



FAMILY COUNCIL MEETING MINUTES

Location: WCCW Microsoft Teams Date: 05/20/2024 Time: 1630

Teleconference details: 1-253-372-2181 Meeting ID: 298 616 213 091 Passcode: DhHRvf

MEETING ATTENDEES

Charlotte Headley
Department/facility co-chair

Jason Rice
Family co-chair

Melissa Johnson
Facility/council secretary

Dina Johnson
Family secretary, if applicable

Members present: Dep. Asst Secretary J. Wofford, CPM Alley, ASP Figueira, Visit Mgr, Baccetti, Sgt. Haynes, Exec. Cravens, LFC Teafatiller, LFC Mansfield, LFC Moriarty, ASO Hall, FSM Chastain, OCO Kenneman,

Non-council member attendees: Tier representatives, Tracy Baker of CCU and Marie Robinson of TEC.

AGENDA

Old business


| Topic | Discussion/Key points | Next steps |
|---------------------------|--|--|
| Growing the LFC committee | <p>Visibility and approachability:</p> <ul style="list-style-type: none"> • Providing lanyards to family council members can significantly increase their visibility in the visiting area. This enables visitors to easily identify and approach council members for support, questions, or feedback. • Visitors may feel more comfortable sharing their concerns or suggestions, knowing there is a designated representative available to assist them. <p>Efficient Communications channel.</p> <ul style="list-style-type: none"> • Council member Janet mentioned that the council has a Gmail account. She is going to see if it is still operational. <ul style="list-style-type: none"> ○ This can be a central point for receiving queries, feedback, and suggestions from the community. | <ol style="list-style-type: none"> 1. Council member Janet will confirm the family councils Gmail account. This will streamline communications. 2. Co-Secretary Melissa Johnson will see if the Gmail account can be posted on the DOC website. 3. Melissa Johnson will make LFC business cards to be placed in public access and at the visit officer's station. |

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| | <p>Professional and Accessible Contact Information:</p> <ul style="list-style-type: none"> • Integrating the email address into the local Family Councils page on the DOC website can increase accessibility. • Creating business cards with the Family Councils contact details can provide a tangible way for visitors to reach out. This is especially useful for individuals who may prefer or need contact the council later. | |
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New business

| Topic | Discussion/Key points | Next steps |
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| <p>Election of LFC Co-Chair 10 Minutes</p> | <p>The meeting opened with a proposal to elect Jason Rice as the cochair for the local family council.</p> <ul style="list-style-type: none"> • It was noted that Jason has shown dedication and leadership in previous roles, • A vote was conducted, and the council members unanimously supported Jason for the co-chair | <p>Jason Rice will assume the role of co-chair effective immediately.</p> |
| <p>Tier Rep Time 10 Minutes</p> | <p>Two tier representatives, Traci of CCU and Marie of TEC, were present at the meeting. Each allotted five minutes to introduce themselves and discuss any issues or concerns from their respective units.</p> <ul style="list-style-type: none"> • Traci mentioned that she currently has no specific issues to report from her living unit as everything appears to be running smoothly. • Marie of TEC inquired about Relay for Life participation for WCCW this year. <ul style="list-style-type: none"> ○ ASP Kari Figueira responded, due to the short timeframe, the event will not take place this year. | |

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| | <p>However, the senior management team will have a discussion and consider it for 2025, and the planning will consider input from both the population and staff to ensure its success.</p> | |
| <p>Visitation Changes & Updates Andrea Baccetti 10 minutes</p> | <p>Visiting Manager Andrea Baccetti introduced Visit Sergeant Bridgette Haynes, who greeted everyone and expressed her excitement about joining the visit team. She emphasized her experience and willingness to assist with any questions or concerns related to visitation.</p> <ul style="list-style-type: none"> • Discussion was had about the additional microwave for the visit room, but it requires a new rack for installation. The existing rack provided by canteen vending is not functional, and they are awaiting a replacement. • Tier representatives were asked to gather feedback from their units regarding desired items for vending machines in the visit room. Suggestions should be sent via the kiosk with the subject line "Vending Machine Options". <p>Council Member Moriarty shared her recent experience bringing two elderly women, one with a cane and the other in a wheelchair, to a visiting session. She mentioned that the pat-down process was awkward for them and asked if improvements could be made to make the search process more</p> | <ol style="list-style-type: none"> 1. Gather and review suggestions for vending machine options and implement changes as feasible. 2. Review and evaluate the current search procedures for elderly visitors. 3. Implement changes or accommodations to make the search process less intrusive and more comfortable for elderly visitors. 4. Ensure that staff are trained on how to conduct searches sensitively and respectfully, especially for those with mobility aids. |

