



FAMILY COUNCIL MEETING MINUTES

Location: Washington Corrections Center Date: February 08, 2025 Time: 9:00

Teleconference details: Microsoft TEAMS +1 253-372-2181...907666233#, Phone Conference ID: 907 666 233#

MEETING ATTENDEES

Theresa Cohn
Department/facility co-chair

Kristel Monte
Family co-chair

Jennifer Allmendinger
Facility/council secretary

Felicia Daniel
Family secretary, if applicable

Members present: Theresa Cohn (DOC), Jennifer Allmendinger (DOC), Karen Casey, Felix D'Allesandro, VIA Teams: Mike Douglas (DOC), Kristel Monte, Curt Schindler, and Wendy Schindler. Carol Welch, Tammy Light, and Callie Azeitine

Non-council member attendees: LBS Jay Jackson, Visiting Sgt. Larry Reeves, Janelle Pierce - Evergreen Refreshments, Arthur Siller - Evergreen Refreshments, Karie Rainer (DOC), Jessica Caldwell (DOC)

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Badges for LFC Elected Representatives	Having "badges" for the LFC elected representatives so that they can be recognized in the VR and at events to respond to questions. Name stickers (not badges) for LFC reps in the visiting room. Would like CPM Rand present as well.	Instead of Badges we can post the minutes for them to be aware of the LFC elected. We try to not encourage cross visiting during the visiting periods. Photos of the co-chair and Secretary. A personal photo to be posted with LFC minutes is also allowed for representatives. Send photo to Jennifer if wanted instead of a visit room photo.
Update on sectional couches for EFV's	Sgt. Reeves is reviewing for replacements	After July, due to budget we will research for replacement Couches for the EFV area.
Vending Machines Update	The visiting room in February will be transferring to a new vending process and payment process. Which includes a Coffee service we will set up in the back, and	Janelle from evergreen Refreshments will talk about the new machines, products and coffee station, and purchase process. Estimated to start in March 2025.
Diamond Art in Units	Response given in Decembers meeting.	Not approved vendor

	<p>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.</p> <p>CPM Palmer said Diamond Art is not approved.</p>	
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New business

Topic	Discussion/Key points	Next steps
<p>Evergreen Refreshments.</p>	<p>Janelle Pierce and Arthur Siller spoke on the new vending machines coming and new coffee/tea services coming to WCC</p>	<p>More information to come. Families will be notified sometime early March for new service. Outside the visit room there will be kiosk machines where you would create an account and receive your card. A minimum of \$10 will need to be loaded on the card, and after that there is no minimum balance needed. There is more variety of food with the new machines, and one will be an ice cream machine. This card is not linked to DOC but with Evergreen Refreshments. Existing money from old card. There will be a form to be filled out, put in an envelope and into a drop box, which the vender will pick up and bring to office. Money will then be electronically moved over to the new card.</p> <p>You would with your loved one select your items and then your loved one would go back to your table as you scan you card to give you access to open the door, pick your items, and then scan your card to finish the process.</p> <p>A coffee service will also be provided free of charge.</p>

		<p>You should see a big difference in food products and service.</p> <p>See attachments below</p>
	<p>How can we submit for better food options? Last meeting we also were told that new food options would be provided, what were they?</p>	<p>Above discussion</p>
<p>Felix – SFC items to share</p>	<p>Secretary Lang joined the meeting and wanted to enhance the visiting experience. I am also on the betterment Funds group and Anita said the betterment funds money is not approved for gardens. In regard to Restrictive Housing, they want to reduce money on housing. Currently there are 56 individuals on Max custody.</p> <p>Tablets?</p>	<p>WCC is working on the IMU project for programming. We have Max custody and those who are on Ad Seg. We are making advances on limiting how long someone is housed in Ad. Seg. We now have 2 hours out of the cells, which has its challenges due to staff, time, and space. During the 2 hours, they can work on their education, religious reasons or exercise. We will be purchasing more equipment in the IMU yard. It is a work in progress between the two custody levels in the IMU.</p> <p>Depending on the level of custody, tablets are allowed.</p> <p>Please see the minutes for the SWFC when posted on the website.</p>
<p>Jay Jackson IIBF</p>		<p>See attachment below</p>
	<p>WCC LFC is encouraged to consider allocating IIBF funds toward the development of an additional unit dedicated to EF visits, even if this requires a multi-year budget approach. Taking this step would directly address the concerns of the WCC population and provide essential support for maintaining family relationships, which are critical to overall rehabilitation and morale.</p>	<p>A new EFV would be a capitol project.</p>

