>	<p>have to compensate for the video visit vouchers. Securus is telling families this. They are giving out misinformation.</p> <p>Bennett: If they need us to verify information, that is something we are willing to let them know to recredit you. It is a constant struggle with pointing fingers.</p>
<p>SCCC Urgent Care Program</p> <p>HMS Blaine MacDowell</p>	<p>We reimplemented our Nursing Urgent Care. We are seeing 12-17 patients a day, 7am – 7pm until movement ends. Any time during movement any resident can request to come to medical. Officers will give them a slip, it is given to the nurse, and is kept private. If they need to see a provider, they are moved up to seeing one. If a nurse can provide treatment, they will do so. The patient population really seems to like it. These visits are getting in and out in under 20 minutes. We are driving down medical emergencies, helping</p>	<p>Family Member: There is a question about physical therapy (pt) and lack of opportunities for pt. Is there a way to see about providing affordable pt to residents?</p> <p>MacDowell: I do have a plan. Some of the national healthcare problems trickle down to DOC. It is difficult to get these services. We have a physical therapist here 1-2 times a week but usually we have to transfer patients to Olympia for care. It is difficult to get people on site. I'm working on getting people through on</p>

access of care issues and provide services to II's who need them while addressing chronic care issues. We are still trying to streamline it...This is a first for the state of Washington. This October we are going to present this program to the state to inquire about implementation at other facilities. It is a work in progress and a strong step forward. Patients seem to really like it and we are still working on it. Hopefully in October it will be expanded.

telehealth services / assets. It is not ideal, but I feel like it is better than nothing. Also looking into group appointments.
Family Member: Maybe a physical therapy assistant that could come on site and utilize some of the gym? That may help alleviate some of those problems and costs of sending them offsite.
MacDowell: That is a wonderful suggestion, we are pushing things forward here to make sure people get the care they need.
Family Member: Telemedicine visits are reimbursed less?
Family Member: That is my understanding and that is why I'm working on moving that budget up.
Family Member: The incarcerated have Medicaid, correct?
MacDowell: Correct
Family Member: They should be reimbursed at the same rate. The reimbursement should be the same rate as provider in person.
MacDowell: That should move things forward quick
Family Member: There are no costs out of their own funds?
MacDowell: No DOC medical billing is sent that bill

Roundtable / Open discussion

Family Member: Dish cable package update...

Bennett: Following the statewide meeting.. we are looking at a process with the Tier Reps to look address packages. We can only display 70 channels right now because more will cause interference with the TVs. We will look at that and what the best options are to increase the channels the population wants.

Family Member: I heard this week that there was brown water coming out of the faucets. Can you please help us understand?

Bennett: Maintenance flushed hydrants this week and it caused the brown water. It needed to be flushed from the system and only happened for a moment in time. There was a notice that went out to staff but may not have sent out to residents.

