



**Stafford Creek Corrections Center
LOCAL FAMILY COUNCIL**

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Phone Conference ID: 750 083 686#

Date: October 12, 2024

Time: 9:00 - 11:00 a.m.

Location: MS Teams Meeting

BI-MONTHLY AGENDA

TIME	TOPIC	DISCUSSION LEADER
9:00 am	Welcome LFC Elections	Jason Bennett, Facility Co-Chair Amber Carlson, Facility Co-Secretary
9:15 am	Action Items from Previous Meetings	Jason Bennett, Facility Co-Chair
9:30 am	Food Services Highlight	Ron Attard, Food Services
9:45 am	Financial Overview / IIBF	Hillard Mellin, Local Business Administrator
10:15 am	Statewide Family Council Update	Daphne Nolte, SCCC State Representative
10:30 am	Family Friendly Updates	Branwyn Mansford, Community Partnership Program Coordinator
10:45 am	Roundtable	Jason Bennett, Facility Co-Chair
11:00 am	Thank you / Closing	Jason Bennett, Facility Co-Chair



FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: Sat. 10/12/2024 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
Department/facility co-chair

VACANT
Family co-chair

Amber Carlson SCCC Associate of Programs AA
Facility/council secretary

Keen, Kellie
Family secretary, if applicable

Members present: Capt. Howard Yardley, FSM Ron Attard, LBS Hilliard Mellin, HSM Erica Tisdale, HSM Blaine MacDowell, SCCC State Rep Daphne Nolte, Jacky Helkeen, Wendy and Dean Dubinsky, Catherine Antee, Kerri, Analia Lemus, Sarah Leon. Anna Ivanov

Non-council member attendees: _____

AGENDA

Old business

Topic	Discussion/Key points	Next steps
See Action Items Form		
Black Out Curtains	None of the facilities have blackout curtains in the living room area. We will not be moving forward with the curtains but are looking at offering blinds that are "safety blinds" and have reached out for more information about these.	Remains Open
Privacy Screens	Family Member: Was this to avoid inappropriate behavior in general or during the video visit? Bennett: During the video visit	Action Item Closed
EFV Policy	Bennett: There does not have to be a cancellation list, but there should be a procedure. Sargeant would utilize the next person available who meets the criteria. There are problems with people abusing that process, someone could sign up and someone could encourage them to cancel so the other person could be sped	Action Item Closed

	through the process. At this time...we are not leaning in this direction.	
Dishwasher		Remains Open

New business

Topic	Discussion/Key points	Next steps / Questions
Bennett	I will be starting an interim position at DOC Headquarters as of November 1 st . OCC Superintendent Scott Speer will be coming to SCCC to fill the interim vacancy.	
Elections AA Amber Carlson Facility Co-Secretary	<p>Below are your nominated individuals for SCCC's Local Family Council positions.</p> <p>State Representative: 1. Daphne Nolte</p> <p>Family Co-Chair: 1. Analia Lemus *See attached document</p> <p>Family Co-Secretary: 1. N/A</p> <p>If anyone would like to step up in the interim for co-secretary we can discuss at the next bi-monthly meeting.</p> <p>If you have any questions about the election process, please reach out to me. I am also the one who answers the LFC emails.</p> <p>An email will be going out to family members stating who was nominated for which position and requesting a vote to be cast. Voting will be held through Sunday October 20th. Once closed, votes will be tallied, and notifications made. Official announcement of winners will be completed by October 31, 2024.</p>	<p>Daphne Nolte: I have been on the SFC for about a year and a half now. It has been a big honor and pleasure working with the DOC and family members and tier reps. That is where I get a lot of info - from the tier reps at SCCC. I would love to continue for the following term.</p> <p>Analia Lemus: Analia gives statement for Co-Chair (via email and at meeting). She has experience in representing underrepresented communities.</p> <p>Family Member: If we have anyone we would like to nominate for co-secretary, how do I go about doing this?</p> <p>Carlson: Please send an email to the LFC Mailbox.</p> <p>Family Member: I wanted to highlight there is compensation for this program</p>
Food Services Highlight FSM Ron Attard	As of yesterday, the kitchen has utilized 3,400lbs of outside produce that has been grown in the facility. It is being utilized as supplemental in the meals	Daphne: You're underselling yourself. What a wonderful thing you are doing by using the produce grown in the