	<p>What is happening with the funds and why aren't they being spent on things that have been suggested?</p>	<p>We have projects set for outdoor recreation in the IMU, TC Yard is a big one. A walk/run track and TC small yard is being researched and currently proposed.</p>
	<p>What are the supplemental funds going to be used for?</p>	<p>General description is the IIBF Budget report.</p>
	<p>Are there plans to use up the funds in all the buckets that have already taken place. We can spend it for next year.</p>	<p>Trying to find out how to use funds for visit room, recreation equipment/ yard enhancements and then see where to use money next. There are incentives for the living units in to use IIBF like ice cream once a month.</p> <p>Also, we are introducing an incentive program for the Reception Center units. More to come on that.</p>
	<p>Inmates have consistently provided feedback requesting that IIBF Betterment Funds be prioritized for adding an additional unit. However, these requests continue to be overlooked, despite being a clear and pressing priority for the majority of the population. Addressing the limitations on EF visit access would not only improve the availability of these visits but also have a profound impact on inmate well-being and the preservation of essential family connections.</p>	<p>Already answered – Capitol project.</p>
	<p>Inmates would like to see WCC LFC to consider allocating IIBF funds toward the development of an additional unit dedicated to EF visits, even if this requires a multi-year budget approach. Taking this step would directly address the concerns of the WCC population and provide essential support for maintaining family relationships, which are critical to overall rehabilitation and morale.</p>	<p>Already answered – Capitol project.</p>

Tier Rep	Request a tier rep present for meeting	Cohn would like your input about having a meeting during a weekday and work hours. Please let Jennifer know if you are interested. The chances are better at having a tier rep or more available for the meeting. This meeting would take place between 12:00 – 3:00 pm.
Securus	Securus has many products and services available, such as foldable keyboards that are in the warehouse, but are not offered to purchase. Also, Lantern is not available. Why aren't they available? Most important is the lack of backup for drafts etc. Not available are the ability to copy and paste and print. Make the tablets more functional.	This is a statewide contract not a local decision. Individuals can contact Securus representative regarding Securus.
	My loved one often has to use the regular phones due to bad service. Is there a plan to upgrade the service or Wi-Fi for tablets?	The individual or family member needs to report issues, however, we upgraded our WIFI when Securus came in. We got all the Wi-Fi WCC has ability to have at this time.
	Calls are always dropping. Who can we contact with Securus?	The individual needs to let a CUS know so they can report the specific issue to the WCC IU staff who notify Securus.
Visiting and EFV's	The limited availability of Extended Family (EF) visits at WCC is a long-standing issue that significantly affects many inmates. While EF visits are intended to be available every 30 days, the reality is different. Due to the large number of inmates approved for EF visits and the availability of only two units, most inmates are only able to schedule visits every two to three months.	We monitor this and there are no funds for the capital project at this time. We can audit if there are concerns with scheduling Leadership did review as we spoke of this previously. At this time, we cannot add another. The budget for this is not there.
	Leadership has stated that the population-to-unit ratio at WCC justifies the need for only two housing units. While the population-to-unit ratio may appear reasonable, the	Right now, we can't do that.

