

## FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 04/06/2024 Time: 8:30-10:00

Teleconference details: MS Teams Meeting – Local Family Council

### /Meeting Attendees

Department/facility co-chair: Brad Bowman Family co-chair: Lisa Mundahl


Facility/council secretary: Theresa Vanderbeck Family secretary: \_\_\_\_\_

Members present: Lisa Mundahl Greene, Andrea Shotwell, Connie Hollis, Samantha Williamson, Alice Ralston, Mayda Castellon, Antonia Mendez, Carrie Montoya

Non-council member attendees: Robert Jackson, Superintendent, Brad Bowman, Assoc. Superintendent; Theresa Vanderbeck, CPPC; Visiting Unit Sgt. Buck Rohan; Lonnie Roberts, Correctional Program Manager (EC); Crystal Abdulwahid, Health Services Manager 3; Bradley Moller, Correctional Industries Manager 5; Jordan Kisling CRT, Scribe

### Agenda

#### Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Brad Bowman)	Introduction of all those in attendance. Agenda Management: Brad Bowman Timekeeper:	
Annual LFC Election	The following positions are open: <ul style="list-style-type: none"> <li>• Local Family Co-Secretary <ul style="list-style-type: none"> <li>○ No volunteers at last call, position for 2024 is still open.</li> </ul> </li> <li>•</li> </ul>	
CPPC Report Action item	Theresa Vanderbeck: <ul style="list-style-type: none"> <li>• Budget: An update can be sent out upon request</li> <li>• Upcoming Event: <ul style="list-style-type: none"> <li>○ 4/20/24 – SC Significant Others Day <ul style="list-style-type: none"> <li>▪ A few exercise planned to help couples keep their relationships strong and going.</li> </ul> </li> <li>○ 6/1/24 – D&amp;E Special Adult Day</li> <li>○ 10/19/24 – D&amp;E Fall Party</li> </ul> </li> <li>• Other events may come but they have not been solidified at this time.</li> <li>• Volunteers:</li> <li>• January: <ul style="list-style-type: none"> <li>○ 57 volunteers came in and gave 395.18 hours of time.</li> </ul> </li> </ul>	 2023 2024 WSP IIBF Budget.xlsx

	<ul style="list-style-type: none"> <li>○ Non-religious services: Alcoholics Anonymous, Narcotics Anonymous, and Cultural events (black prisoner caucus and Whitman College) 98.53 hours.</li> <li>○ Religious Services: 296.65 hours</li> <li>○ 5 New volunteers completed orientation.</li> </ul> <ul style="list-style-type: none"> <li>● February: <ul style="list-style-type: none"> <li>○ 55 Volunteers came in and gave 397.27 hours of time.</li> <li>○ Non-religious services Alcoholics Anonymous, Narcotics Anonymous, and Cultural events 219.7 hours</li> <li>○ Religious Services: 177.57 hours</li> <li>○ 11 New volunteers completed orientation.</li> </ul> </li> <li>● Continuously working on recruiting and onboarding more volunteers to get programs fully running.</li> <li>● Hoping to have at least 20 new volunteers for the next orientation session on April 18, 2024.</li> <li>● For incarcerated family they can volunteer but they cannot volunteer at the same facility where their family member is currently housed.</li> </ul>	
Statewide Family Council Updates	<ul style="list-style-type: none"> <li>● SFC meeting January 20, 2024</li> <li>● Meeting minutes will be available soon.</li> <li>● <a href="#">Family Council   Washington State Department of Corrections</a></li> <li>● The above included link has information about Family services, and Councils both Local and Statewide.</li> </ul> <p>We are currently without a Statewide family representative.</p>	
Visiting	<p>Sgt. Rohan</p> <p>Dress Code questions:</p> <ul style="list-style-type: none"> <li>● The staff pick and choose who can wear leggings. I understand the length of a shirt to wear with leggings. Are we allowed to wear jean jackets over our dresses? <ul style="list-style-type: none"> <li>○ Yes, you are allowed to wear a jean jacket over a dress, just be aware that if the jean jacket is the only thing keeping your outfit in compliance with the dress code, as often this is the case, that it must be worn for the entirety of the visit.</li> <li>○ Yes, leggings and jeggings may only be worn in the outer garment reaches mid-thigh or longer, on ALL SIDES, this means no slits up the side.</li> <li>○ Also, thank you for bringing to our attention that our dress code is not always uniformly enforced, occasionally we have staff who do not always work visiting assisting in processing and sometimes things slips by, we will work to make</li> </ul> </li> </ul>	

