

FAMILY COUNCIL MEETING MINUTES

Location: WCCW Microsoft Teams Date: 08/19/2024 Time: 1630

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

MEETING ATTENDEES

<u>Charlotte Headley</u> <u>Jason Rice</u>

Department/facility co-chair Family co-chair

Melissa Johnson Dina Johnson

Facility/council secretary Family secretary, if applicable

Members present: <u>Supt. Headley, Capt. Rio, ASO Figueira, CPPC Kearley CS2 Johnson, FSM Chastain, Janet Moriarty, Stefanie Olson-Schmoker, Susan Sherman, Greg Mansfield, Paul Gillespie Dina Johnson, Jason Rice, Zachary Kinneman, OCO.</u>

Non-council member attendees: <u>Tier Representatives Kierra Mansfield and Marie Robinson</u>

AGENDA

Old business

Topic	Discussion/Key points	Next steps
	Melissa Johnson drafted messaging for the population to assist in growing the WCCW LFC. The message was approved and voted to move forward. The messaging states in part:	
Growing LFC Member's Action Items	"Being part of the Family Council means you can help promote successful reentry, provide input on important policies, and address issues that matter to all of us. Please reach out to your family and friends and encourage them to join the Family Council. Together, we can create positive change!"	M. Johnson to send over kiosk to all residents.

New business

Topic	Discussion/Key points	Next steps
Tier Rep Time 10 Minutes	Tier representative Marie Robinson raised the request for individuals to allow the purchase of electronic toothbrushes through the facility's commissary or package program. She	Request Submission: • The request for electronic toothbrushes will be submitted to the appropriate state

explained that many individuals, especially those with long sentences, would benefit from having better quality toothbrushes to maintain their dental health

Superintendent Headley's response:

 Charlotte acknowledged the request and explained that all items available for purchase must go through a statewide approval process. Charlotte committed to bringing the request to the relevant committee for consideration. She also explained that while the facility aims to meet the specific needs of its population, any changes to available products must ensure equality across all state facilities.

- committee for review and consideration.
- An update will be provided at the next meeting on the status of the request.

Lockdowns & Safety/Security Protocols

15 minutes Captain Rio.

- LFC members expressed concerns about the frequent lockdowns particularly how incidents in the segregation units often resulted in the entire facility being locked down. It was pointed out that this is not only disrupted meals and movements but also created frustration among the general population.
- Clarification was sought on whether staff were being pulled from different units to handle these incidents and if there were ways to minimize the impact of such lockdowns.

• Process review:

Leadership will review the current procedures for handling incident s to identify potential improvements that could reduce the impact of lockdowns on the broader facility. This could include potential staffing adjustments to better allocate staff during incidents to ensure that other units can resume normal operations more quickly.

Training:

 Ensure that new staff members are adequately trained to apply protocols consistently and with an

- Captain Rio acknowledged the challenge, explaining that incidents in segregation or close observation areas sometimes required significant staff resources, which could delay the reopening of other parts of the facility.
- Superintendent Headley
 assured the LFC that the
 leadership team was aware
 of these issues and actively
 working to address them.
 She also noted that the
 facility had seen an increase
 in the acuity of incarcerated
 individuals, which sometimes
 led to more complex and
 resource-intensive situations.
- LFC member Janet expressed concerns about recent trends in the application of safety and security protocols, particularly at the **Washington Corrections** Center for Women (WCCW). She noted reports of a "rollback to baseline" in enforcement, which included strict measures for minor infractions, such as her sister receiving an infraction for a lid not matching her bowl. Janet emphasized that these actions were reminiscent of earlier, more severe times and raised concerns about a broader trend towards draconian measures.
 - She inquired if these actions reflected a shift in

understanding of the facility's philosophy.

Monitoring:

 Continue to monitor the application of safety and security protocols to ensure they align with the facility's commitment to humane and individualized treatment.

Follow-Up:

 Janet and other concerned parties were encouraged to continue bringing specific issues to the administration's attention for review. policy, particularly regarding the treatment of women at WCCW, who are generally not involved in the same level of infractions as those in male facilities.