	<p>imbalance in EF visit access remains a major concern, creating significant limitations for the inmate population here.</p>	
	<p>Over the years, multiple proposals to add another unit have been submitted, these proposals have included detailed budget plans outlining the costs associated with adding a unit to meet the demand. Unfortunately, despite these well-thought-out submissions, there has been little progress, and the requests are denied quickly.</p>	<p>The process for submitting dates is done and is tracked to ensure it is being done correct. If there is a concern Sgt. Reeves can explain the scheduling to the individual on the specific date they ask for.</p> <p>Other facilities also only have two EFV's. Capital Projects are being looked at and some will be cancelled because of the State deficit.</p>
	<p>Implementing EFV's in the middle of the week to decrease time between visits since it's gone from 4 weeks to 7-8 weeks.</p> <p>Sunday/Monday EFV</p> <p>Monday/ Tuesday and checkout on Wednesday.</p> <p>This would leave Thursdays open.</p> <p>It would allow eight more families to have EFV's.</p>	<p>Staff are not available on these dates and the EFV are cleaned on Wednesdays. We submitted but at this time there are not staff to accommodate the processing times and or areas.</p> <p>A proposal went up, but there is no staffing.</p> <p>Staff have other duties on Wednesday and Thursday. We have volunteers who clean the EFV's on Wednesday.</p> <p>We can keep looking at it.</p>
Medical/Mental Health	<p>My loved one submitted a medical kite 2 months ago and still has not been seen. He's in pain and needs to be seen. Why does it take so long? Who can we contact there in medical?</p>	<p>This specific person should contact me with specifics so I can forward to medical to looking into.</p> <p>It can take up to two weeks to set up appointments.</p>
	<p>Medical at WCC is not responsive to individuals. We have asked for a representative to attend LFC meetings and have been told they would have to be paid overtime. This goes for mailroom as well. Other prisons have representatives present without issue.</p>	<p>Medical is responsible not just for TC living units but the entire facility including 5 receiving units and IMU as well as special needs housed in the infirmary. There is a process if an individual has specific things not addressed. Mailroom staff are union represented and cannot be</p>

		<p>mandatory to attend, and we can ask but not mandate other units do the teams meeting during the workday when they can attend when I check with other facilities. Is this something you want to occur we would do teams only. The other facilities only 2 have done this when I called the other facilities post covid.</p>
<p>Programming</p>	<p>Education, including correspondence, for postsecondary classes. There is a bill this session that addresses these issues. This issue has been a problem but at WCC, there is no effort. Centralia College supported a proposal for a computer coding class, but WCC rejected it. No support for education and classes that are proven as successful for prison safety and reentry. Make education a priority.</p>	<p>We have asked for education to attend. The policy depicts the process for approved correspondence courses and their educations courses.</p> <p>WCC does want more programs. Until it gets the approval, it can't happen.</p> <p>We just been provided we may have a computer coding course. It is college based and is 8 weeks long. Pilot – April through July. More to come when it is finalized.</p> <p>We also have the AJAC – Aerospace Joint Apprenticeship Committee. They are taking this quarter off and will get a hold of us to start up another course. Those that go through the program have a 60% chance of being hired.</p>
	<p>Camp jobs at WCC are not run as they are elsewhere. Issues include scheduling so that yard is not readily available, no certification of skills learned on job, long processing and wait times that mean missing yard, all of which results in few benefits to aid in successful reentry.</p>	<p>Every facility has different schematics of a facility. The MI2 workers are screened according to area crimes, and more. If they disagree, they have a classification appeal they can proceed with. This is a multi-disciplinary group that includes Medical, Mental health, Intelligence unit, Captain, and a CPM who all review for accuracy and completion.</p>

		<p>If they are from Mason County, they will not be approved for a gate card.</p> <p>Those who are interviewed for gate cards know that scheduling for yard and recreation would be difficult. Later in the summer yard times open up. We are not going to be able to please everyone.</p>
Recreation	<p>High quality running shoes should be made available to those in the runner's group. Also tee shirts, hats with the runners' group name and logo. Yes, professional level equipment should be included, but even more important is allowing greater access to the gym and weight decks. More equipment is meaningless without regular less restrictive access.</p>	<p>Shoes are a policy guideline to what and where they can purchase. If the running group sponsor wants to propose for their group to have items that is the responsibility of the sponsor to submit through proper channels for policy exception or special requests.</p> <p>WCC does not provide shoes for the Running Group.</p>
	<p>Real workout equipment inside. (Request to upgrade/purchase)</p>	<p>Recreation does have real equipment. We have 2 treadmills, bike and a rowing machine brought from Larch that are brand new. The space in the gym is limited and they rotate items to use.</p>
	<p>Real electronic workout equipment. (Request to upgrade/purchase)</p>	<p>See above</p>
IMU	<p>Being put in IMU where it is so cold they offer a third blanket but no gloves or hat to stand outside to make a phone call. Give them long Johns</p>	<p>Depending on the individuals in the IMU depends on what items they can have. If there is a heat problem the CUS is normally notified and will address.</p> <p>The yard is half covered. They are provided coats. Inside the IMU is very warm. The temperature is from 70-75 degrees inside. If requested, they can have up to three blankets.</p>
	<p>Phone calls in IMU will not connect. Takes 5-6 tries to get the calls to connect.</p>	<p>The individual needs to report if the telephone has issues so it can be reported to Securus.</p>

