



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 8/3/2024 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 Green, Andrea Shotwell, Carrie Montoya, Star White, Katrina King

Non-council member attendees: Bradley Bowman, Associate Superintendent; CPM Alfredo Lomeli; Visiting Unit Sergeant Chase Harvey, Crystal Abdulwahid, Health Services Managers 3; Allison Window, Correctional Unit Supervisor; Theresa Vanderbeck, CPPC; Jordan Kisling CRT, Scribe

Agenda

Old business

| Topic | Discussion/Key Points | Next Steps |
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| Welcome & Introduction (Supt. Jackson) | Introduction of all those in attendance. Agenda Management: Supt. Robert Jackson Timekeeper: | |
| CPPC Report Action item | Theresa Vanderbeck: <ul style="list-style-type: none"> • Budget: may have been released but has not received it yet. Will send out information when she gets it. • Family friendly events: <ul style="list-style-type: none"> ○ Backpack giveaway. Applications are sent out to the incarcerated population for them to fill out for their approved minor visitors. ○ The applications are taken, and backpacks are packed for each individual child. ○ Event runs from August 10th-September 14th. Can be picked up during normal visiting hours in both East and West visiting rooms. ○ October 19th, Echo/Delta fall party ○ Will have an event closer to Christmas • Volunteers: • May – 63 volunteers gave 318.73 hours <ul style="list-style-type: none"> ○ Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 133.98 hours ○ Religious Services: 184.75 hours | |

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| | <ul style="list-style-type: none"> ○ 3 volunteers completed orientation ● June – 84 volunteers gave 596.04 hours <ul style="list-style-type: none"> ○ Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 296.02 ○ Religious Services: 300.02 hours ○ 6 new volunteers completed orientation. <p>Continuously working on finding and recruiting new volunteers, is hoping to have 15 more for the upcoming August orientation class</p> | |
| <p>Statewide Family Council Updates LFC State Chair Vacant position</p> | <ul style="list-style-type: none"> ● SFC meeting July 20, 2024 ● Meeting Notes have not yet been posted. ● The minutes for the May 18, 2024, have been posted and are linked below. ● https://www.doc.wa.gov/family/docs/meetings/sfc-minutes-2024-05.pdf <ul style="list-style-type: none"> ○ <u>Family Council Washington State Department of Corrections</u> <p>Above included link has information about Family Councils, Local and Statewide.</p> <p>Lisa –</p> <ul style="list-style-type: none"> - Talking about printing from tablets, they used to be able to do this, it was part of the JPAY but not Securus. - Many were saying they liked the new tv programs, but she has received many letters from family that the incarcerated aren't happy. They do like that there are so many true crime/procedurals shows that are shown. - Seeing dental providers is an issue at most facilities. - Talked about an officer that was well liked, that had died several weeks before the meeting, several incarcerated were upset that they weren't informed that it had happened. - Black prisoner caucus – Sean's phone wasn't working so there wasn't a lot of information given. - Incarcerated Individual Betterment Funds – that funds come from Securus. <p>Brad - As far as grief counseling goes. Not sure what happens at Stafford Creek, if something similar happens at our facility we make sure that staff are available to help those affected.</p> <p>Harvey – we have a whole team that goes out and talks to those that are working in the area effected. The Resilience team works with staff and the Mental health team in the</p> | |

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| | <p>units are there to help with the incarcerated individuals. At WSP this happens anytime a staff member or incarcerated individual passes unexpectedly in a unit. Chaplains and Mental Health officers make their rounds once every 24 hrs. Harvey - A service may be possible to have happen. It would be up to those in charge of the area.</p> <p>Brad - We have had services in the past, usually run through the chaplain.</p> | |
| <p>Visiting Update (Visiting Sgt. Harvey)</p> | <p>Sgt. Harvey</p> <ul style="list-style-type: none"> • EFV: currently reoutfitting the buildings, replacing furniture like couches and beds, new appliances, movable dishwashers on wheels since they didn't want to take away storage space by putting them in under a counter. • This project in the EFV's should be finished up in the next two weeks. • West Complex, new vending project is mostly complete, and the kinks have mostly been worked out, next plans are new paint for the walls in the visiting rooms and bulletin boards replaced. • In June WSP had 608 visitors in West complex. • In July WSP had 486 visitors in West Complex. • Had a lot of good events and programs that happened since the last LFC meeting several graduations and cultural events. • A summer lull usually occurs when the temperature gets into the 100's. • We are looking at September's upcoming powwows and cultural events. Josh Lancaster has been working with the incarcerated on them. • Looking forward to the backpack giveaway that Theresa is going to be running in the visiting rooms. It is a great program and a lot of fun. | |
| <p>West Complex Update (WC Rep)</p> | <p>Allison Window –</p> <ul style="list-style-type: none"> • Adding programs in Delta/Echo. • Starting a seven habits class which should start end of August. • Working on the API and powwow events coming up in September, holding dance and program practice in the units. | |
| <p>South Complex Update (SC Rep)</p> | <p>Alfredo Lomeli -</p> <ul style="list-style-type: none"> • Held our first pride event back in June. • Had a lot of visitors and had a good turn out. • Had Juneteenth and API event • BAR shake is continuing to thrive. CUS Suckow is trying to add things, adding a birthday treat. | |