Superintendents Response:

- Charlotte clarified that no directives had been issued to revert to previous, more severe practices. She attributed the reports of stricter enforcement to the significant staff vacancy rate (previously 45%) and the influx of new staff members who are still in training. She acknowledged that these new staff might be overly cautious or misinterpreting protocols as they adapt to the environment.
- Charlotte emphasized that the facility's philosophy on treatment and communication with incarcerated individuals had not changed, reiterating the commitment to humane practices and individualized treatment. She encouraged the population to use the administrative process to challenge any perceived injustices, such as the infraction mentioned by Janet.

Recent Events:

- Associate Superintendent of Programs Kari Figueira provided a detailed report on the numerous events and programs that had taken place since the last meeting. These included a Mother's Day fundraiser, API's graduation (the first group in Washington State to graduate with their bachelor's degrees), TC graduation, Juneteenth celebrations, and various incentive-based events like field days. Kari highlighted the success of these events, particularly the first-ever Girl Scouts Behind Bars sleepover, which was a significant milestone for the facility.
- The upcoming events include visits from international delegations, additional graduations, and cultural events like the powwow and Hispanic Heritage month celebrations.

New Initiatives:

- Kari discussed the reintroduction of the cosmetology program, which had restarted on July 1st with a new instructor, Marco, who had already made a positive impact.
- The facility is also working on a program

Program Expansion:

 Continue expanding the available programs, with a particular focus on those that address trauma, cognitivebehavioral therapy, and violence reduction.

Space Utilization:

 Finalize the program space inventory to identify and better utilize underused areas of the facility.

ASP Kari Figueira

Programs Report

15 minutes

- space inventory to better utilize available space and potentially introduce more programming options.
- Trauma talks have been initiated as a follow-up to a successful trauma walk conducted earlier in the year. These smaller group sessions are designed to address trauma among inmates and staff collaboratively.

Incentive Programs and Violence Reduction:

 Charlotte mentioned the establishment of a Violence Reduction Committee focused on gender-specific incentives, such as providing small but meaningful rewards like Bath and Body Works products, which had been well-received by the inmates.

Safety rails & nonslip floor coverings in living units 10 Minutes

about safety issues related to slips and falls in the facility.

LFC members raised concerns

Tier Representative
Mansfield stated that the
issue is prevalent around the
water fountains and ice
machines, where spills
frequently occur. She
suggested installing non-slip
floor coverings, like those
recently added in the
showers, to reduce the risk
of injury. Miss Mansfield
emphasized that addressing
these hazards would be

Safety Assessment:

 Safety officer Ty Facison will investigate these concerns and provide a plan for mitigating slip hazards in the facility.

Immediate Measures:

 In the interim, the facility will explore options for installing non-slip floor coverings in high-risk areas, particularly around water fountains and ice machines.

NA meetings 15 minutes • LFC has volunteers lined up	particularly important for elderly individuals who are more susceptible to serious injuries from falls. • LFC member Janet raised the need to reintroduce Narcotics Anonymous (NA) meetings in the facility, emphasizing the unique benefits of NA for those struggling with addition. She noted that NA for incarcerated individuals offers a different approach and community compared to AA, which could be more inclusive and supportive for some individuals. • Janet mentioned that she could provide volunteers to run the NA meetings, expressing her readiness to support the programs reestablishment. CPPC Madison Kearly's response: • CPPC Kearly provided an update on the status of NA meetings explaining that the previous NA volunteer sponsor was working to reassemble her team. Madison mentioned that the facility is aiming to restart the program by the beginning of October, with space and logistics currently being worked out.	Volunteer recruitment: • Continue to recruit and onboard volunteers to support the reintroduction of NA meetings and other programs. The link to apply as a volunteer is: Department of Corrections Volunteer Applications
	program by the beginning of October, with space	
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- Madison mentioned the facility's need for additional volunteers to support the reintroduction of NA meetings and other programs. She shared information about the volunteer application process and encouraged those interested to get involved.
- Madison emphasized the importance of having committed volunteers who can regularly contribute to the program's success.
 - o Tier Representative Mansfield expressed her enthusiasm for the return of NA meetings, noting that the AA program has been incredibly beneficial. She emphasized that additional support networks like NA would be valuable for incarcerated individuals and could help them maintain their sobriety and work towards long-term recovery.