<p>IIBF Visiting Room</p>	<p>Sea Salt & Paper Mille Bornes The Classic Racing Game (Purchase Request)</p>	<p>CPM Cohn ordered the games Multiple games and Legos and they were delivered to the visit room.</p> <p>LEGO Creator 3 in 1 Flatbed Truck with Helicopter Toy, Transforms from Flatbed Truck Toy to Propeller Plane to Hot Rod and SUV Car Toys, Gift Idea for Boys and Girls Ages 7 Years Old and Up, 31146</p> <p>Strictly Briks Toy Large Building Blocks for Kids and Toddlers, Big Toy Building Set for Ages 3 and Up - Compatible with All Major Brands, Blue, Green, Red, and Yellow, 204 Pieces</p> <p>LEGO Marvel Spider-Man's Car and Doc Ock Building Set, Spidey and His Amazing Friends Buildable Toy for Kids 4 Plus Years Old with Glow in The Dark Pieces, 10789</p> <p>LEGO Friends Dog Grooming Car Toy, Building Toy for Kids Who Love Animals and Nature, Comes with 2 Mini Doll Characters and 2 Dog Toy Figures, Vet Toy Gift Idea for Girls and Boys Ages 4 and Up, 42635</p> <p>Mille Bornes Classic Racing Card Game - Fast-Paced Family Strategy Game for Ages 7+, 2-6 Players, 20 Minute Playtime - By Zygomatic</p> <p>Stack Royale Board Game, Fast & Fun Family Board Game for Children & Adults, Color Block Puzzles Games for Ages 4+</p> <p>Legos are allowed in the visit room. There are different</p>
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		Legos for different age groups. The parent or escort of the child is responsible to monitor when children play with appropriate age level toys.
	Please provide an urn of coffee plus hot water with a selection of teas. At WSR, they also offered popcorn and floats on occasion.	Coffee station will be part of the upgrade to the VR. There will be ice cream to make your own floats soon, but I will refer to CPPC when they return to look into a popcorn day or float day.
	For those struggling with addiction it would be great to have a NA or AA book in the visiting room, a hanging calendar to look at, Coyote Ridge used to have a TV in their visiting room they would play football games, movies, etc.	I will ask the sponsor to provide, if possible, through CPPC staff. N.A. and A.A. book have been added to the visit room.
	Is there a way we could watch movies? How about big sporting events, such as the Superbowl?	The TV that is for that is the game TV. The one on the wall is not for movies. Individuals that have been spoken to, do not want the TV on. They said it causes a distraction for families. There have been no requests, and they can watch the games in the units.
	More modern things for kids to do.	Absolutely, CPM Carpenter is working with Children's Museum on a project to do in the children's area of visiting. This will take some time.
	Allow multiple families in the play area at a time.	Will talk to staff about this. Family members need to monitor their children.
	Have hobby/craft boxes for men to teach cultural crafts to families, bonding activities.	Will work with CPPC for some craft items to be kept in visiting room. This would need to be monitored.
	2 more video game stations, more modern games and toys for children.	The power system has to be verified if this is possible to add another TV or station outside of what is there now after new machines are in so we can verify power effects in the VR.

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Dentist		WCC currently has three dentists. We don't have a hygienist. We had hoped we would get a mobile dentist, but they are approved for camps.
TV in visit room used for information purposes like a reader board.	<p>This can have information about LFC, bring highlights from CPPC.</p> <p>A flash drive with information can be used for the TV.</p>	Douglas will look into this. Maybe have information on the monitor at the visitor check-in area.
Scanner for individuals	Received e-mails that individuals have to strip down to boxes to be scanned.	<p>They are not stripped down. They are asked to remove outer garments, like coats or extra clothing. The scanner is used so that strip searches do not have to take place.</p> <p>It's on a case-by-case basis. Some individuals use visiting to introduce contraband and may try to hide in creases of clothing. They may be asked to remove more clothing to see if there is anything being hidden.</p>
Property compliance checks		<p>These are done to see what does and does not belong. Everything is inventoried. This is to bring them back into compliance. All food must have receipts.</p> <p>We gave them a 15-day notice that this was going to take place. This gave them ample time to get rid of those items that did not belong. All cells need to be neat and tidy.</p> <p>During COVID, it derailed the process.</p> <p>Pictures of cells after compliance checks sent out.</p> <p>Every facility is mandated to follow policy of what is allowed in cell.</p>