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| | <p>Those that have a birthday that month can come and get a specific item.</p> <p>Allison Window –</p> <ul style="list-style-type: none"> • Adding programs in both Victor and William units • The license plate factory is getting ready to start up here in the near future. Which will offer more jobs in the medium custody units. | |
| East Complex Updates (EC Rep) | <p>Brad Bowman -</p> <ul style="list-style-type: none"> • Huge flowerpots were put up on the walls that bring a lot of color to the area. • A garden plot rental program was started and is popular, the incarcerated have planted tomatoes, peppers, onions and cilantro. • Powwow upcoming in September, and upcoming API events. • A second comedian will be coming into the facility August 23 as the first comedian that came in was a big success. | |
| Health Services Update (Health Services Rep) | <p>Crystal Abdulwahid -</p> <ul style="list-style-type: none"> • They are always looking to increase efficiency and flow in the clinics through out the facility. | |
| Correctional Industries Update (CI Rep) | <p>Brad Bowman -</p> <ul style="list-style-type: none"> • Washington State Penitentiary has a large garden, and we are sending produce to AHCC (Airway Heights) and CRCC (Coyote Ridge). This produce includes fresh watermelon, honeydew, cucumbers, and zucchini. • This produce is also being worked into the meals provided to those housed at our facility and has been well received. • The facility is currently working on training Delta/Echo individuals to work in the kitchen. • Gearing up for API and Powwow events. | |
| Washington Way Update Supt. Jackson | <p>Brad Bowman –</p> <ul style="list-style-type: none"> • Amend is a program started in California. • It concerns adopting some Norwegian incarceration techniques to improve communication between the facilities and those that are incarcerated at the facility. • Resource teams – a team of custody staff, they work with incarcerated individuals in a one-on-one setting, sitting down having a conversation, playing cards, interacting more. They try to work with those that seclude themselves to get them out and interacting with other incarcerated and staff. | |

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| | <ul style="list-style-type: none"> • It has been a big help with getting those they have worked with in a better mind set, transitioning back into the normal housing, working better, and communicating better with staff. • In Victor unit, they are working with staff to create programs that help with transitions back to the outside. | |
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New business

| Topic | Discussion/Key Points | Next Steps |
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| <p>Individual Incarcerated Persons Concerns</p> | <p>Discuss Unit OCL Meeting Minutes Unit 6</p> <ul style="list-style-type: none"> • June – • Agenda Item: New TV provider • Discussion: Some channels are not working, and some went away. Will we be getting them back. • Decision: CUS Shumate spoke to the Engineering department. Still working out the bugs with the provider. Channels should be coming back. • Agenda Item: Can Incarcerated Individual's go to Reentry Centers at 18 months. • Discussion: The Incarcerated Individual's had heard this was some type of legislation that was making this happen. • Decision: CC3 (Counselor) Desmond spoke on this. It is just a rumor, there is nothing going to happen. Still eligible to go to Reentry Center at 12 months from ERD. • Agenda Item: Heard that Incarcerated Individuals are eligible for GRE track one at 18 months and track 2 at 24 months. • Discussion: They also heard this was going to happen or could happen. • Decision: This is also another rumor; the tracks are still the same time frames as always. • Old Business: Hot water dispenser. CUS will get with the procurement department on how to order one. • Pizza Fundraiser – Still looking at August. • July – • Update on old business: • Hot water dispenser: Engineers came over and found an area in the unit dayroom to put the dispenser. They will work on getting one that is similar to what other units have. • Peer to Peer classes: Spoke to Mr. Ramirez and CPM Roberts. They are in agreement that Incarcerated | |

Individuals from Unit 6 to be part of this program. Mr. Ramirez will put the incarcerated individuals on the list for the group that will start up in December.