<p>Family Member: Could that be from rust?</p> <p>Family Member: It is not highly unusual in certain circumstances for plumbing for this to happen. I don't believe it is a rust issue. The brown water has been cleared up.</p> <p><i>**A kiosk message went out to the population on 8/08 stating "Please be aware the fire hydrants were flushed today. You may see discolored water. Please let it run until clear." This notification is available for viewing for the population until 8/31.</i></p>
<p>Family Member: Since a lot of people have been approved for EFV's... Can family and Significant Others schedule separate visits in the same phone call.</p> <p>Bennett: At this time, no.</p> <p>McGinnis: Policy does state that only 1 EFV can be scheduled at a time. You can have one scheduled with whomever and once that concludes then you can schedule next visit.</p>
<p>Family Member: Mass infraction issue in H2 where 40+ people got infractions. The outcome was a lot of people accepted them; it was more of a warning. The impact of the infractions who are fighting for freedom do not look great to people coming up for parole, etc.</p> <p>Bennett: It is a two-fold thing. The rule not to cover windows is published in the handbook The rule was broken. Some may be reduced to a Behavior Observation Entry (BOE). We are looking into why there were so many.</p>
<p>Family Member: What is the status of the requested privacy screens for kiosk?</p> <p>Bennett: There was some discussion, I don't have an update. I'll have to defer until I can speak to CPM Schreiber. <i>*Action Item</i></p>
<p>Family Member: What is the status of black out curtains for EFVs? These have been requested the past couple years.</p> <p>Bennett: I don't have an update. I will have to get with CPM Schreiber, he is not with us today. We prioritized the bedroom windows, but I don't know about the living rooms. I will have to follow up.</p> <p><i>*Action Item</i></p>
<p>Family Member: How do we get things put on the agenda for LFC meetings?</p> <p>Bennett: Typically, that is coordinated with the Co-Chair and co-secretary. We haven't had a regular family Co-Chair, so we haven't had several agenda items.</p> <p>Wendy: how do we get request an item to be on the agenda for the LFC meetings?</p> <p><i>**Facility Co-Secretary Amber Carlson sends an email to Family LFC Officers asking if they would like to add any topics to the Bi-Monthly meeting agenda. Please reach out to your Family Officers if you would like to see a topic addressed. They will then communicate that with A. Carlson when the agenda is being built.</i></p>
<p>Family Member: When Incarcerated send kiosk messages to CPM they are not sure which person is responding. There is no type of signature.</p> <p>Bennett: Signatures are character limited so I don't know the limitation on the system.</p>
<p>Family Member: Maybe we can bring this up as a statewide issue...The status of gaming & gaming supplies..what is approved or not. Donations, etc</p> <p>Bennett: We are waiting on updates from HQ on the agency level. As I get more feedback, I will be sure to share.</p>
<p>Family Member: Is there a way that those with no more than 1 infraction can still attend family events?</p> <p>Bennett: We don't use general infractions, only serious infractions which rise to much higher cost. They are serious enough that they have built in requirements.</p> <p>Mansford: Policy 530.150 discusses infraction and family events. This is decided by the state level.</p>
<p>Family Member: Status of fundraisers and can it be on action item list. SCCC used to have residents asking to come to Stafford Creek because of fundraisers.</p> <p>Bennett: Fundraisers are a tricky endeavor. We must have volunteers to take it on. This is not an easy task at a facility our size and location. It is a huge undertaking to facilitate. We must coordinate with CI, maybe a smaller type of fundraiser to get through that process. We are</p>

exploring opportunities and staff who are willing to take that on. We are exploring rotating fundraisers.

Family Member: Is it true that cards that we send to our loved ones will be copied?

Bennett: Yes, that is agency wide. There was a message sent out related to that.

*See attached memo dated 5/20/2024

Family Member: Where can I find that memo? I find that it is dehumanizing to have a black and white copies.

Bennett: It is unfortunate, but it is an agency wide issue due to drugs and other issues.

Family Member: Can you give status on color printers in mail room?

Bennett: I won't have a status for some time or a date immediately. It will take a moment to look at the agency funds and what we are approved to do. I probably won't have them by next meeting but hoping to have that in the near future.

Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center via Microsoft TEAMS Date: 10/12/24
Time: 9-11AM

Comments: Please send your suggestions for family friendly events, unit activities, unit items, and visitation items to the LFC email box, docsccllocalfamilycouncil@doc1.wa.gov.