sure that visitors wearing legging or jeggings are held to the same standard every day.

Visiting schedule questions:

[Prison Visits | Washington State Department of Corrections](#)

- Above link is to the Prison visits Page on doc.wa.gov which has information about general visiting information (applications and guidelines) and visiting hours, and event calendars.
- The only difference between the old schedule and the new one is that we added Golf unit into the rotation. There were no visiting days removed for any unit. The week rotates Delta-Echo-Victor-William-Fox-Golf-BAR, and the weekend is the same rotation. Any perceived disparity between unit visiting schedules can be solved by realizing that it is just a rotation and throughout the course of time it should all work out to be equal.
- We did need to move a few of the events to the closest day possible when fitting Golf unit into the schedule. There have been a couple of proposed calendars by visitors, especially out of Quad 1. However, the proposed calendars no longer had 3-day weekends for any unit, which have been found to be beneficial to several long distance visitors.
- Because Sgt. Rohan is covering a non-permanent spot for Sgt. Harvey (currently acting unit manager for Echo unit) they are both working together on the schedule.

Markets have been placed in the two visiting rooms. Liz Hainline from HQ and Sgt. Rohan are working on updating policies so that coins don't have to be brought into the facility.

Micro market, partnered with DC vendor, now have fresh items available, it uses a card system. More healthy options are available with this new system.

- You come in and make your selection and then swipe the card to pay like you would at a self-service check out at the grocery store.
- The systems uses a small card that you use a kiosk to add money. You scan the card at the kiosk, and it will ask you for your name and an email address, once you have entered that you scan the card again and you can add either \$50 dollars by cash or credit/debit card.
- This system has been well received so far. Having the card does allow for more money to be taken inside the visiting room and negates the need for quarters.
- Visiting room staff can provide a lanyard for use while inside the facility so the card is not lost, but they do ask that the lanyards are returned when the visitor exits the visiting area so that others visiting can use them in the future.

They will likely not have fruit due to cycling issues with this type of food product possibly going bad before it can all be purchased. They have added milk both regular and chocolate, juices and Powerade's are also in talks as options that work better for kids. They are also looking into adding some kind of coffee option due to requests from visitors.

The vendor also has real time inventory to know what is selling better and what items are sold out, so they know what to bring in advance when they return to stock.

- The new options are great for the food and that she has seen the dress code applied evenly while she's been here for visiting.
- Lt. Rohan did mention that they were recently out of the picture printer paper which may have been part of the problem, but he will talk to his staff about it.
- No talking to other families is mostly for security reasons as congregating to talk to other families could block the officers view of certain people or areas, saying hi in passing or answering questions about food would be acceptable.
- Chair that used to be near the food area for the officer couldn't stay in same place due to the placement of the microwave.
- Changing the schedules in the middle of the month is difficult due to having to let her job know so far in advance. Wondering why some of the units seem to have more of the double weekend.
- Not being informed of the schedule change caused issues for some who ended up having to make hotel reservations or had purchased flights or had driven a long distance for visiting.
- Most of the change is due to in the middle of March having the re-opening of Golf Unit. Hoping in the future to have a better issuance of notifications.
- The schedule was made by Sgt. Harvey because we had an idea that Golf unit was opening but didn't know what kind of unit it was going to be or an exact date that they would open so when they did open Golf, it happened with short notice.
- The changes to visiting schedules are submitted to headquarters, and they check it and update the schedule on the website, WSP does not do the updates themselves.
- Supt. Jackson - Changes were made to what type of unit Golf unit was going to be and that made it difficult as far as that since we must have them on a different schedule than other units in their area due to those that are residing in those units.
- Associate Bowman will get together with CPM Roberts and Sgt. Rohan to look over the visiting schedule to see if there is some better way to change the schedule for visiting to make it more evenly distributed between units.

