



# FAMILY COUNCIL MEETING MINUTES

Location: Washington Corrections Center Date: October 12, 2024 Time: 9:00

Teleconference details: Microsoft TEAMS +1 253-372-2181, PHONE Conference ID: 432 946 336#

## MEETING ATTENDEES

<u>Theresa Cohn - CPM</u> Department/facility co-chair	<u>Kristel Monte</u> Family co-chair
<u>Jennifer Allmendinger</u> Facility/council secretary	<u>Vacant</u> Family secretary, if applicable

Members present: Theresa Cohn (DOC), Jennifer Allmendinger (DOC), Mike Douglas (DOC), Felix D'Allesandro, VIA Teams: Carol Welch, Curt and Wendy Schindler, Helen Russell, Rebecca Keenum, and Libby Marchael

Non-council member attendees: LBS Jay Jackson, Visiting Sgt. Larry Reeves

## AGENDA

### Old business

Topic	Discussion/Key points	Next steps
Ice Cream Machine	Evergreen Vending was going to look if there was one available	They have not found one if they do they will let us know. LFC would need to vote on which machine to remove.

### New business

Topic	Discussion/Key points	Next steps
Assoc. Supt. for Programs	Introduced Mike Douglas	
IIBF	Jay Jackson went over budget report.	See attached
Elections	No nominations	Felix D'Allesandro put in his name for Statewide Representative.  Please submit any names for SFC, Family Co-Chair and Family Co-Secretary to us and we can get voting completed.
Statewide Family Council	Felix went over some of the items mentioned at the last meeting.  <ul style="list-style-type: none"> <li>Access to urgent care and if WCC does wellness screening</li> </ul>	SFC meeting minutes can be found on the website. Minutes have not yet been posted for September 2024.  <ul style="list-style-type: none"> <li>CPM Cohn will follow up with medial regarding urgent care and wellness screening</li> </ul>

	<ul style="list-style-type: none"> <li>• Veterans Corner</li> <li>• Marine flag is hanging by a thread.</li> <li>• Wait time for EFV's is being looked at statewide. Some say it takes 6 to 10 weeks for an EFV.</li> <li>• Secretary Strange spoke about a transition document. Does WCC have one? If so, can it be shared.</li> <li>• When hiring staff – it was requested that Washington (WA) Way questions be used during interviews. They are looking for people that work well with WA Way. Does WCC have a Subject Matter Expert (SME) for WA Way?</li> </ul>	<ul style="list-style-type: none"> <li>• Sent to Jessica Caldwell for a response from medical. No response at this time.</li> <li>• The flag will be looked into getting fixed.</li> <li>• Will get with the sponsor for the veterans, CUS Bailey, and look into a veterans corner.</li> <li>• There was an audit done on EFV's and that information was provided to Head Quarters. Currently there are 58 participants, but that number can go up and down weekly.</li> <li>• Scheduling is to occur 30 from last EFV and is submitted on the required forms to the Visit sergeant.</li> <li>• Submit this suggestion of a transition document to the SWFC. This would be done at that level.</li> <li>• WCC currently is using Washington Way questions during interviews.</li> <li>• WCC is not slated to start using WA Way until 2025.</li> <li>• Not sure that WCC has a SME currently.</li> </ul>
Art from visiting	Families/children are no longer allowed to take home artwork they color or make with their loved one. Why was this changed?	Children only can take their own artwork out This was already addressed with the Visit Sergeant. Artwork should not be crumbled up in front of child. CPM Cohn already notified all visit staff to allow children to take art work out when they depart.
Vending Machines	The soda machine is leaking soda and often out of service.	This is reported to Sergeant who reports it to Evergreen Refreshments. Evergreen