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

FAMILY COUNCIL ACTION ITEMS

REFERENCE	NEW ACTION ITEMS OPENED	ASSIGNED TO Owner of issue	DATE OPENED	DATE DUE	DATE CLOSED
	Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed		mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Black out Curtains	What is the status of black out curtains for EFVs? These have been requested the past couple years?	CPM Robert Schreiber	8/10/2024	10/12/2024	
Privacy Screens	What is the status of the requested privacy screens for kiosk?	CPM Robert Schreiber	8/10/2024	10/12/2024	
Pack 'N Play in Visitation	Can non-restricted funds be used to purchase 2 pack and plays for the visit room so those with infants can utilize them? A: Due to safety, sanitation, and security concerns pack and plays will not be implemented in the visit room at this time.	CPM Robert Schreiber	6/08/024	8/10/2024	8/10/2024
EFV Policy	With the new EFV policy there is a new cancelation list implemented. Has this been started? A: No, We are looking at opening a cancellation list but not sure it will be an effective tool.	CPM Robert Schreiber	6/08/024	8/10/2024	
Visiting Voucher	Families may choose to use the family reimbursement for the 2 nights. Does that mean they can claim the \$50 for the 1 st night and \$50 for the 2 nd night as well? Are they able to claim gas reimbursement as well? A: Per Dawn Taylor: The Lodging and Transportation Assistance Program (LTAP) will reimburse qualifying applicants in the amount of \$50.00 towards the cost of either a hotel stay or gas purchase for qualifying applicants who travel over 150 miles to visit the facility. Qualifying applicants may request up to TWO \$50 reimbursements per month to assist with the cost of transportation and/or a hotel stay when visiting their loved on. (They can use this on the same visit for gas and hotel or separate out for 2	LBA Hillard Mellin	6/08/024	8/10/2024	8/10/2024

	separate visits. There is a \$100 maximum monthly reimbursement). Must apply at least 10 days in advance to allow time for processing of application. There are times when we can make an exception, but the 10 days advance notice helps us to make sure the reimbursement is sent timely. If someone is new to the program and learns about during or after their visit, we will also make an exception for up to 30 days to allow the family to apply. The application and all information is outlined on the DOC Website under Family Support, Lodging and Transportation Assistance.				
Dishwasher	Share update on project steps at each LFC meeting. 6.08 UPDATE: It is still on the Capital Plan and is currently listed for the 2027 year. Please remember that though there is a date the priority of other things can change that.	Superintendent J. Bennett	10/08/2022	Ongoing until completion of install at SCCC	

REFERENCE	CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Visitation Bathrooms	Change in procedure for visitor bathroom use to avoid long lines A: A discussion was held with the Captain regarding mandatory posts in visitation being filled. This will ensure the facility has adequate staffing available to attend to visitor bathroom needs.	CPM Robert Schreiber	4/13/2024	6/08/2024	6/08/2024
Meal Cost Difference	What is the difference in cost for the carb conscious diet versus the regular diet? A: Menu cost that was done last July 2023. Current rates are in the works but we have not been updated yet by CI. These are just the food costs and do not include the "overhead" costs of production. See averages below: Men's Mainline menu is \$2.571 Men's lighter fare meal cost is \$1.848 to \$2.028 depending on the week Men's Diabetic diet cost is \$2.737 to \$2.828 depending on the week	FSM Ronald Attard	4/13/2024	6/08/2024	6/08/2024

Email Addresses	Can a list of employee email addresses be provided to the LFC Family Members? A: See document attached to 4/13/24 LFC Meeting Minutes	Superintendent Bennett	4/13/2024	6/08/2024	5/06/2024
Counselors Open Door Time	There has been reports on inconsistency in open door time for counselors A: This was addressed with all classification staff at their March meeting	CPM Schreiber & CPM Baltzell	2/10/2024	4/13/2024	4/13/2024
Visitation After Events	Why was it implemented for visitors and Incarcerated to leave visitation after an event if the visitors planned to stay for the remainder of visitation? A: This was to allow for the teardown and clean up process after events. Is there a plan to go back to not leaving after an event, if you are planning to stay for the visit? A: Incarcerated attendees may stay in the visit room if they agree to assist in the teardown and cleanup process. This will avoid a double strip out for the day. Visitors must leave the visitation room.	CPM Schreiber	2/10/2024	4/13/2024	4/13/2024
Visitation Strip Out Process	Can a modified strip out be completed for the Incarcerated who are leaving and then coming back from getting insulin? A: It is a policy requirement that a strip search be completed after a contact visit, SCCC will continue with the process required. ref: Policy 420.310 – Searches of Incarcerated Individuals, pg 4, IV : A: 3: b	CPT Mainio	2/10/2024	4/13/2024	4/13/2024
Personal Shoes in Visitation	Now that the table tops are glass, can Incarcerated wear personal shoes to visitation? A: After speaking with other facilities and comparing their processes SCCC will continue to follow the posted Visitor Guidelines. ref: SCCC Visitor Guidelines, page 5 “Incarcerated Individuals will wear state issued clothing, undergarments, and footwear into the visit area.”	CPM Schreiber	2/10/2024	4/13/2024	4/13/2024
CI Order Sheets	Order sheets are only good through January 31 st for union supply? A: Union Supply has updated their form to read “Food Package Order Form 2024-2025”.		2/10/2024	4/13/2024	4/13/2024