	<ul style="list-style-type: none"> <li>• Sgt. Rohan will get a hold of headquarters and see what can be done about getting notices out quicker like Instagram.</li> <li>• WSP has funds from HQ that they are going to tap into to help improve the family friendly areas of visiting for those that have younger children and teens.</li> <li>• Antonia wondered about who selects the food options.</li> <li>• Per CPM Roberts - Its mostly done by the vendor, depending on what they can provide for us (we can ask for possible additions, but it would depend on what they get) it can also change depending on what they have in stock. Frozen section has a lot of similar items like frozen pizzas and then also pizza pockets (maybe having more variety). Condiments also tend to run out quickly.</li> <li>• Sgt. Rohan will reach out to the company and see what kind of list they have for possible options that could be provided and get it out to the family council.</li> <li>• The suggestion box is the best place to advocate for changes as the visiting Sgt looks through them every week.</li> <li>• Visiting is starting to pick up, in the Victor/William unit we are looking at all most maxing out capacity during visits.</li> <li>• With the summer coming we will have more people as the weather improves and allows for better travelling conditions.</li> <li>• Wondering about the seating in the visiting room, Per Sgt Rohan, it is set up the way that it is due to security. We must have the incarcerated individual sitting in a specific spot so that we can watch them and those around them for anything that could cause a security concern in the future (like contraband being introduced into the facility or other issues).</li> <li>• If you are visiting and would like to watch TV but find you are facing the wrong direction, please ask staff and we will see if can do something to work with the visitor, (like switching tables or sitting in a way that won't impede security.</li> <li>• Visiting staff have also been talking about the possibility of adding another TV on the other side.</li> <li>• Antonia – Wondering about scrubs being allowed in the visiting room (as she does work graveyards sometimes).</li> <li>• Sgt. Rohan will check the dress code for scrubs and get back to family members with the information he finds out.</li> </ul>	
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New business

Topic	Discussion/Key Points	Next Steps
Individual Incarcerated Persons Concerns	Karaoke in the BAR, pizza party and a BAR shack which is a little store. <ul style="list-style-type: none"> <li>• The BAR shack has been doing really well.</li> <li>• Carrie asked if it would it be possible to maybe having something like the BAR shack in other areas.</li> </ul>	

- CPM Roberts - It depends on security levels, but EC does have the ice cream bucket which is similar.
- We are trying to do what we can with similar programs in other areas.

SC basketball tournaments, ping pong tournaments and more like Basketball and handball tournaments and three-point shots competitions.

EC cornhole tournaments, 8-ball tournaments

CPM Roberts – fundraiser for chicken. Looking for other things that can be done in the complex to improve conditions or moral.

IMU increased the murals and lighting in the unit as a part of Amend project.

It is currently Spring quarter for education at the facility.

#### Fundraisers

- The unit managers work with the Offender communication liaisons bring ideas about changes. Staff volunteer time. The Unit Manager in the case of the chicken fundraiser in EC reached out to Albertsons to see if they could supply enough chicken.
- For most fundraisers forms go out to the incarcerated, they fill out what they would like to purchase from the list and we put in the order and then bring it in for the incarcerated in that area. The money raised goes into a fund that is used in the complex in which the fundraiser is held to purchase items for the area, like items for the day rooms for times where TV's may be down or if they are not wanting to go outside. Games, books, activities, etc.