Budget

15 minutes LBA Linda Ineman

Budget overview:

 Linda provided a detailed update on the facilities budget, noting that the new budget had been approved with slight increases in the \$10 cap and \$5 per person cultural allocations. The budget also included an additional \$2,000 for visiting room activities.

Quarterly updates:

 Linda will provide quarterly budget updates to the group, ensuring transparency and keeping everyone informed of the facility's financial status. The transition from DIRECTV to Dish Network has been completed, with the new cable system charges now covered by headquarters, reducing the facility's expenses.

Recent Expenditures:

 Linda reported on recent expenditures, including \$172 for family-friendly activities, \$65 on cupcakes, \$1,180 for new printer and photo paper in the visit room, and \$218 in motel vouchers. She noted that the facility is on track with its budget and that the transition to the new cable system had been smooth.

Visit Room Activities:

 The additional funds allocated for visiting activities have been used to enhance the visitor experience, including monthly birthday celebrations and crafts. Linda highlighted the importance of these activities in supporting family connections and improving the overall visiting experience.

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Annual In-person meeting & Tour	Proposed to have it in April or June 2025. Have the tour and then a meeting to follow.	

Recent Improvements:

- Visit Manager Andrea Baccetti highlighted several recent enhancements to the visitor programs, including the introduction of monthly birthday cupcakes for visiting families and the availability of Sesame Street kits designed to help children understand having a parent in prison. She noted that these initiatives had been wellreceived and were part of the facility's broader effort to create a more familyfriendly environment.
- She also reported that fliers went out to tier reps regarding hotel voucher program. They were sent to the living units as well as posted on the data displays.

Feedback and Recognition:

 Both Incarcerated individuals and family members provided positive feedback on these new programs. Tier Representative Mansfield and others expressed gratitude for the efforts to make visiting a more positive experience, especially noting the improvements in the children's room and the general atmosphere during visits.

Program Continuation:

 Continue to develop and refine familyfriendly initiatives, ensuring they meet the needs of both Incarcerated individuals and their families.

Expansion:

 Explore additional opportunities for family engagement, particularly those that support long-term rehabilitation and reconnection with the community.

Visitor Programs and Family Engagement Andrea Baccetti

Janet proposed expanding the use of therapy dogs within the facility, citing evidence of the positive impact that animal-human interactions can have on mental health and well-being. She suggested that therapy dogs could be introduced more regularly, beyond the existing Prison Pet Partnership (PPP) program, to provide emotional support to Incarcerated individuals, particularly those in segregation or facing mental health challenges.

Charlotte and Kari 's Response:

- Both Charlotte and Kari agreed with the proposal and highlighted the facility's existing efforts through PPP. They mentioned ongoing discussions about expanding the program to include therapy dogs in the visiting room and other areas of the facility. Kari noted that the introduction of dogs into various parts of the facility not only benefits the Incarcerated individuals but also helps the dogs in their training as service animals.
- Charlotte expressed interest in the research Janet offered to share and emphasized the potential for therapy dogs to be part of a broader strategy to support mental health and wellbeing at WCCW.

DOC 530.155

Therapy Dogs Proposal

Next meeting location: WCCW Microsoft Teams Date: 10/21/2024 Time: 1630

Comments: Superintendent took a moment to recognize that Food Service Manager Chastain would be leaving WCCW to work at another location. All in attendance thanked Ms. Chastain for her contributions to the facility as she prepares to leave her position. Charlotte and others expressed deep appreciation for Ms. Chastains dedication to improving the food service program at WCCW. Her presence will be missed, as she has always been a positive light to all.

Ms. Mansfield added her thanks, noting that Ms. Chastain had always gone above and beyond in her role, positively impacting the daily lives of individuals through both her professional duties and her personal commitment to the well-being of those in the facility.

The following will be tabled until the October meeting: WPD Report out about vision of moving forward and thoughts of LFC and how they can work together as a team. Safety Officer Ty Facion will be invited to discuss safety concerns. Infraction appeal process will be covered by ASO Hall.