Holiday Meal in Visitation for 2024	Request for a holiday meal in visitation A: After reviewing the 2024 holidays that SCCC provides meal enhancements for, it was found that visitation does not fall on either of those holidays. We will look at and consider holiday enhancement for visitation again in 2025.	Superintendent Jason Bennett	12/09/2023	4/13/2024	4/13/2024
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Distribution: **ORIGINAL** - Family Council Co-chairs

Stafford Creek Correction Center (SCCC)
Incarcerated Individual Betterment Fund (IIBF)
FY24 Budget Narratives

Account Code	Budget Category	Programs/Events	Proposed FY24 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>
89110	CULT	IIBF RESTRICTED CULTURAL EVENTS	9,710.00	Monies used to provide cultural events at SCCC per the new cultural events policy 5890.160
89130	F107	IIBF Free Photo Program	2,400.00	Monies used to provide 2 free photo during visiting to the incarcerated and each of their guests.
89130	FF01	BACK TO SCHOOL	5,250.00	Monies used to support back to school events that focuses on positive interaction and involvement in the child's education. Participants must attend a workshop on how to appropriately encourage their children with a focus on schoolwork and participation.
89130	FF15	FAMILY FOCUS EVENTS	2,280.00	Monies used to encourages individuals to participate in crafts and special events during visiting.
89130	FF37	RELATIONSHIP WORKSHOP	300.00	Monies used for supplies for the Significant Other Appreciation Event workshop.
89130	FF40	HOTEL VOUCHER PROGRAM	20,000.00	Monies allocated to the facility for the Lodging Assistance Program is designed to provide assistance to families that must travel extended distances to visit. This assistance encourages and supports in-person visitation.
89130	FF61	SPRING EVENT	2,250.00	Monies used to support Incarcerated Individuals in recognizing the impact that their involvement has on the children in their lives. Participants will have the opportunity to compete with their child in different games to foster teamwork, good sportsmanship, and positive interaction. Activities will include family projects and games.
89130	FF69	WINTER EVENT	9,000.00	Monies used to support the winter event for families to participate in various seasonal activities. Encourages the bond between the incarcerated and their families by creating positive memories and to allow for the continuation of family traditions. Participants will be able to provide a gift to the children in their lives, create family projects, play games.
89130	FF91	VIDEO GREETING	500.00	Monies used to support video greetings that are recorded and sent to their loved ones
89130	FF97	SPECIAL ADULT EVENT	2,250.00	Monies used to support a special visitation day for adults and their incarcerated loved ones.
89130	FF96	SIGNIFICANT OTHER APPRECIATION	2,250.00	Monies used to support a special visitation day for the incarcerated and their significant support person
88125	EFVC	EFV - CONSUMABLE ANNUAL ALLOCATION	9,000.00	This category is for monies generated by fee supported Extended Family Visit Program (EFV) and will be used to replace and update EFV items throughout the fiscal year to ensure the EFV's are clean and usable. These items could include furniture, pots and pans, mattresses, linens, towels, and kitchen supplies. In FY24 \$2250 was allocated to each EFV at SCCC.
88125	NR08	EFV - SUPPLIES		This category is for monies generated by fee supported Extended Family Visit Program (EFV) and will be used to replace and update EFV items throughout the fiscal year to ensure the EFV's are clean and usable. These items could include furniture, pots and pans, mattresses, linens, towels, and kitchen supplies. The fees recovered, currently set at \$5 per night until July 23rd 2023.
88115	NR14	MEAL ENHANCEMENTS	4,000.00	Monies used to enhance the November and December meals for the Incarcerated population.
88160	NR19	RECREATION SUPPLIES	8,204.00	This category is for monies generated by fee supported recreation programs will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: horseshoes, ping pong balls, pickleballs, footballs, basketballs, volleyballs, softballs, softball bats, board/card games for units, cornhole bags, recreation prizes, resistance bands, medicine balls, bumper plates, CrossFit wall mount racks, weight bars, line marker chalk, hobby shop tools & consumable items (i.e. sandpaper), ceramic casting slip. \$4,000 is allocated for the annual field day event for individuals who meet the requirements of being infraction free for the given time period.
88170	NR23	TELEVISION PURCHASE / INSTALLATION SUPPLIES	0.00	This category is for monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will used to purchase TV's, when necessary to support the SCCC TV Rental Program
88180	NR27	UNIT ACTIVITES	3,624.00	Monies provide items that are not required but improve the every day life of the individuals living in the unit and contribute to reducing idleness. board games, card games, puzzles, microwaves
88190	NR30	VISITING AREA SUPPLIES	2,762.00	Monies support consumable items provided in the visit rooms and are intended to support a positive visiting environment. Items may include: games, coloring books, crayons
89170	OP03	TELEVISION SERVICES	148,800.00	Monies allocated statewide to provide cable TV programming to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services