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| | <p>comfortable for the elderly visitors.</p> <ul style="list-style-type: none"> Ms. Baccetti and Sgt. Haynes agreed to look into making the search procedures more accommodating and comfortable for elderly visitors to ensure a positive experience. <p>Acknowledgements:</p> <ul style="list-style-type: none"> Council member Gillespie thanked Ms. Baccetti for the updated scrabble games and dictionaries provided to the visitation room. | |
| <p>Introduction & Q&A with Melissa Andrewjeski 15 minutes</p> | <p>Ms. Andrewjeski was unfortunately unable to attend this meeting. She apologizes for the inconvenience.</p> | <ul style="list-style-type: none"> Ms. Andrewjeski is going to try and attend the August meeting. |
| <p>Sr Management Updates and info sharing regarding programs and events. 15 minutes</p> | <p>ASP Figueira provided a comprehensive update on activities and events at the facility. She highlighted various program and events from February to June and shared plans for future activities. Examples included:</p> <ul style="list-style-type: none"> A run/walk program has been initiated to promote physical activity. Trauma informed painting and writing classes are now being offered. Plans for future activities included basketball, softball, a virtual marathon and pickleball. A field activity is scheduled for July. February: <ul style="list-style-type: none"> Seattle Clemency Workshop, an | <ol style="list-style-type: none"> Attachment of detailed event and program updates to the meeting minutes. <div style="text-align: center;">  <p>Programs Update April 2024.pdf</p> </div> Coordination with OCC to finalize the transition and program offerings. Further planning and promotion of upcoming events and activities. |

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| | <p>educational session on the clemency process.</p> <ul style="list-style-type: none"> ○ Girl Scout Cookie Fundraiser ○ Flaggers certification course, a training program for flagger certifications ○ Rotary Reentry Graduation ○ Bee keeping graduation <ul style="list-style-type: none"> ● March: <ul style="list-style-type: none"> ○ AJAC & TRAC graduations ● April: <ul style="list-style-type: none"> ○ Sweet Mary Concert, an acoustic performance concert ○ Compassion Prison Project ○ Albertsons Fundraiswer in which proceeds went to the YWCA ○ Seattle Symphony Spring Performance ● May <ul style="list-style-type: none"> ○ Mother's Day Event ○ Asian Pacific Islander Event ○ FEPPS graduation ceremony in which 10 individuals received their BA degrees. ● June <ul style="list-style-type: none"> ○ TCC Graduation, where students received their AA degrees and GEDs. <p>Education Contract:</p> <ul style="list-style-type: none"> ● Olympic College in Bremerton and Kitsap County will replace TCC as the new on-site college partner. ASP Figueira expressed gratitude for the long-standing partnership | |
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| | <p>with TCC and announced an upcoming meeting with the faculty of Olympic College to discuss future offerings.</p> <ul style="list-style-type: none"> • The horticulture program will continue, and discussion are ongoing regarding the classes and courses that will be offered through OCC | |
| <p>Budget Linda Ineman 10 Minutes</p> | <p>Local Business Advisor (LBA) Linda Ineman provided a detailed update on the budget, highlighting recent purchases, class offerings, and funding issues.</p> <p>Purchases and Expenditures:</p> <ul style="list-style-type: none"> • Additional pains were purchased for art activities • Watercolor classes are being offered this month. • Recreation has started a line dancing class. <p>Budget concerns:</p> <ul style="list-style-type: none"> • The facility has overspent based on a per capita allotment of \$10 per person. • Funds were used to create a homework corner in the visit room, backdrops were purchased for photos. • Funds have been allocated for cultural events. • Orders for enhanced activity and furniture replacements are pending. • A wellness enhancement project, including a large smart board for virtual classes in the gym, has been approved. • Continuous purchases for photo paper and printer cartridges are planned. | <ol style="list-style-type: none"> 1. LBA Ineman encourages participants to take advantage of the hotel voucher program for travel reimbursement up to \$50 2. Address the issue of torn and tattered linens in the CCU. Linda will check on replacements as well as CPM Alley. |