	Machines are out of service and not working properly.	Refreshments this morning stated it is not Soda. It is condensation water. That is why the mop heads are there, as they are looking into it. A soda has leaked in the machine also. Please report any issues to the Sgt. Associate Superintendent Douglas is going to speak with Evergreen Vending District manager to see where the company is on updating our machines as they said they were working on it.
Photos during visits	Each person is allowed two poses per visit and each person gets 2 copies of their poses. WCC has only been giving each person one pose and 2 pictures. Can you please update the staff to allow for 2 poses per person and 2 photos per person. Typically, the photographer also will take multiple pictures while taking your picture however he or the staff get to choose which photo you receive. Can families view the photos before they are printed to ensure they aren't getting a photo where someone blinked or was not paying attention?	The photographer previously was terminated due to an investigation and Visit room staff will had to hire a new photographer. There is a new photographer now per the Sergeant. Visitors should be allowed to view the photos and pick which two they want. 2 photos per person is allowed. Visiting will need to order enough photo paper and supplies ahead of time and have a backup. If photos are blurry, a new photo should be allowed.
High School program for IMU	Is that a possibility?	Restricted housing is not long term housing. Those in the area long term (MAX custody) have limited items and access and levels and goal is to transition eventually to population housing. Education works with those who are approved for school.
Christmas packages for those in the IMU	Is this allowed or can be allowed?	This is not a population living unit. There are limited items to those who are housed based on the reason they are there. This is not approved at this time. Christmas packages are not allowed.

<p>What is the point of the scanner and going through our items individually? This takes up a lot of our time when checking and is a lengthy process when every item is being opened and questioned.</p>		<p>Everything is subject to search. You're coming into a secure perimeter. Policy requires it. We have to take safety measures. Searches must be done properly.</p>
<p>Is there a way to order a basketball, football, soccer ball and maybe something to play softball with for the EFV units?</p>		<p>Items have to be looked at individually and be submitted. The EFV area is a small area to play in and not large enough for adults. Is this for infants or toddlers? There was no response to at LFC, so CPM Cohn will add to the list for next spring to order outdoor toys since winter is upcoming.</p>
<p>This was asked a while ago, but when will the cribs be replaced in the EFV units?</p>		<p>They are 3 years old, why do they need to be replaced? If they are broke, these needs to be reported to the Visiting Sergeant at this time there was no report filed. Visit sergeant will inspect cribs for any damage or replacement needs and notify CPM Cohn if a new one needs to be replacing one. Sgt. Reeves looked at the cribs on 10/13/24 and could not identify any issues with the cribs.</p>
<p>Are the carpets ever cleaned in the VR? Just asking as we have children crawling and playing on the carpet.</p>		<p>Carpets are cleaned once a month. A carpet cleaning service comes in and Visiting room is cleaned by an outside contracted company.</p>
<p>Securus</p>	<p>Securus issues that are continued and repeat and are not resolved and the incarcerated are not able to get new tablets</p>	<p>Secures fully understands the issues as we have reported inventory issues. We ensure we report to our WCC Securus representative and they do notify Securus when we have no replacements. The units also have a representative from Securus that comes in and meets with incarcerated on issues in the TC units.</p>
<p>Medical Callouts</p>	<p>The time of day when medical callouts are posted</p>	<p>Callouts are posted by 4:30 am. There is a midnight update for the callout and</p>

		callouts are ready to be posted after 1:00 am.
Negative BOE's	Why is it that the incarcerated get negative BOE's After they have received an infraction instead of before	Negative BOE's after an infraction should not be happening if it is the same occurrence. The infraction will become null and void if the individual brings proof that one was written. A BOE can be challenged for the content only. We have recently sent out reminders of the BOE process to all staff.

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Questions for submission	CPM Cohn would like to know the names of those who submit questions. Sometimes things can be answered right away and not have to wait for the meeting.	N/A
Tour	CPM Cohn wanted to thank everyone that came on the tour. Per policy, we can have two tours a year. Out next one will happen during the summer months. We do not go to the living units during the tour. We go through the Reception Diagnostic Center unit so you can be in a secure area to see a like unit and see the inside of a cell up close, through the tunnel, to the infirmary, Education Building, Dining and SPL area. We also go through a like living unit so you can see how they are set up..	
COVID and Flu Vaccinations		Medical has been asked if they are offering them yet to the population and to let us know buy10/15/24. Medical does offer flue and COVID vaccines to their patient population.
Meat Thermometer in EFV	One is low and the other is not working	Sgt. Reeves is submitting a order as they actually need to be replaced. Order has been submitted 10/13/24.

Next meeting location: WCC PLPC1

Date: 12/14/2024 Time: 09:00 am

Comments: You can join in person or via teams. If visiting a loved one, a table can be reserved.