		<p>So far no infections has been written.</p> <p>We want to make sure if there is a TV, that it is assigned to the right individual. Same with the food.</p> <p>This is the first time we have worked with individuals to get in compliance.</p>
Lodging and Travel Assistance	Dawn Taylor indicated the money for this is going to go up. They are making it a priority to make it easier to apply for.	<p>This is done through headquarters.</p> <p>This is something that can be added to the screen.</p> <p>Information on how to apply for this is on the web page.</p>

Next meeting location: WCC PLPC1 Date: 04/12/2025 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



Genesis Décor
Creating Breakroom Environments





manusforty



COFFEE SERVICE

- NEWCO ACE – D
 - 3 NewCo Ace-D provided by Evergreen Refreshments
 - Great for high-volume locations where many people go on break at one time
 - Because of the brewer and pots design, a user can get a cup of coffee while the pot is still brewing
 - Has cabinet height restrictions Dimensions: Ace D - 26.3"H x 8.5"W x 17.6"D Specifications: 110V / 14.6 Amps
 - Monthly Equipment Rental: None
 - Product cost will be invoiced monthly, with payment terms of Net30



Coffee Pricing List

	Description	Roast Type	Total Package	Case Quantity	Price
Portion Pack	Colombian 42ct/1.50oz	M	1	Case	\$54.75
Portion Pack	Kona Blend 42ct/1.50oz	M	1	Case	\$54.75
Creamers/Powder	American Flag Creamer Canister 12oz	n/a	1	Each	\$2.64
Sweeteners	American Flag Sugar Canister 20oz	n/a	1	Each	\$3.30
Sweeteners	Sweet N Low 400ct	n/a	1	Box	\$10.48
Stir Sticks	Wrapped Stir Sticks 1000ct	n/a	1	Box	\$16.41
Hot Cups	10oz Hot Cup Lavazza 20/50ct	n/a	20	Case	\$108.58
Filters	Brew Rite Urn Filter 2/250ct	n/a	10	Case	\$27.83

Washington Correction Center (WCC)

Incarcerated Individual Betterment Fund (IIBF)

FY25 Monthly Budget to Actual Report: July 2024 thru December 2024 - FM18

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	5,191.38	(6,097.00)	7,750.62	vacuum cleaner for gym, cables for helios machines, basketballs, pinochle playing cards, credit for first vacuum(not recvd), board games, hygiene prizes
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month, per I/I)	0.00		(1,998.69)	1,998.69	rental tv fees collected
88180	NR27	UNIT ACTIVITY	2,400.00	1,417.45		982.55	cooling towels, irons, microwave, incentive soda
88190	NR30	VISIT ROOM	4,845.00	2,540.58		2,304.42	new toys for toy chest, board games,potty training seats, air freshener, baby changing station sanitary liners, toys and supplies, jumbo wood building blocks, children's handyman workbench, PS4 controllers
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	1,540.66		2,959.34	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,cooking oil, alarm clocks, blu-ray/dvd player, cart, raman bowls, electric wok/skillet
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	SFAM	SPECIAL PROJECTS - FAMILY FRIENDLY SUPPLEMENTAL	7,900.00			7,900.00	
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	1,460.39		39.61	tablecloths, décor, candy, gifts, plastic ware, table décor, food for event
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 - MARRIAGE CLASS/SEMINAR	1,700.00	902.72		797.28	items to create a FF bulletin board in the VR, reimb instructor for shipping books for class
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	2,291.78		12,708.22	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	2,216.07		108.93	toys, décor, gifts, food for event
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	3,000.00	2,152.63		847.37	décor, crafts, gifts, meals, photo supplies for event photos
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,065.00	1,077.48		(12.48)	light refreshments, white dress shirts, ties, games, décor, gift items
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	1,700.00			1,700.00	
89130	F107	FAMILY FRIENDLY - VR FREE PHOTOS PROGRAM	3,400.00	1,510.74		1,889.26	photo paper, ink tanks, maint box
89130	FPOP	POP UP FUNDS -	300.00	296.49		3.51	to cover overage of Fall Festival meals cost
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 / mo per I/I)	0.00		(2,098.64)	(2,098.64)	cable tv fees collected
		Report Total	165,036.00	28,783.21	(10,194.33)	146,447.12	
			165,036.00	18,588.88		146,447.12	