



FAMILY COUNCIL MEETING MINUTES

Location: Washington Corrections Center

Date: December 14, 2024

Time: 9:00

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

MEETING ATTENDEES

Rand Palmer - CPM in for Theresa Cohn - CPM
Department/facility co-chair

Kristel Monte
Family co-chair

Jennifer Allmendinger
Facility/council secretary

Vacant
Family secretary, if applicable

Members present: Rand Palmer (DOC), Jennifer Allmendinger (DOC), Karen Casey, Felix D'Allesandro, Curt Schindler, and Wendy Schindler. VIA Teams: Mike Douglas (DOC), Kristel Monte, Carol Welch, Jasmine Bernardez, and Felicia Daniel,

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

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Election Results	WCC Family – Co-Chair – Kristel Monte WCC Family – Co-Secretary - Open Statewide Family Representative for WCC – Felix D'Allesandro	
Nomination and Vote	Felicia Daniel for WCC Family Co-Secretary	Nominated and voted. Felicia Daniel is now WCC's Family Co-Secretary.
Access to urgent care and if WCC does wellness screening		We conduct wellness checks in the IMU, but not on the units and we don't have an urgent care. - We are going to be working on some type of urgent care model when we have freed up space in the clinic, but we don't have a plan in place yet. A new building is being put in place for Mental Health. Another building will be coming for Medical at a future date. When the infirmary is freed up of space after these building is

		occupied, then we can look at how to reconfigure for Urgent Care.
Tier Rep	Ongoing requests for Tier Rep to attend LFC Meeting	This is a request that goes out to the training center. This request is not mandatory for staff member to attend. We did not get a response from any CUS to attend this meeting.

New business

Topic	Discussion/Key points	Next steps
Statewide Family Council	Felix shared items from the last SWFC Meeting in November.	Minutes can be viewed on the website. SFC Meeting Minutes for November 16, 2024 Insert from SFC regarding - WCC – We have been trying to get people to show up at the LFC meetings, but it seems like the events are scheduled right after the family council meetings and only people on the list to the event would go to visiting. It is not clear the support we get for Family Council, nominations were sent out yesterday at 11am and responses needed at 230 and there was not information about the nominees. Felix and crystal are continuing the roles in LFC. Action item for LFC is getting ice cream machine. Dean Mason – apologize for the lack of communication – given the transition of associates. You can give me a call about the scheduling. Then food issues – we have an antiquated payment system for families, and still looking at fresh options for visitation
Video Tours	Maybe an opportunity to have tours of the facility via video camera to places that are not covered on a walking tour.	

Vending Machines		Supt. Mason is looking into vending machines. We are not there yet. Looking at Fresh Market similar to what staff have.
IIBF Report	Jay went over report	See attached. Waiting to see how the visit room will look. We were treated very nicely from HQ
	Who does the planning	We get suggestions on how the money is being spent. There will be supplemental money that comes in June 2025.
	G/H Tiers in Evergreen. Complaints about no hot waters.	The IIBF money does not take care of maintenance issues. That comes out of a different fund. Assoc. Douglas looked into this with maintenance while meeting was going and said that this issue had been taken care of a couple of days ago. Assoc. Douglas will follow up on Monday. Update: Maintenance Supervisor, Jordan Kettle, stated that the situation had been resolved and that a new pump has been installed.
	Ideas submitted for IIBF	CPM Cohn did submit them to Jay. Jay will take a look. Any ideas for the visit room, please send to Assoc. Douglas Ideas will be shared with families.
Evergreen Refreshments	Upgraded machines will be added on December 17 th .	Reach out to Assoc. Douglas for any questions about machines.
Incentive Programs for Ice Cream	Logistics need to be looked at. This is older facility and there are physical plant limitations.	
Diamond Art Club	I would like to know how we go about getting diamond art approved for the individuals on the inside! We could send the craft from Amazon once it's approved! Where do we start?	Amazon is not an approved hobby vender. One of the current hobby vendors does offer a similar item, but it is not on the permit. The permit will probably not be updated again for a couple years.

	Suggestion was that this could be for the day rooms.	Rand will need to look into this possibility. UPDATE: Diamond Art is not approved.
Badges	Having “badges” for the LFC elected representatives so that they can be recognized in the VR and at events to respond to questions.	Badges are not approved.
Remaining IIBF Requests for EFV Items from Feb. 13, 2024 (Both units)	<p>Install wall-mounted coat racks/hooks – No place to hang coats (Urgent as winter is coming...)</p> <p>Replace the existing radios with quality playing radio/CD players</p> <p>Calendars – 12-15 month – State calendars are fine and are available from warehouse</p> <p>Facial tissues as a regularly stocked item</p> <p>Very large deep serving bowls (4) that can also be used for pho and other large noodle dishes</p> <p>Set of 4 8-oz. mugs with handles for large or rheumatic hands</p> <p>Joy of Cooking cookbooks – Very helpful for recipes and cooking temperatures/times</p> <p>Comprehensive large college-level dictionaries – Great resource book</p> <p>Pads of paper – Keeping score in games, etc.</p> <p>Very large deep nonstick skillet with lids – Commercial grade</p> <p>Electric woks</p>	<p>Response from Sgt. Reeves.</p> <p>Pads of paper can be ordered from warehouse.</p> <p>Coat racks in the EFV have been installed.</p> <p>Radios can be upgraded.</p> <p>Calendars can be ordered from warehouse.</p> <p>Cookbooks and dictionary can be added on the local purchases.</p> <p>With items that are added, there will need to be items removed. Like the mugs. If we replace the mugs with the larger handles, then the mugs currently there will need to be removed.</p> <p>New instant read thermometers can be ordered.</p> <p>The inventory list will need to be updated.</p> <p>There are hangers in the EFV if we need more we can order for the closets for Coats.</p> <p>Stainless steel cookware full sets, new, was ordered less than a year ago that was commercial grade. No further pots or pans at this time.</p>