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Distribution: ORIGINAL - Family Council Co-chairs

Washington Correctional Center for Women (WCCW)

Incarcerated Individual Betterment Fund (IIBF)

FY25 Budget Narratives

				Drief Description of Dresumen Objective
Account Code	Budget Category	Programs/Events	FY24 Budget	Brief Description of Program Objective
88160	NR03	CRAFT SUPPLY	400.00	Monies generated by fee supported craft programs and will be used to support craft activities. Items include, but are not limited to: crochet, knitting, quilting, sewing, painting
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,190.00	Monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: recreation prizes; board games, puzzles, exercise bands, pickleball paddles.
88170	NR24	TV RENTAL PROGRAM	0.00	Monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will used to purchase TV's, when necessary to support the WCCW TV Rental Program.
88180	NR27	UNIT ACTIVITY	5,300.00	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; board games; holiday decorations; etc.
88190	NR30	VISITING ROOMS	300.00	Monies to support consumable items provide in the visit rooms and are intended to support a positive visiting environment. Items may include: games, coloring books, crayons or toys.
89110	CULT	IIBF SPECIAL PROJECTS - CULTURAL	3,220.00	Monies provided in addition to the approved budget to support cultural activities at the facility
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	Monies provided in addition to the approved budget to purchase replacement items for the EFV's to include consumables such as linens, silverware, plates, dvds
89130	F104	FAMILY FRIENDLY - VISITING ROOM ACTIVIES	2,000.00	Monies provided for activities in the visit room to include monthly birthday celebrations and crafts
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,800.00	Monies to support an event which focuses on sharing time with loved ones designed to gather with your significant other or an adult visitor that has been a major support to the Incarcerated Individual throughout their life. Activities may include, a photo booth, games, and refreshments.
89130	FF107	FAMILY FRIENDLY - IIBF FREE PHOTO	3,400.00	Monies to support free photo's in the visit room for family members and friends
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	Monies to support back to school events which positively impacts 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 FAMILY EVE	2,363.00	Monies to support a day for the incarcerated individuals to gather with adults who support them and visit over a Fall meal.
89130	FF15	FAMILY FRIENDLY - FAMILY FOCUS	1,750.00	Monies allocated to support bi-monthly activities in the visit room.
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	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	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	Monies to support two events to accomodate both mothers with children and women with only adult support. The event reinforces the importance of a positive female role model and supports relationship building and continued communication between the family and the incarcerated. Events will include a crafting and planting session, outdoor and indoor games and a meal. Each session will also provide flowers for the mothers.
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	Monies used to support the winter event for families to participate in various seasonal activities, to include crafts, decorations, gift exchange, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	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 the as Read to me Mommy Program but is designed for any family member.
89130	FPOP	POP UP ALLOCATION	0.00	Monies allocated as requested and approved to provide funding to support additional activities at the facility.
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	0.00	Monies allocated statewide to provide cable TV programing to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services.
		Report Total	42,810.00	

Washington Correctional Center for Women (WCCW)

Incarcerated Individual Betterment Fund (IIBF)

FY25 Quarterly Budget to Actual Report from July to June 2025 - FM13

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY24 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88160	NR03	CRAFT SUPPLY	400.00	0.00	(35.00)	435.00	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,190.00	0.00	(120.58)	1,310.58	
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(54.68)		Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY	5,300.00	0.00		5,300.00	
88190	NR30	VISITING ROOMS	300.00	0.00		300.00	
89110	CULT	IIBF SPECIAL PROJECTS - CULTURAL	3,220.00	0.00		3,220.00	
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	172.08		2,077.92	Screen, door mats
89130	F104	FAMILY FRIENDLY - VISITING ROOM ACTIVITIES	2,000.00	65.97		1,934.03	cupcakes
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,800.00	0.00		1,800.00	
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	3,400.00	1,180.94		2,219.06	photo paper, ink and printer
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	0.00		2,675.00	
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVE	2,363.00	0.00		2,363.00	
89130	FF15	FAMILY FRIENDLY - FAMILY FOCUS	1,750.00	0.00		1,750.00	
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	218.61		9,781.39	Hotel Vouchers
89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	0.00		2,212.00	
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	0.00		3,450.00	
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 I/I)	0.00	4,067.41		(4,067.41)	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	42,810.00	5,705.01	(210.26)	37,315.25	