	<p>We are gearing up for the holidays. I know it is only October but in food service industry and for a facility of this size it's the beginning of the season. Starting this early ensures we have our orders in and having them arrived on time.</p> <p>If you have any questions that come up after today, please send them over to Amber Carlson and she will work with me for the answers to send out. amber.carlson@doc1.wa.gov or docsccllocalfamilycouncil@doc1.wa.gov</p>	<p>facility. Is it correct that only 30% is used in mainline? Attard: What we cannot use is sent out to the food banks. Daphne: Are you trying to use local food sources? Attard: Right now, we are still dictated by HQ for the menus. I have worked with food HQ on a couple items we make in house with fresh ingredients. They are asking for our recipes so we can get a little bit more palatable food for the populations. Daphne: Are diabetes and prediabetes the same diets? Attard: Yes, that is a medical approved diet. Blaine could answer this better. With medical and religious diets, I have no control over those. Once those are put in by those departments I receive them.</p> <p>Daphne: Have you seen an increase in requests for prediabetes Attard: No</p> <p>Family Member: There is a rumor going around that SCCC's kitchen is going to be a CI distribution kitchen. Attard: No, CI has established food factories. Family Member: What about the bakery? Attard: No, everything we do stays in house, and we do not send any items out.</p>
<p>Financial Overview / IIBF</p> <p>LBA Hillard Mellin</p>	<p>**See attached financial sheets</p> <p>Fiscal year 2025, haven't closed September until that fiscal month closes. Currently the budget is \$81,620.00. We received a supplemental budget of \$40,504.00. Total of \$122,124.00.</p>	<p>Daphne: When does Fiscal Year end? Hilliard: June 30th of each year</p> <p>Family Member: If there was a new line item, we would like to have added to the IIBF, how would we go about doing that? Hilliard: I need a request; it will then be forwarded to HQ</p>

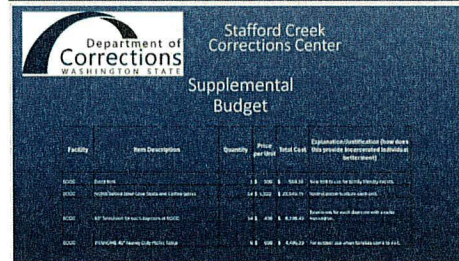
We have not yet spent anything out of the supplemental budget. We requested an event tent for family friendly events. We requested love seats and coffee tables for units. 50inch tv for day rooms at SCCC for a total of 14. We also have a heavy-duty picnic table with a budget for 6 of those.

Television services: We switched tv providers, so we had to opt out of the contract with Comcast. This switch was a HQ decision. SCCC had to pay the \$22k and will get about \$10k back from Comcast. Once the refund from Comcast is issued. I will be asking HQ to remove the rest of the amount as this was not a facility decision

for a new line item and a budget for those items.
Family Member: Does something like that sound reasonable?
Hilliard: Yes, if we do not have the budget for something, we can request additional funding. I have done this process in the past.
Family Member: EFV units, would the same system apply?
Hilliard: We have an EFV line item, but can ask for more funding if it is needed. I would need an itemized list for detail purposes.
Family Member: Would we have needed to ask for those funds in the supplemental budget?
Hilliard: Yes
Bennett: Additional EFV's are a capital budget matter, not a supplemental budget.