		<p>CD player has been fixed.</p> <p>ADA shower chairs have been added</p> <p>All items requested will have to go through chain to get approved.</p>
<p>Significant women's event</p>	<p>I received negative feedback about this event. It was not put together like it was in the past and didn't feel special at all. Some families were so upset they even left the event early. In the past they would host the event like they were at a restaurant, and this was the total opposite. Can you please have a post-mortem to review and identify what didn't work, what lessons were learned to fix them for next year's event.</p>	<p>Response from CPPC Joel Nwokike.</p> <p>I wasn't aware of any family leaving the event early. The tables were decorated like a restaurant, with wine glasses, food was brought to their table, the men dressed up in jackets, ties and dress shirts. We had music performance, toast celebrating the guests. My setup crew and I made it very special as possible as we could. The only thing someone complained about was the food, they asked if next time we could do beef instead of chicken. Someone else asked if the music could have more varieties. I put my heart into planning these events and making it special for the families, I go way beyond what is expected of me to make sure that they have a great time with their families.</p> <p>I'm always open to ideas that families might have to make these events even more special. But we do our best to make it happen, most of the guys have told me that WCC has the best planned events from any other facilities that they have been to.</p> <p>CPM Rand and those attending the meeting didn't receive any negative feedback regarding the event.</p>

		<p>Joel indicated that he goes out of his way to make these events feel special. He will meet with the individuals to get input and have a survey after events.</p> <p>The only negative was that events should not be on same day as LFC meetings. Joel will look out for calendar for meetings when sent out.</p>
Clothing for the men	<p>There are not enough sweaters and warm clothing for all the men. Will there be shipments of more clothing coming in soon? With the temperatures getting low, can the men in IMU wear gloves and hats when they are outside?</p>	<p>Response from CI Manager James Deuel – The units can order more sweaters if needed. I have not heard of a unit complain about not have sweaters.</p> <p>Response from CUS Gerald Bailey – I don't have a problem with ordering some beanies. I am OK with either sweatshirt or sweater. The gloves are a security issue. Too many things can be done with gloves.</p> <p>CPM Rand hasn't heard any complaints. Some sizes are always out of stock and can take 6 months to a year to get new stock.</p> <p>Assoc. Douglas said this was a southwest issue. There are manufacture and supply problems. This is a topic that is brought up almost every week. The problem is being looked at and are working on a solution.</p>
IIBF Supplemental budget spending	<p>Can we get an update on the IIBF Supplemental budget spending? What was planned and what is the funding going to be used for?</p>	<p>See attachment</p>
WCC Facility Alerts and Notices	<p>Is it possible to obtain a list of visiting facility closures that have been scheduled so far for</p>	<p>Response from CPPC – As soon as the schedule gets</p>

	2025 as well as having the dates put up on the WCC Facility Alerts & Notices page?	completed it will be posted on the Alerts and Notices page. Jennifer Allmendinger will look into getting LFC meetings on Notice and Alert Page.
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Roundtable open discussion

Topic	Discussion/Key points	Next steps
IIBF Lodging Assistance Program	We need to market this better and look how to make this process better. There is over \$1300 for this program, and it is not being spent.	This will need to go back to the SFC for an answer. Maybe the bar is set too high.

Next meeting location: WCC PLPC1 Date: 02/08/2025 Time: 09:00 am

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

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

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

FY25 Monthly Budget to Actual Report: July 2024 thru October 2024 - FM16

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	2,691.07	(4,522.00)	8,675.93	vacuum cleaner for gym, cables for helios machines, basketballs, pinochle playing cards, credit for first vacuum(not recvd)
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month, per I/I)	0.00		(1,396.77)	1,396.77	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	1,540.28		5,754.72	décor, table covers, banners for multi culture event, food and meals
89110	EFVC	SPECIAL PROJECTS - EFV CONSUMABLES	4,500.00	1,044.02		3,455.98	DVD players, kitchen utensil sets, drinking cups, bedding and bath rug replacements, BBQ lighters, dish soap, shower chair, waterproof mattress protectors, mattress protectors, hand mixer, meat thermometers
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	3,653.63		96.37	backpacks and supplies to fill them, meals for event
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,500.00	549.49		950.51	tablecloths, décor, candy, gifts
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	153.56		1,546.44	items to create a FF bulletin board in the VR
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	1,405.25		13,594.75	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	1,077.69		2,322.31	photo paper, ink tanks, maint box
89130	FPOP	POP UP FUNDS -	300.00			300.00	
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 / mo per I/I)	0.00		(1,414.41)	(1,414.41)	cable tv fees collected
		Report Total	157,136.00	16,302.41	(7,333.18)	148,166.77	
			157,136.00	8,969.23		148,166.77	