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Roundtable open discussion

| Topic | Discussion/Key points | Next steps |
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| Food Services | ASO Hall wanted to recognize FSM Chastain for her efforts in menu planning and cooking classes. | |
| Introduction of new council member | <ul style="list-style-type: none"> • Council member Darlene Teafatiller introduced herself as a new member of the local family council. She stated that she herself was formerly incarcerated and had a good experience at WCCW. • Her daughter Bonnie is currently incarcerated at WCCW. She said she is here for the council and if they have any questions, they are invited to reach out to her. | |

Next meeting location: WCCW Microsoft Teams Date: 06/17/2024 Time: 1630

Comments: _____

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

PROGRAMS UPDATES

Kari Figueira, Associate Superintendent of Programs

RECENT SPECIAL EVENTS

- 2/20/24 Seattle Clemency Workshop
- 2/23/24 Girl Scouts Cookie Fundraiser
- 2/24/24 Flaggers Certification Course
- 2/26/24 Rotary Reentry Graduation
- 2/26/24 SPP Beekeeping Graduation
- 3/8/24 TRAC Graduation
- 3/15/24 AJAC Graduation
- 4/12/24 Sweet Mary Concert
- 4/13/24 Eid Celebration

UPCOMING SPECIAL EVENTS

- 4/18/24 Compassion Prisons Project
- 4/24/24 Albertsons Fundraiser – Proceeds will go to YWCA
- 4/26/24 Seattle Symphony Performance
- 5/4/24-5/5/24 Mother's Day Event
- 5/18/24 API Event
- 6/1/24 FEPPS Graduation
- 6/11/24 TCC Graduation
- 6/15/24 Juneteenth Celebration

Did you know?

MSU recently started a run/walk program to increase activity, yard access, and positive programming.

Recreation recently started a trauma informed painting classed called Painting Inside and Out.

IF Project is continuing to increase programming and will be starting a new cohort for the intensive writing series and continuing the after-care group.

SPORTS AT WCCW

WCCW facilitates an intramural sports program that includes year-round and seasonal sports. These include:

- Kickball
- Basketball
- Softball
- Virtual Marathon's
- Pickleball

Program staff and areas of responsibility:

Madison Kearley, Community Partnership Program Coordinator

- Volunteer Programs
- Family Friendly Events
- Clothing Closet
- Fundraisers
- Community Engagement

Lara Kempton, Recreation and Athletics Specialist 4

- Recreation activities; intramural sports, events within the gym, event crew, programming within the building, budget management, etc.
 - Community engagement
- Tommy Ellis, Religious Services Coordinator**
- Religious services including a variety of religious/spiritual beliefs.
 - Community engagement

GRADUATION SEASON IS COMING!

We look forward to celebrating the impressive accomplishments of the Freedom Education Project of Puget Sound (FEPPS) and Tacoma Community College (TCC) students in early June!

*This one-pager is created to share general program updates. It is not all-encompassing of the impressive accomplishments of our many partners providing programming.

Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)
FY24 Quarterly Budget to Actual Report from July to June 2024 - FM10