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

**Washington Correction Center (WCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY25 Budget Narratives**

Account Code	Budget Category	Programs/Events	Proposed FY25 Budget	Brief Description of Program Objective
				<i>At the beginning of each fiscal year, please ask the assigned program manager to provide a brief description of the funded programs and how they will provide a positive impact on the lives of the incarcerated individuals.</i>
88125	NR08	EFV	2,600.00	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.
88160	NR19	Recreation / fee recovery (\$7 per qtr)	6,845.00	This category is for monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: ping pong tables, soccerballs and nets, basketballs, recreation prizes; pool table recoverings, gravel for running tracks, footballs, rackets, nets, and hoops.
88170	NR21	TV Rental program / fee recovery (\$3 per mo)	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 be used to purchase TV's, when necessary to support the WCC TV Rental Program. The fees recovered, currently set at \$3 per month.
88180	NR27	Unit Activities	2,400.00	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. Irons; microwaves; card and board games; NETFLIX movie subscription for Lower R units
88190	NR30	Visiting	4,845.00	Monies support consumable items provide in the visit rooms and are intended to support a positive visiting environment. This could include games, toys, coloring books, crayons or game consoles.
89110	CULT	SPECIAL PROJECTS - IIBF-restricted culture program	7,295.00	Monies allocated statewide to provide for cultural activities for the incarcerated population
89110	EFVC	SPECIAL PROJECTS - EFV consumable	4,500.00	Monies allocated statewide to provide for Extended Family Visits for the incarcerated population and their loved ones; consumable items.
89110	SART	SPECIAL PROJECTS - Arts programs/Activities/Supplies	8,688.00	Monies allocated for enhanced art programs, activities and supplies
89110	SREC	SPECIAL PROJECTS - Recreation	27,150.00	Monies allocated for yard enhancements
89110	SREC	SPECIAL PROJECTS - Recreation	9,774.00	Monies allocated for roll away seating
89110	SREC	SPECIAL PROJECTS - Recreation	5,430.00	Monies allocated for outdoor games
89110	SREC	SPECIAL PROJECTS - Recreation	7,602.00	Monies allocated for a pull-down movie screen
89110	SCHI	SPECIAL PROJECTS - Visit Room Children	32,580.00	Monies allocated to provide enhanced area and activities for visiting children
89130	FF01	FAMILY FRIENDLY - Back to School	3,750.00	Monies used to support back to school events which positively impacts on intergenerational incarceration by keeping parents engaged with children's school activities, and helping with the costs of school supplies by providing a backpack for each school-age child and grade appropriate school supplies.
89130	FF12	FAMILY FRIENDLY - Fall Festival	1,500.00	Monies used to support the Fall event for families to participate in various seasonal activities to include food, crafting, and games.
89130	FF20	FAMILY FRIENDLY - Father/Daughter Dance	862.00	Monies used for special activities between father and daughter, meals, strengthened relationships, build confidence in children, etc
89130	FF20	FAMILY FRIENDLY - Father/Son family focus	863.00	Monies used for special activities between father and son, meals, strengthened relationships, build confidence in children, etc
89130	FF37	FAMILY FRIENDLY - Relationship Building Workshop	1,700.00	Monies used for a workshop to strengthen and build family relationships
89130	FF40	FAMILY FRIENDLY - Lodging Assistance Program (LAP)	15,000.00	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	FAMILY FRIENDLY - Spring Fling	1,462.00	Monies used to support the spring fling event for families enhanced visiting experience to include painting, crafting, and food.
89130	FF69	FAMILY FRIENDLY - Winter Event	2,325.00	Monies used to support the winter event for families to participate in various seasonal activities to include crafts, decorations, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events.
89130	FF91	FAMILY FRIENDLY - Video Program	500.00	Monies used to support recorded video greetings on DVD to send to family member(s). Individuals may read a book, poem, play music, sing, read a letter, etc. May be referred to as Read to me Daddy Program but is designed for any family member.
89130	FF95	FAMILY FRIENDLY - Summer bbq	3,000.00	Monies used to support the summer BBQ event providing an opportunity for families to socialize and connect with food and games.
89130	FF96	FAMILY FRIENDLY - Significant Person day	1,065.00	Monies used to support an event to recognize significant persons in the incarcerated individual's life. May include recognizing Mothers/Fathers Day. Expenditures may include include a meal, crafts, and photo for participants to have a memory of the event
89130	FF97	FAMILY FRIENDLY - Special Adult day	1,700.00	Monies used to support a special visitation day for adults and their incarcerated loved ones.
89130	F107	FAMILY FRIENDLY - VR Free Photo Program	3,400.00	Monies used to support 2 free photos to family members during visitation
89130	FPOP	POP UP FUNDS -	0.00	
89170	OP03	CABLE TV fee recovery (\$0.50 per mo)	0.00	Monies collected monthly to offset the cost of cable tv in the units
<b>Report Total</b>			<b>156,836.00</b>	