	Regular	Supplement	Total
• Total FY2025 Budget:	\$81,620	\$40,504	\$122,124
• Total FY2025 Expenditures:	\$35,141	\$0	\$35,141
• Recovery Fees	\$14,315		
• Balance:	\$50,795	\$40,504	\$157,265



Facility	Item Description	Quantity	Price per Unit	Total Cost	Operational/Contributed Based Item (this provides incremental to budget at baseline)
0000	Foodservice	1	\$100.00	\$100.00	Yes (100% for the 2025-2026 fiscal year)
0000	Medical/Behavioral Health Services (including)	1	\$1,000.00	\$1,000.00	Yes (100% for the 2025-2026 fiscal year)
0000	IT Personnel (including IT Support)	1	\$1,000.00	\$1,000.00	Yes (100% for the 2025-2026 fiscal year)
0000	Printing/IT Training (including)	1	\$1,000.00	\$1,000.00	Yes (100% for the 2025-2026 fiscal year)

Family Member: When we send in donation request forms...who do we send those requests directly to?
Hilliard: That information goes to the Superintendent's office and then it comes to us.
Family Member: When we make the donation...we don't have to make it for every living unit, just our loved one's unit correct?
Bennett: We are looking into this more as some of these games are worth money like baseball cards. I did receive a recommendation about punching a hole in the card to remove the value. We want to be consistent across the agency, so we are looking into this . Dice are still a discussion as well

Family Member: There is a concern about not receiving HBO or other movie channels anymore

Hilliard: We have no control over the tv stations the population gets through the new contract.

Family Member: When I was on the state meeting, they did say it was going to be a statewide change

Hilliard: That contract is at HQ, and we do not know if we are able to makes additional requests

Family Member: It does seem that the contract states so many channels are supposed to be available, but they are not showing.

Carlson: Unit funds have been used before and some units have done game swaps. With the TVs, SCCC is in a unique position. A lot of tv channels offered in the package, we don't have space for. We are working on having space for. Truthfully there is probably 100 or so channels offered and the more channels you have, the less the end of the cord gets. They understand it is an issue and it's being worked on and addressed.

Nolte: Wasn't there a statement made at the statewide meeting saying SCCC can only hold 70 channels, and the tier reps would have a chance to vote on it 2 x a year?

Bennet: Looking through the communications with Tracy Schneider... Yes, SCCC currently cannot support the full number of channels. ASP Arnold is looking at a process with the tier reps. I believe Mr

		Speer is going to continue this process as well
<p style="text-align: center;">Statewide Family Council Update</p> <p style="text-align: center;">SCCC LFC State Rep. Daphne Nolte</p>	<p>Shout out to SecurUs...my understanding is that everything is not perfect in the communication department, but it is much improved. I asked the field manager if I could give out his information and he approved it.*Please contact Ms. Nolte for that information</p> <p>Bennett: Because they come in on the back side of our internet, if we lose internet that affects Securus. We lost service for both staff and the population. It runs off an internet system, so we did not have internet access during that time. I can't blame them for internet services that are not their fault.</p> <p>Nolte: Remote controls have been approved and will be available in the winter property catalog.</p> <p>SCCC's field day was a success with 900 Individuals in attendance over 2 days. RN 4 from Coyote Ridge was in attendance as well to help with height, weight, blood pressure, and blood sugar readings. Some were sent on the spot to urgent care due to their readings.</p> <p>SCCC is hosting a lot of distinguished leaders to include Mr Flynn, Mr Holbrook, and people from out of state.</p> <p>SCCC's IMU program is going well with recent visitors from CBCC. IMU is that solitary confinement?</p> <p>Bennett: IMU has transition to RHU, Restricted Housing Unit.</p>	<p>Bennett: We cannot do chicken this round. I don't want it to get overly complicated. We are looking at different options. Shrinking it back allows it to be more streamlined and work towards having another fundraiser, like one once a quarter.</p> <p>Family Member: Why are they getting soda - is an item that they really want? They can receive this in the catalog, commissary and visits. I am very underwhelmed by the donuts. I'm not sure I understand the reasoning and hope the next one is more substantial.</p> <p>Bennett: I agree with what you are saying, I'm not sure what we sell at the store. Hopefully it is something that people want. Soda and donuts were not my first choice. It is a first run, and we want to keep it simple.</p> <p>Family Member: When they have a fundraiser, it is usually something that thy cannot get. I'm sure there are companies that will deliver. This may be the 1st fundraiser in a long time, but it is not the 1st one ever. Who ran them before?</p> <p>Bennett: Some of those who ran the fundraisers before are no longer with us</p> <p>Family Member: The nonprofits were not really explained. Moving forward if we could give them an educated choice on the nonprofits so they know who they are choosing.</p> <p>Nolte: The American Legion was trying to have a fundraisers, but it did not go</p>