| Account Code | Budget Category | Proposed Name - Programs/Events | Total FY24 Budget | Expenditures | Fee Recovery | Remaining FY23 Budget | Brief Description of Expenditures to Date |
|--------------|-----------------|--|-------------------|--------------|--------------|-----------------------|---|
| 88125 | NR08 | EFV SUPPLIES | 0.00 | 75.00 | 0.00 | (75.00) | Fees refunded for EFV visits after July 23 |
| 88160 | NR03 | CRAFT SUPPLY | 100.00 | 415.73 | 0.00 | (315.73) | Paints purchased for watercolor class, watercolor paper, water color paints |
| 88160 | NR19 | RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly) | 1,400.00 | 1,476.78 | (1,278.00) | 1,201.22 | Replacement power cord for rowing machine, photo backdrops, pickleball net, basketballs, treadmill belt lubricant, recreation prizes - eyeshadow, toothpaste, deodorant, fruit snacks, candy, cookies, pudding, floss, photo backdrop, dice for games, kickball, baseball counter clicker, basketball, soccer balls, football, line dance music for classes |
| 88170 | NR24 | TV RENTAL PROGRAM | 0.00 | 0.00 | (875.00) | 875.00 | Used to purchase TVs for the rental program (fee recovery) |
| 88180 | NR27 | UNIT ACTIVITY | 4,000.00 | 4,105.68 | | (105.68) | Games for J Unit, movie night popcorn, dvds, candy, sodas, games for MSU, paper, paint, glue sticks, paint brushes, gift bags, chap stick, coffee, tea, hot chocolate, apple cider, soap, toothpaste, eye shadow, brow pencils, eye liner, creams, deodorants, candy bars, candy canes, paper, paints, hair ties, lip balm, toothbrush, candy, notebooks, treat bags, kraft paper, colored pencils, ribbon, scissors, erasers, construction paper, candy, hot dogs and buns, pizza, ice cream, christmas bags, lip balm, dvd's, irons, popcorn and bags |
| 88190 | NR30 | VISITING ROOMS | 450.00 | 368.18 | | 81.82 | Games, coloring books, math workbooks, logic workbooks, spelling workbook, sights and sounds workbook, hand writing practice workbook, cursive workbook, calculator, corner protectors for tables, folders, Juneteenth backdrop |
| 89110 | CULT | IIBF SPECIAL PROJECTS - CULTURAL | 3,795.00 | 0.00 | | 3,795.00 | |
| 89110 | EFVC | IIBF SPECIAL PROJECTS - FACILITY EFV | 2,250.00 | 2,250.00 | | 0.00 | Purchase from prior year to include furniture and linens for EFV |
| 89110 | SP68 | IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT | 5,084.00 | 0.00 | | 5,084.00 | |
| 89130 | F106 | FAMILY FRIENDLY - VALENTINE'S EVE | 1,125.00 | 1,125.00 | | 0.00 | Chef's coat, photo backdrop, lanterns, balloons, fairy light, mylar film roll, chef hat, headbands, candy melts, |
| 89130 | F107 | FAMILY FRIENDLY - IIBF FREE PHOTO | 2,400.00 | 1,461.62 | | 938.38 | Photo paper and printer cartridges |
| 89130 | FF01 | FAMILY FRIENDLY - BACK TO SCHOOL | 2,675.00 | 1,391.19 | | 1,283.81 | Table decorations, backpacks, snacks and supplies to include school supplies, goldfish crackers, hand lotion |
| 89130 | FF12 | FAMILY FRIENDLY - FALL FAMILY EVE | 2,363.00 | 1,512.72 | | 850.28 | Pens, backdrop, candy, table covers, photo booth prop sets, garlands, paint brush sets, bags, napkins, suncatchers, centerpieces, banners, ink cartridges, photo paper, bags, photo backdrop |
| 89130 | FF40 | FAMILY FRIENDLY - MOTEL VOUCHER | 10,000.00 | 1,388.16 | | 8,611.84 | Hotel Vouchers |

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| 89130 | FF41 | FAMILY FRIENDLY - MOTHER CHILD | 2,212.00 | 731.69 | | 1,480.31 | Table covers, speaker, party decorations, name tags, googly eyes, plastic storage bin, table, painting rocks, 50's theme party backdrop, paint set, cotton swab, mandala stencils, foil curtains, banner kit, ballons, rock star toy set, craft foam balls, temporary face stickers, disco costume, hippie costume, biker costume, rock paper scissors outfit, vegas rock star jump suit, 80's tracksuit |
| 89130 | FF69 | FAMILY FRIENDLY - WINTER FAMILY | 3,450.00 | 1,590.03 | | 1,859.97 | Costume, M&M's, photo booth props, straws, bags, tissue paper, containers, licorice, tablecloths, center pieces, snowflakes, backdrop, frosting, center pieces, pom poms, construction paper, scissors, tape and bags, plastic ornaments, felt sheets, foam sheets, ribbon, picture frames, |
| 89130 | FF91 | FAMILY FRIENDLY - VIDEO GREETING | 500.00 | 0.00 | | 500.00 | |
| 89130 | FPOP | POP-UP ALLOTMENT | 0.00 | 0.00 | | 0.00 | |
| 89170 | OP03 | DIRECT TV/FEE RECOVERY (\$0.50 per month, per l/l) | 45,548.00 | 32,375.54 | | 13,172.46 | Direct TV paid monthly. Approximately \$4k per month. |
| | | Report Total | 87,352.00 | 50,267.32 | (2,153.00) | 39,237.68 | |