- The quarterly OCL meeting is scheduled for August 20, 2024, from 2:30pm to 3:30pm in the EC Visiting Room.
- There were no new issues to discuss. We did discuss the move to Unit 10 temporarily while our new roof and HVAC system is being installed.

Echo Unit –

- Topic: Rotating tiers for unit yard/dayroom.
- Discussion: Incarcerated Individuals would like to have the tiers rotated each day for unit yard and dayroom so the same tier doesn't always start with either yard or dayroom.
- Next steps: Still in progress
- Topic: Delta/Echo OCL Meetings
- Discussion: Follow-up discussion about the joint OCL meeting with CPM Clark.
- Next Steps: Reviewed OCL minutes/posted for viewing.
- Topic: IIBF
- Discussion: Request submitted for new items
- Next steps: Pending approval
- Topic: Securus
- Discussion: Incarcerated Individuals are requesting the Securus rep attend next OCL Quarterly/Monthly meeting.
- Next Steps: Will discuss with rep, Delta CUS, and CPM
- Topic: Laundry Worker showers
- Discussion: Laundry workers are requesting a worker shower in the evening.
- Next Step: CUS will discuss with 3rd shift.
- Topic: Unit Yard Lines
- Discussion: Incarcerated Individuals request the basketball court lines be repainted in the unit yard.
- Next Step: CUS submitted a work order.
- Topic: Repurposing the Store Mailbox
- Discussion: Incarcerated Individuals request to repurpose the store mailbox to a fundraiser box to reduce confusion on what box fundraiser forms go to.
- Next Steps: CUS will work with unit staff and CI Manager.
- Topic: Cable channel issues

- Discussion: Incarcerated Individuals are reporting numerous issues with the new cable system and channels going out.
- Next Steps: CUS reported issues to Engineers.
- Topic: Tablet/Phone issues
- Discussion: Incarcerated Individuals are requesting to have the phone call timeframes extended from 20 minutes to 1 hour.
- Next Steps: CUS will discuss with CPM.
- Topic: Ice Gate
- Discussion: Incarcerated Individuals are requesting an ice gate.
- Next Steps: CUS will work with unit staff.
- Topic: Game Cart
- Discussion: Incarcerated Individuals report the game cart has not been available on 3rd shift.
- Next Steps: CUS will discuss with 3rd shift.
- Topic: Repurpose yard Custody Officers
- Discussion: Incarcerated Individuals are requesting that when the yard is closed for various reasons, the Custody officers are repurposed to the units for additional dayroom/unit yard time.
- Next Steps: CUS will discuss with Lt., Capt., and CPM
- Topic: Commissary balance on tablet
- Discussion: Incarcerated Individuals are requesting to have their commissary balance added to the tablets like their spendable balances are.
- Next Steps: CUS sent an email to Securus and Incarcerated Individual banking department.
- Topic: Level 1 unit activities
- Discussion: Incarcerated Individuals are requesting activities in the unit for Level 1s only. (i.e. food share night)
- Next Steps: CUS will work with unit staff.

Victor Unit –

- June -
- Unit Painting: Paint crew is working diligently on B side. That side of the unit is looking much better than before.
 - Next Steps: Waiting for Engineers department to bring more trim paint. We are back to the hallway of the unit with a fresh coat of wall paint. The unit is looking really good.

- Music Room Paint: Working on getting more paint for that room, hooks for guitars, and artwork on the walls.
 - Next steps: Getting paint, hooks, and artists are already here. This is moving forward this weekend (would have been last weekend in June at the time of the meeting).
- Paint: You will notice the pipe chases being primed for painting. Unit is undergoing some beautification paintings.
 - Next Steps: Starting on B side, one sketch is on the wall, awaiting paint.
 - Awaiting paint, project is continuing.
 - Paint has been ordered, continuing to wait for it to arrive.
 - 7/30/2024 – Ordered paint. Continuing to wait for it to arrive.
- Unit Jobs: Re-vamping how jobs will be performed in the unit. CO Guzman, Sgt. Hobson, and CUS Window are working to develop a schedule. Changes between April 21 to May 1, 2024.
 - Next Steps: Developing a schedule and work around for schedule conflicts.
 - Officer Guzman is going to a Close Custody Unit. Officer Acosta will be taking over jobs on 2nd shift.
 - Officer Diaz is running jobs and is in the process of combining jobs giving them multiple tasks rather than one specific job.
 - New Unit monthly payroll budget is \$7500.
 - 7/30/2024 – Continuing to work through this. Officer Diaz is doing well lowering the budget. By September 10th we should have a better idea of spending.
- 7 Habits: Staff and population attended this class together in order to bring facilitating this to additional mixed classes throughout the facility.
 - Next steps: Meeting in July to determine the logistics.
 - 7/30/2024 – I understand we all want to be a part of this. We are considering who will be in the first group in Victor Unit. Classes also held in William, SPL, and License Plates.
- Dayrooms: Expanding some more time in the dayrooms. Does not seem like much here and there, but it adds up to more out of cell time.