	<p>Solitary confinement is a confinement status, but as the organization has progressed, the name and concept has changed.</p> <p>Nolte: The Seattle times posted an article about overcrowding at Green Hill and SCCC is one of the sites picked to house these children in F Unit. In the article Cheryl Strange stated it would be like a rental of space. Others have stated this is not a final decision and that many outside of DOC are part of the decision process</p> <p>Bennet: There are a number of different things that go into decisions and there is no final determination on that matter.</p> <p>Nolte: F unit is IMU?</p> <p>Bennett: Yes. In f unit we have a north side and south side. Our south side is vacant right now with 2 empty pods.</p> <p>Nolte: Complaints about mold on the mattresses. Danielle Armbruster stated that the mold was due to cleaning processes and that staff have been notified of the new processes.</p> <p>I have voiced that the state minutes be available before our local meetings but that is not quite happening yet. They will be coming out 2 weeks before the next local meeting.</p> <p>Fundraiser: It is being organized by Shine from Inside for November. They will be able to order donuts and soda and be able to give back to a local non-profit. Last October's fundraiser raised more than 3K. As Bennett said, it has become complicated to do fundraisers. Since covid. More guidelines</p>	<p>through. Did they look at some of the ideas you had about breaking up the process?</p> <p>Bennet: That is one of the concepts we were looking at and as it becomes refined that's something we are still looking at</p> <p>Family member: Is it true that they must consume whatever they get from the fundraiser in a certain amount of time.</p> <p>Bennett: We do have a 48-hour time limit, but we can potentially look at that for next time.</p> <p>Family Member: Was the denial of chicken due to people getting sick?</p> <p>Bennett: No, it's due to Individuals keeping chicken longer than it was safe to.</p> <p>Family Member: Are the II's being utilized to hand out all the fundraising stuff?</p> <p>Bennett: Yes, we can use Individuals who want to assist and volunteer. The extra time staff provide is for the processing of the paperwork and leg work of transportation of the items.</p>
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	<p>and rules and logistics are difficult. The entire operation is volunteer, DOC cannot ask staff to volunteer.</p>	
<p>Family Friendly Updates CPPC Branwyn Mansford</p>	<p>We had the back-to-school event. 41 Individuals, 48 guests, and 70 kids attended. It was set up in a school shopping feel. Hand on Children's Museum and Girl scouts behind bars also attended. We even managed to do smores on the BBQ. It rained like crazy during part of the event, but the kids still had a blast in the bouncy.</p> <p>October 18th is our next family fun night. We will have pumpkin decorating. All pumpkins were grown onsite. The next one will be November 15th, no ideas yet for that one.</p> <p>The Kids Winter Event is coming up on December 7th. The adult event will be on December 8th. We will have the Grinch and max in attendance again. The adult event will include a very talented local singer who was recently a contestant on the voice! Signups close October 16th. Individuals are to kiosk the CPPC box with the names of their guests. This signup process was implemented to avoid some of the complications we had in the past. Notification will go out by October 25th. If we have more people signed up than we have spots...selection will be by random through drawing names to keep it fair. Activities and further details will come out as they are confirmed</p> <p>14 new volunteers have been onboarded. Most of them are for Russian based group Hope of Freedom.</p>	<p>Family Member: Do we have a list of all programs that are available at SCCC, and can that be shared with families? Mansford: I can provide a list of the volunteer programs at SCCC. *See attached list</p> <p>Family Member: The DSHS program, is that only for those who are releasing due to the end of their sentence? Mansford: Mostly those who have a planned release date, but we have had Individuals reach out who received notification about their appeals. We just have to keep their forms within that 30-day timeframe.</p> <p>Family Member: What is the Christian event? Carlson: The Christian event is coming up; sign ups have already started. There will be two dates. One with outside visitors (Adult only) and 1 for just the incarcerated. You can reach out to the religious services for any info on that.</p> <p>Family Member: Amber, do you know if they are going to reopen open chapel to the population? Carlson: Currently the Religious Activities Center is being offered to services wanting to use the space.</p>