222,870.00

Stafford Creek Corrections Center (SCCC)
Incarcerated Individual Betterment Fund (IIBF)
FY24 IIBF Budget June 2024 (Not official)

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY24 Budget	Expenditures	Fee Recovery	Remaining FY24 Budget	Brief Description of Expenditures to Date
89110	CULT	IIBF RESTRICTED CULTURAL EVENTS	9,710.00	6,066.54		3,643.46	Cultural events as approved by the Superintendent
89110	SP68	Wellness Enhancements	14,785.00	14,781.43		3.57	Treadmills
88125	EFVC	EFV - CONSUMABLE ANNUAL ALLOCATION	9,000.00	8,964.61		35.39	remote controls, pillows, pitchers, paper towels, DVD binder, HDMI converter, hand soap, dish soap, blinds, shower liners, mats, waffle maers, night lights, bedding, coloring books, lamps, bunkbeds, dining room tables, dog poop bag dispenser wall mounts, changing pad, electric skillets
89130	FFFD			255.35			
89130	F107	IIBF FREE PHOTO PROGRAM	3,936.00	3,759.69		176.31	photo supplies
89130	FF01	BACK TO SCHOOL	5,250.00	5,186.04		63.96	books, whiteboard markers, markers, folders, headphones, pencils, pencil cases, calculators, cotton wipes, disposable cups, briquettes
89130	FF15	FAMILY FOCUS EVENTS	2,280.00	2,274.56		5.44	blank puzzles
89130	FF37	RELATIONSHIP WORKSHOP	300.00	0.00		300.00	
89130	FF40	HOTEL VOUCHER PROGRAM	20,000.00	6,378.81		13,621.19	
89130	FF61	SPRING EVENT	2,250.00	1,582.21		667.79	DVD SET FOR EVENT POPCORN BAGS, WASHABLE MARKERS, TINY POM POMS SELF ADHESIVE SHAPES, YARN, BACKDROP, PAPER FANS, CARDBOARD BOOTH STAND-UP, TABLECLOTH, GAMES.
89130	FF69	WINTER EVENT	9,000.00	7,723.64		1,276.36	boxes with ribbon, treat bags, light-up balls, christmas ornaments, lanterns, party favors, lip balm, mini lights, popcorn, clear squeeze bottles, christmas costume, candy canes, hats & gloves, fleece throw, crew socks, food coloring
89130	FF91	VIDEO GREETING	500.00	0.00		500.00	
89130	FF97	SPECIAL ADULT EVENT	2,250.00	1,717.81		532.19	
89130	FF96	SIGNIFICANT OTHER APPRECIATION	2,250.00	1,855.41		394.59	
89130	FPOP	POP-UP FUNDS	5,920.00	0.00		5,920.00	
88118	NR14	MEAL ENHANCEMENTS	4,000.00	4,000.00		0.00	Turkeys-November. Prime Rib for December
88125	NR08	EFV - SUPPLIES	0.00	0.00	0.00	0.00	
88160	NR19	RECREATION SUPPLIES	8,204.00	13,685.09	(12,569.00)	7,087.91	hobby shop supplies, badminton, wiffle ball sets, tug of war, disc golf, soccer ball, pickleballs, footballs, cables for machines, pylons for football, white field marker, maci punch set, mini punch set, bucket of chalf, tennis paddles, diamond point chisel, bass strings, guitar strings, tool motor shaft, thick cable for pulldown, safety blades, airbrush kits, replacement cables for crossover machine, soldering supplies, safety switch table saw, ping pong paddles, wood trimmer, toothpaste, sponges, loofahs, body wash, deodorant, belts for rowing elliptical
88170	NR23	TELEVISION PURCHASE / INSTALLATION SUPPLIES	0.00	15,673.62	(26,130.32)	10,456.70	fiber optic receiver rack-mount, coaxial connectors, quad-shield cable pack, hdmi to analog modulator, hdmi splitters
88180	NR27	UNIT ACTIVITIES	3,624.00	2,564.24		1,059.76	199.21 refund from last FY christmas lights for unit trees, puzzles, dominoes, dice, board games
88190	NR30	VISITING AREA SUPPLIES	2,762.00	2,762.00		0.00	plastic hangers, remotes, board games, playing cards, pencils, playing cards, dictionary, games. Neon signs, foldable headsets stand, surround sound gaming headset, area rugs, plastic storage bins, clothes hangers, microphone stand, rechargeable timers, markers, sign holder, desktop charging station, wall chargers, adapters
89170	OP03	TELEVISION SERVICES	148,800.00	148,708.06	(9,871.23)	9,963.17	
Report Total			254,821.00	247,939.11	(48,570.55)	55,707.79	