Questions and concerns can be emailed to the Superintendents secretary or to Theresa to forward and administration will assign it to the best person to answer the questions that are posed.

Will check on tier reps and see what they can find out.

- Why has there been so many Echo unit lock downs recently.
- We have a group violence reduction policy. This is a security lockdown that happens when 3 or more incarcerated individuals are involved, a staff member is assaulted, or a weapon is found. These lockdowns are placed so that we can go in an investigate the underlying cause and try and fix it so it doesn't happen again.
- Are they working on the way the facility runs with some of these groups to separate them more to assist with the safety of the staff that work in these areas.
- Supt Jackson – as a facility and department we are always trying to better our areas to make them safer for those in our facilities both the staff and incarcerated individuals.

With WSP being such a large facility and having so many custody levels things do happen sometimes, where a gate might not be closed in time for a movement, or some Incarcerated persons might decide to make a bad decision to start a fight.

- Wondering if we can set up etiquette like using the raising hand feature, leaving concerns in the chat so they can be

	<p>addressed individually by faculty at the end of the scheduled meeting topics if not already done so.</p> <ul style="list-style-type: none"> <li>• That way people are not talking over each other, all meeting topics may be addressed adequately, and everyone gets an equal opportunity to speak. I believe everyone's concerns are important, but there should be some type of order.</li>   <li>• Can taps be played over a PA system on Memorial Day. <ul style="list-style-type: none"> <li>○ From Supt Jackson/Associate Bowman, it is not possible to do taps on a PA system due to the PA system being separate and not connected to every building in the facility. With all the units and the logistics of setting something like that up it just wouldn't be feasible.</li> <li>○ It would only be possible at an event as they are certain movements that are performed when TAPS is played which for security reasons would need to be done during a scheduled event and not in the units.</li> </ul> </li> </ul> <p>Golf unit is open, it is not fully filled, the currently population of golf is currently about 47 or so, the capacity is 192</p>	
<p>Round Table Action items</p>	<ul style="list-style-type: none"> <li>• Can we get and update for Norway, amend situation, are they accepting it (meaning the incarcerated individuals that are participating).</li> <li>• Associate Bowman - about a month ago we had Washington Way and Norway staff come in for the week to offer classes. We had volunteers come in for a 4-hour training session. They allowed those that went through the training to put in proposals for creating activity teams and things that we can do to improve the facility.</li>   <li>• Can we try to set up a mentor system with those residents that are doing well in a unit (like those that have the higher levels of good behavior) and pairing them with someone who is just coming into the facility to make an easier transition. <ul style="list-style-type: none"> <li>• There are some proposals for this type of that have been put in it's just a matter of figuring out logistics and funding.</li> </ul> </li>   <li>What is a tier rep and where do they come from? <ul style="list-style-type: none"> <li>• CPM Roberts: tier reps are members of the unit, depending on the size of the unit, some can have 4-6 OCL's.</li> <li>• They bring issues and ideas that are affecting the area they are from. They represent the population in the units.</li>   <li>• The council as WSP family, which consists of three parts, the staff and the family members on the outside and the incarcerated who act as Offender Council Liaisons that are bringing their voices and concerns forward from the incarcerated.</li> </ul> </li>   <li>• A family members last meeting for WSP due to her family member being moved to another facility. She wanted to</li> </ul>	

	<p>thank all the council for all the assistance and information sharing over the time her loved one was here at WSP.</p> <ul style="list-style-type: none"> <li>• For the May Hispanic event – Wondering if tables were able to be provided for the Hispanic event for quad 1 and if things like sunglasses would be allowed since it is going to take place outside this year like it did last year. Brad - We will look into this and get back to you with the information.</li> </ul>	
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Next meeting location: WSP MS Teams Date: 6/1/2024 Time: 8:30-10:00

Comments: Please send your Agenda requests with questions to Theresa Vanderbeck at least two weeks prior to the next LFC meeting.

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