	<p>Catholic services have fully resumed due to a local priest becoming a volunteer.</p> <p>Girl Scouts Behind Bars has 6 kids who are qualified and coming in. This allows us to start up the troop.</p>	
	<p>DSHS is coming in to meet with Individuals within 30 days of their release date to help them sign up for all the available benefits.</p> <p>We also had the opportunity to get volunteer programs into RHU. Currently there are 2 approved. A Meditation program (not religious based) and the Connect program that has a little bit of religious bend to it. We are also looking at adding an additional Redemption program.</p>	

Roundtable / Open discussion

Nolte: I've been hearing serious concerns about long lines for pill line in the weather. Something I didn't know is that SCCC gives more pill distribution than any other major facility. I've been told there will be two pill lines alphabetically. This will move from one window to two starting next Monday per Lynch.

MacDowell: We see pill lines as a big issue too, we are dividing it into 2. KOP will be moving faster as well. We are understanding of these issues and working on them diligently.

Family Member: During SFC meetings, other facilities are up and running tours again. Per policy, LFC meetings can tour facilities. What is the process for LFC and SFC reps to do facility tours?

Bennett: We can go ahead and schedule one of these. There are limitations on the tours, but we can for sure move that ball forward. We can coordinate within policy. We will get with Amber and see can get info out during the next meeting. We can finalize a tour. ***Action Item**

Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center via Microsoft TEAMS Date: 12/14/24
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.

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

Dear Families of Stafford Creek Family Council,

I hope this letter finds you well. I am writing to express my heartfelt gratitude for being nominated as a member of the Prison Family Council. It is truly an honor to be considered for a role that holds such significance for our community.

I understand the challenges and complexities that families face when a loved one is incarcerated. With my husband currently at Stafford Creek, I feel a deep commitment to being a voice for him, your loved ones and the families involved in this community. I aim to foster open communication and collaboration between families and the facility, ensuring that our concerns are heard, valued and implemented. My previous experience advocating for underrepresented communities has equipped me to push for meaningful changes based on the insights we gather from our loved ones within the prison system.

As a member of the council, I plan to focus on several key areas:

1. **Support and Resources:** I will work to identify and promote resources that can assist families during this challenging time, collaborating with facility leadership and bringing in experts to provide justice reform, legal aid, and educational programs to our prison.
2. **Advocacy:** I will advocate for policies that prioritize the well-being of both inmates and their families, striving to create a more supportive environment for all involved.
3. **Community Building:** I aim to strengthen connections among families through support groups and events that foster understanding, resilience, and solidarity.
4. **Open Dialogue:** I believe in the power of open dialogue. I will ensure that every family member feels comfortable voicing their concerns and suggestions, creating a council that truly represents our collective experiences.

I am deeply committed to making a positive impact and ensuring that our families feel supported and empowered. Together, we can create meaningful change and build a stronger community as a unified voice.

Thank you for considering my nomination. I look forward to the opportunity to serve alongside you and work together to advocate for the needs of our families and incarcerated loved ones.