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

May 20, 2024

TO: All Prison Staff
All Incarcerated Individuals
All Interested Parties

FROM: Melissa Andrewjeski, Assistant Secretary *Melissa Andrewjeski*
Women's Prison Division

Don Holbrook, Assistant Secretary *Don Holbrook*
Men's Prisons Division

SUBJECT: Mail for Incarcerated Individuals: Greeting Cards/Postcards

Effective June 15, 2024, greeting cards and postcards sent to incarcerated individuals inside Washington State Department of Corrections (DOC) facilities will be photocopied when received by the mailroom and the copies only will be issued to the incarcerated individual. The original contents and the envelope will be disposed of following mailroom procedures.

The reason for this change is because we are discovering a number of unsafe greeting cards and post cards that contain synthetic drugs on the specific type of paper used for greeting cards and postcards. Introducing drugs into the prison system is illegal and extremely dangerous. This method of introducing drugs is of particular concern in prisons nationwide because they are less predictable and even more dangerous.

The increase in drug traffickers using this and other methods to introduce dangerous drugs, has resulted in an increase of violence and drug-related medical emergencies. By photocopying greeting cards and postcards as permitted by DOC Policy 450.100, it is our intent to increase safety and reduce the risk of introducing dangerous contraband.

DH:tf

cc: Cheryl Strange, Secretary
Sean Murphy, Deputy Secretary
Chuck Anderson, Deputy Assistant Secretary
Eric Jackson, Deputy Assistant Secretary
James Key, Deputy Assistant Secretary
Deborah "Jo" Wofford, Deputy Assistant Secretary

"Working Together for SAFER Communities"

Incarcerated Individual Mail: Greeting Cards/Postcards

May 20, 2024

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Tomas Fithian, Senior Director, Correctional Operations

Lorne Spooner, Director, Correctional Services

Chris Newton, Chief of Investigative Operations

Tracy Schneider, Mail & Legal Services Manager

Billie Peterson, Policy Program Manager