FAMILY COUNCIL ACTION ITEMS

REFERENCE	NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Programs	Relay for Life – can it be scheduled for 2025	Leadership Team	5/20/24	01/01/2025	
Mental Health	Intensive Day treatment availability – administration will advocate for increasing the number of IDT classes	Administration	6/17/24		
Bra Pilot Program	Once more information is known about the bra program, it will be shared to the population	Tier Reps	6/17/24		
Drug Treatment Programs	The administration will continue to advocate for increased treatment options and ensure AA and NA meetings remain accessible to all who need them	Madison Kearley	6/17/24		
Policies for WPD	New policies for Women's Prison Division are being developed with a focus on trauma-informed and gender-responsive approaches with input from tier reps, family council members and other stakeholders	Melissa Andrewjeski	8/19/24		
Commissary	Request for individuals to be able to purchase electronic toothbrushes through commissary or package program – update to be provided at next meeting after discussion with state committee	Charlotte Headley	8/19/24		
Lockdowns & Safety/Security Protocols	Leadership to review current procedures for handling incidents-ensure new staff members are adequately trained and are aligned with the facility's commitment to humane and individualized treatment	Jeff Rio	8/19/24		
Programs	Continue to expand programs with focus on those that address trauma, cognitive-behavioral therapy, and violence reduction Reintroduction of cosmetology program	Kari Figueira	8/19/24		
Safety rails & non-slip floor coverings in living units	Facility will explore options for installing non-slip floor coverings in high-risk areas, particularly around water fountains and ice machines Safety Officer Ty Facison will be invited to next meeting to address concerns	Gerald Holter	8/19/24		

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Volunteer Recruitment	Question raised about reintroduction of NA meetings in the facility. CPPC Kearley working on getting volunteer recruits	Madison Kearley	8/19//24	
Budget	Quarterly budget will be updated and given to the LFC to ensure transparency	Linda Ineman	8/19/24	
Visit	Continue to develop and refine family-friendly initiatives and explore additional opportunities for family engagement	Andrea Baccetti		
		Sgt Bridgette Haynes		

REFERENCE	CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
Local Family Council	Growing the LFC committee – confirm the family councils Gmail account	Janet Moriarty	5/20/24		06/17/2024
	Message being sent to population to assist in growing the WCCW LFC	Melissa Johnson	8/19/24		8/20/2024
	Check if Gmail account can be posted on DOC website				
	Create and Distribute LFC business cards to be placed in public access and the visit officer's station				
Programs & WCCW Event Updates	Further planning and promotion of upcoming events and activities	Kari Figueira	5/20/24	Ongoing	
Business Office	Encourage participants to take advantage of hotel voucher program for travel reimbursement up to \$50 Address issue of torn and tattered linens in the CCU	Linda Ineman	6/17/24		6/18/2024
Visitation	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	Andrea Baccetti Sgt Bridgette Haynes	6/17/24		Cannot accommodate due to camera coverage
		Captain Rio			interruptions 8/20/2024

Visit	Vending Machine options – gather info to determine what is wanted Review and evaluate current search procedures for the elderly to include making the process less intrusive and training staff on how to conduct searches sensitively and respectfully, especially for those with mobility aids.	Sgt Bridgette Haynes	5/20/24	6/17/2024

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Distribution: ORIGNINAL - Family Council Co-chairs





Printed by Johnson, Melissa R.

Title: Growing WCCW LFC Membership

Facility: WCCW-F01 (WASHINGTON WOMEN); WCCW-MSC

Start Date: 8/20/2024 **End Date:** 12/31/2024

Created By: Johnson, Melissa R.

We're excited to share an amazing opportunity to strengthen our community and improve the lives of our loved ones at WCCW. We're growing our local Family Council and we need your help to make it a success!

The Family Council is a group where family members come together to advise and collaborate on solving problems. We work hand-in-hand with the Department to improve communication, strengthen family connections, and enhance the quality of life for those who are incarcerated.

Being part of the Family Council means you can help promote successful reentry, provide input on important policies, and address issues that matter to all of us. This is your chance to make a real difference in your loved one's life and the lives of many others.

Please reach out to your family and friends and encourage them to join the Family Council. Together, we can create positive change!

To get involved, your loved ones can contact the WCCW LFC at wccwfamilycouncil@gmail.com

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