Warm regards,

Analía Lemus

Analía@Taylorina.com

FAMILY COUNCIL ACTION ITEMS

REFERENCE	NEW ACTION ITEMS OPENED 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
Facility Tour	Schedule a Facility Tour following Policy 530.155 guidelines (p. 7, section VI Local Facility Tours)	Superintendent J. Bennett	10/12/2024	12/14/2024	
Black out Curtains	What is the status of black out curtains for EFVs? These have been requested the past couple years? A: After inquires with other facilities, it was found that black out curtains are not being used in the living areas among the department. However, we are exploring the usage of blinds that are being used at some other facilities.	CPM Z. Fenn	8/10/2024	12/14/2024	
Privacy Screens	What is the status of the requested privacy screens for kiosk? A: Additional privacy screens became problematic for unauthorized activities during video visit. We will not be implementing these at this time.	CPM Z. Fenn	8/10/2024	10/12/2024	10/12/2024
EFV Policy	With the new EFV policy there is a new cancellation 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. Update: This has been explored and the policy does not state facilities must maintain a cancelation list. It states we must maintain cancelation procedures which are currently in place.	Superintendent J. Bennett	6/08/024	8/10/2024	10/12/2024
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
Visiting Voucher	<p>Families may choose to use the family reimbursement for the 2 nights. Does that mean they can claim the \$50 for the 1st night and \$50 for the 2nd night as well? Are they able to claim gas reimbursement as well?</p> <p>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 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.</p>	LBA Hillard Mellin	6/08/024	8/10/2024	8/10/2024
Pack 'N Play in Visitation	<p>Can non-restricted funds be used to purchase 2 pack and plays for the visit room so those with infants can utilize them?</p> <p>A: Due to safety, sanitation, and security concerns pack and plays will not be implemented in the visit room at this time.</p>	CPM Robert Schreiber	6/08/024	8/10/2024	8/10/2024
Visitation Bathrooms	Change in procedure for visitor bathroom use to avoid long lines	CPM Robert Schreiber	4/13/2024	6/08/2024	6/08/2024

	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.				
Meal Cost Difference	<p>What is the difference in cost for the carb conscious diet versus the regular diet?</p> <p>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</p>	FSM Ronald Attard	4/13/2024	6/08/2024	6/08/2024
Email Addresses	<p>Can a list of employee email addresses be provided to the LFC Family Members?</p> <p>A: See document attached to 4/13/24 LFC Meeting Minutes</p>	Superintendent Bennett	4/13/2024	6/08/2024	5/06/2024
Counselors Open Door Time	<p>There has been reports on inconsistency in open door time for counselors</p> <p>A: This was addressed with all classification staff at their March meeting</p>	CPM Schreiber & CPM Baltzell	2/10/2024	4/13/2024	4/13/2024
Visitation After Events	<p>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?</p> <p>A: This was to allow for the teardown and clean up process after events.</p> <p>Is there a plan to go back to not leaving after an event, if you are planning to stay for the visit?</p> <p>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.</p>	CPM Schreiber	2/10/2024	4/13/2024	4/13/2024
Visitation Strip Out Process	<p>Can a modified strip out be completed for the Incarcerated who are leaving and then coming back from getting insulin?</p>	CPT Mainio	2/10/2024	4/13/2024	4/13/2024

	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				
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

