



FAMILY COUNCIL MEETING MINUTES

Location: WCCW Microsoft Teams Date: 06/17/2024 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: Supt. Headley, ASP Figueira, ASO Hall, CPM Alley, Capt. Rio, AA4 Jones, Janet Moriarty, Jason Rice, Madison Kearley, LBA Ineman, Melissa AndrewJeski, Bridgett Haynes, Jo Wofford, Andrea Baccetti, Greg Mansfield, Mark Roth, Stefanie Olson-Schmoker, Darlene Teafatiller, Ethan Meade, Kyla Jones

Non-council member attendees: Tier Rep Kristin O'Hara and Melissa Langly

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Growing LFC Member's Action Items	<ul style="list-style-type: none"> The need to expand Local Family Council (LFC) membership was discussed. Attendees recognized the importance of increasing participation to ensure a broader representation of voices and perspectives in decision-making processes. Suggestions included outreach efforts to inform more families about the role and benefits of LFC, as well as exploring different ways to encourage and facilitate participation. 	<ul style="list-style-type: none"> Melissa Johnson will make business cards with LFC contact email and place them in the visit room.

New business

Topic	Discussion/Key points	Next steps
Tier Rep Time 10 Minutes <ul style="list-style-type: none"> Intensive day treatment (IDT) Availability and facility safety concerns. Bra options 	<ul style="list-style-type: none"> IDT Availability: Kristin O'Hara raised concerns about the limited availability of IDT classes, particularly for individuals needing intensive 	<ul style="list-style-type: none"> The administration acknowledges the need for more IDT options and will advocate for increasing the number of available programs.

<ul style="list-style-type: none"> • Bathroom safety 	<p>support. The current system, seemingly based on “first come, first serve,” often prevents individuals from accessing these classes, especially those who are not nearing release. This lack of availability has even prevented some individuals from being released to home environments.</p> <ul style="list-style-type: none"> • Facility safety concerns: Concerns were raised about the safety and security issues within the facility, specifically regarding transgender women residing in the facility. Staff expressed fear of retaliation and potential accusations of discrimination when addressing these concerns. <ul style="list-style-type: none"> ○ Administration thanked Ms. O’Hara for bringing these sensitive topics forward. • Bathroom safety: Kristin O’Hara highlighted the need for taller bathroom dividers in MSU to improve privacy. <ul style="list-style-type: none"> ○ Maintenance is currently working on extending these dividers in all bathrooms. • Bras: Concerns were expressed about the availability of bras, particularly for larger sizes. There is anticipation of a new pilot program to address this need, and further updates will be provided as 	<ul style="list-style-type: none"> • Staff are encouraged to bring specific cases of denied releases to the administration's attention for review. • Tier Rep, Melissa Langley will follow up with tier representatives once more information about the bra pilot program is available
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	<p>information becomes available. The need for more consistent communication and availability of properly sized bras was emphasized.</p>	
<p>Budget Linda Ineman 10 Minutes</p>	<ul style="list-style-type: none"> • Linda provided a detailed breakdown of the budget, covering expenses related to art supplies, recreation, rental TV program, and cultural funds for events like Juneteenth. • Concerns were raised about the low usage of hotel voucher funds and how to better communicate their availability to families. • Suggestions were made to enhance communication about available funds and other resources, including posting information in visiting areas and directly in units. 	<ul style="list-style-type: none"> • Linda will collaborate with the team to enhance communication strategies regarding hotel vouchers. • A proposal to reduce eligibility criteria for vouchers to increase usage will be considered.
<p>Visitation Changes & Updates Andrea Baccetti 15 minutes</p>	<ul style="list-style-type: none"> • Discussions centered around seating arrangements, ADA accommodations, and improving the outdoor visitation area to provide better comfort (e.g., umbrellas for shade). • The need for better communication and availability of resources, such as armed chairs and information on donation processes, was highlighted 	<ul style="list-style-type: none"> • Work with maintenance and security to explore feasible options for outdoor shading solutions. • Provide clear guidelines and flyers to inform about donation processes and available resources.
<p>Access to Drug Treatment ASP Kari Figueira 15 Minutes</p>	<ul style="list-style-type: none"> • Concerns were raised about the accessibility of drug treatment programs, especially for those not mandated by their sentencing. 	<ul style="list-style-type: none"> • The administration will continue to advocate for increased treatment options and ensure that AA and NA meetings remain accessible to all who need them.

	<ul style="list-style-type: none"> AA meetings are available, but there is a need for more comprehensive treatment options on the main campus to support individuals throughout their incarceration, not just before release. 	
WRNA & New Policies for WPD Melissa Andrewjeski	<ul style="list-style-type: none"> The WRNA was confirmed to be gender-responsive, and updates are underway to improve its applicability. New policies for the Women’s Prison Division are being developed with a focus on trauma-informed and gender-responsive approaches. These policies aim to foster a respectful, mutually beneficial environment, akin to a college campus setting. 	<ul style="list-style-type: none"> The administration will continue to work on finalizing and implementing these policies, with input from tier reps, family council members, and other stakeholders.

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Flower Orders	<ul style="list-style-type: none"> A discussion on the continued operation of the horticulture program and its ability to fulfill flower orders for events. 	
Miscellaneous	<ul style="list-style-type: none"> The importance of continued collaboration between management, tier reps, and family councils to ensure that all voices are heard and considered in decision-making processes. 	

Next meeting location: WCCW Microsoft Teams Date: 08/19/2024 Time: 1630

Comments: _____

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**Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)**

FY24 Quarterly Budget to Actual Report from July to June 2024 - FM11

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	403.73	0.00	(303.73)	Paints purchased for watercolor class, watercolor paper
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,400.00	2,006.33	(1,537.00)	930.67	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	(969.75)	969.75	Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY	4,000.00	4,000.00		0.00	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	295.71		3,499.29	
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	Whiteboard video display for classes
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, tulle, index cards, watercolor paints,
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00	1,500.72		899.28	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	1,764.57		8,235.43	Hotel Vouchers

89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	1,854.36		357.64	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	1,000.00	0.00		1,000.00	Pop up funds were requested for the Visitation Room re-opening after the Children's Museum changes
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	45,548.00	40,796.03		4,751.97	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	88,352.00	60,933.57	(2,506.75)	29,925.18	