**Washington Correction Center (WCC)  
Incarcerated Individual Betterment Fund (IIBF)**

**FY25 Monthly Budget to Actual Report: July 2024 thru September 2024 - FM15**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Expenditures	Fee Recovery	Remaining FY25 Budget	Brief Description of Expenditures to Date
88125	NR08	EXTENDED FAMILY VISITS	2,600.00	990.93		1,609.07	wood & supplies to build outdoor chairs
88160	NR19	RECREATION EXPENDITURES / FEE RECOVERY (\$7 quarterly, per I/I)	6,845.00	2,846.54	(3,248.00)	7,246.46	vacuum cleaner for gym, cables for helios machines, basketballs, pinochle playing cards
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month, per I/I)	0.00		(1,040.37)	1,040.37	rental tv fees collected
88180	NR27	UNIT ACTIVITY	2,400.00	787.00		1,613.00	cooling towels
88190	NR30	VISIT ROOM	4,845.00	596.71		4,248.29	new toys for toy chest
89110	CULT	SPECIAL PROJECTS - RESTRICTED CULTURAL PROGRAM	7,295.00	315.37		6,979.63	décor, table covers, banners for multi culture event
89110	EFVC	SPECIAL PROJECTS - EFV CONSUMABLES	4,500.00	956.14		3,543.86	DVD players, kitchen utensil sets, drinking cups, bedding and bath rug replacements, BBQ lighters, dish soap, shower chair, waterproof mattress protectors
89110	SART	SPECIAL PROJECTS - ARTS PROGRAMS/ACTIVITIES/SUPPLIES	8,688.00			8,688.00	
89110	SREC	SPECIAL PROJECTS - RECREATION / YARD ENHANCEMENTS	27,150.00			27,150.00	
89110	SREC	SPECIAL PROJECTS - RECREATION / ROLL AWAY SEATING	9,774.00			9,774.00	
89110	SREC	SPECIAL PROJECTS - RECREATION / OUTDOOR GAMES	5,430.00			5,430.00	
89110	SREC	SPECIAL PROJECTS - RECREATION / PULL DOWN MOVIE SCREEN	7,602.00			7,602.00	
89110	SCHI	SPECIAL PROJECTS - VISIT ROOM CHILDREN	32,580.00			32,580.00	
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	3,750.00	2,761.18		988.82	backpacks and supplies to fill them
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,500.00	168.99		1,331.01	tablecloths
89130	FF20	FAMILY FRIENDLY - FATHER/DAUGHTER DANCE	862.00			862.00	
89130	FF20	FAMILY FRIENDLY - FATHER/SON FAMILY FOCUS	863.00			863.00	
89130	FF37	FAMILY FRIENDLY - RELATIONSHIP BUILDING WORKSHOP	1,700.00			1,700.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	854.01		14,145.99	assitance issued by DOC HQ
89130	FF61	FAMILY FRIENDLY - SPRING FLING	1,462.00			1,462.00	
89130	FF69	FAMILY FRIENDLY - WINTERFEST	2,325.00			2,325.00	
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	3,000.00	1,812.78		1,187.22	décor, crafts, gifts, meals
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,065.00			1,065.00	
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	1,700.00			1,700.00	
89130	F107	FAMILY FRIENDLY - VR FREE PHOTOS PROGRAM	3,400.00	1,025.58		2,374.42	photo paper, ink tanks
89130	FPOP	POP UP FUNDS -	0.00			0.00	
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 / mo per I/I)	0.00		(1,058.52)	(1,058.52)	cable tv fees collected
		<b>Report Total</b>	<b>156,836.00</b>	<b>13,115.23</b>	<b>(5,346.89)</b>	<b>149,067.66</b>	
			156,836.00	7,768.34		149,067.66	