**Incarcerated Individual Betterment Fund (IIBF)
FY25 IIBF Budget and Expenditures**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Expenditures	Fee Recovery	Remaining FY24 Budget	Brief Description of Expenditures to Date to present	July
88118	NR14	MEAL ENHANCEMENTS	4,188.00			4,188.00		
88125	NR08	EFV - SUPPLIES				0.00		
88160	NR19	RECREATION SUPPLIES	8,284.00		(270.25)	8,554.25	white athletic field marker, sporting and event hygiene product prizes, washers, threadlocker, lubricant, saw blades, steal staples for weightlifting equip.	
88170	NR23	TELEVISION PURCHASE / INSTALLATION SUPPLIES			(4,045.25)	4,045.25	replace splitters to retune TV system, connectors for I/I TV cables	
88180	NR27	UNIT ACTIVITIES	3,478.00			3,478.00		
88190	NR30	VISITING AREA SUPPLIES	2,660.00	460.68		2,199.32	expo erase markers, playing cards, uno flip, uno, classic trouble, classic sorry, erasers, loaner sweatpants and sweatshirts	
89110	CULT	IIBF RESTRICTED CULTURAL EVENTS	9,230.00	417.08		8,812.92	basic color acrylic set & brushes, primed canvas	
89110	EFVC	EFV - CONSUMABLE ANNUAL ALLOCATION	9,000.00	2,250.16		6,749.84	dog poop bags, outdoor waterproof dog bag dispenser, air fryer x4, paper towels, sponges, solar shades x4, section sofas x4,	
89130	F107	IIBF FREE PHOTO PROGRAM	3,168.00	766.05		2,401.95	4x6 dye sub media for printer	
89130	F104	UNIT ACTIVITIES	10,665.00	12.38		10,652.62	fold top sandwich bags	
89130	FF01	BACK TO SCHOOL	7,406.00	4,402.04		3,003.96	precut foil sheets, wet ones hand wipes, tide to go stain remover, pink erasers, tabletop fan, insulated lunch cooler bags, space jam music, fairy string lights, graham crackers, milk choc bars, friendship bracelets, stickers, bulletin board cutouts, posters, cardstock, centerpieces, coffee urn, hot beverage dispenser, 11 gallon set temera paint, 12 pounds bulk candy, instant coffee and marshmallows	
89130	FF15	FAMILY FOCUS EVENTS	1,376.00	298.96		1,077.04	8ft folding table, scrapbook paper, dried/pressed leaves, flowers, creative clear covering	
89130	FF37	RELATIONSHIP WORKSHOP	0.00			0.00		
89130	FF40	HOTEL VOUCHER PROGRAM	5,562.00	2,642.76		2,919.24		
89130	FF61	SPRING EVENT	2,238.00			2,238.00		
89130	FF69	WINTER EVENT	10,665.00			10,665.00		
89130	FF91	VIDEO GREETING	0.00			0.00		
89130	FF96	SIGNIFICANT OTHER APPRECIATION	1,325.00			1,325.00		
89130	FF97	SPECIAL ADULT EVENT	1,325.00			1,325.00		
89130	FPOP	POP-UP FUNDS	1,050.00	984.80		65.20	cricut, tool sets, heat resistant tape, point blade & housing, plastic platform truck w/ polyolefin wheels	
89170	OP03	TELEVISION SERVICES		22,905.60		(22,905.60)	cable fees	
		Report Total	81,620.00	35,140.51	(4,315.50)	50,794.99		

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 programing to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services

222,870.00

Alcoholics Anonymous (AA) – Addiction recovery

American Legion/Veterans Services Organization (VSO) – Veteran’s service help

Asian/Pacific Islanders Cultural Awareness Group (APICAG) – Cultural Awareness Group

Asatru – Religious service

Atheist Studies – Atheist support group

Authentic Manhood – Religious study

Brigadoon - Service Dog Training

Buddhist – Religious service

Church 4 All – Religious service

Catholic Services – Religious service and study

Non-Denominational Christian Service – Religious service

Defy Ventures – Entrepreneurial group

Druid – Religious service

Freedom Ministry – Religious service

Freedom Tails – Dog training for adoption

Hope of Freedom – Religious study and service

Jesuit Restorative Justice Initiative – Restorative Justice

Jehovah’s Witness – Religious services

Kairos - Religious study

Latino Development Organization – Cultural awareness group

Church of Jesus Christ of Latter-Day Saints – Religious services

Narcotics Anonymous – Addiction Recovery

Real Man Ministries – Religious study

Redemption – Peer to peer change program

Seventh Day Adventists – Religious services

Stone Catchers