- Next Steps: 7/30/2024 – continuing to carve more time for all to remain in the dayroom.
- Crossing sides: People are wanting to be able to move back and forth between the sides.
 - Next Steps: 7/30/2024 – This is not a topic right now considering the issues over the last 30 days.
- Insects: Engineers are aware and working to irradiate the issue.
 - Next Steps: 7/30/2024 – Engineers are aware via work order.
- Chairs for cells: Discussion regarding adding a plastic chair to the cells.
 - Next Steps: 7/30/2024 – No headway on this
- Mounting fans on the classroom walls: Looking at ordering fans.
 - Next Steps: 7/30/2024 - These are on order
- BOE's vs. Serious Infractions: Discussing numerous options with staff to handle issues at the lowest level.
 - Next Steps: 7/30/2024 – Continuing to press forward on this topic
- Conflicting callouts with hearings: Discussed the importance of watching and reading the callouts daily.
 - Next Steps: 7/30/2024 – You will need to check the callouts daily.
- July
- Classification Changes: CC3 Fletcher and CC2 Faamu are moving to other units.
 - Next Steps: 7/30/2024 – In the process of hiring people for these positions.
- 1030 in Unit Yard Wellness: All need to be on the callout.
 - Next Steps: 7/30/2024 – Discussed with the groups in the yard. We will have a week turn around on getting names on the callout.
- Public Speaking: William Unit
 - Next Steps: 7/30/2024 – This is a class that is offered in William Unit. Send Kiosk to CUS Carlile if you want to attend.
- Paint in Cells: Cells need new paint
 - Next Steps: 7/30/2024 – The Unit Sergeant will allow people into 100% VACANT Cells ONLY. This is the only way we will paint the cells currently.
- Wi-Fi in Hallway: We have 2 classrooms that we cannot access the tablet.

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| | <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – Will request through Securus ● Classroom Shelving: to add space for the classroom <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – Draft a print of what we are looking at SPL can build them. ● HVAC: Weekends in the classrooms it is hot <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – Will draft work order, please continue to let me know. ● Food: Requesting CISA in unit for all meals <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – Will communicate this request with Food Manager ● Securus: Issues with replacing tablets <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – As of now, any issues that you have with your tablet send a KIOSK message directly to Securus. ● Ice Cream: Any progress with this? <ul style="list-style-type: none"> ○ Next Steps: 7/30/2024 – Discussed the entire process with how this works with the way it must be set up. Very labor intensive. CUS Carlile and I will continue to explore this. <p>We have been working hard to get OCL meetings back up and running and getting back to normal after covid.</p> | |
| Action Items – Facility Wide | <ul style="list-style-type: none"> ● Echo Unit West Side Securus camera on the dayroom machine will stop working if the camera is adjusted vertically. | |
| Round Table Questions & Answers | <ul style="list-style-type: none"> ● Katrina – wondering when the incarcerated individuals will get communication back. Her boyfriend is currently in the intensive management unit. ● Lomeli - He may be under restrictions from the HQ's SIS (Investigations) department. It is up to them to determine when communication privileges will be restored to the individuals that they are watching. ● Lomeli – We received a list from them and must follow it. ● EFV – Extended Family Visiting Units. ● Harvey - We are able to run two at a time, we have four total buildings. With having 4 if something happens in one of the running EFV's we can move someone if necessary. Policy says one extended visit is allowed to a qualifying Incarcerated Individuals every thirty days. ● Lisa – someone in her loved one's unit had a wife that passed away and he has several young children, | |

wondering if there is a way that a caregiver that could bring them in.

- Harvey – we do have professional visit supervisors, they are governmental approved chaperones, and they are able to bring in children to visit family. These are usually in cases of children being under the protection of Child Protective Services, or those that have had a parent that has passed away and the other is currently incarcerated.
- Andrea – visitation approval times are so very long. Is there an update on why it is taking so long? Headquarters is no longer allowing calls to request for updates on time until approval.
- Harvey – applications are currently taking about 50 days to process; Sgt. Harvey makes sure to include a blurb about that in kiosk messages to incarcerated individuals.
- Havey – Sometimes in certain cases where someone is dying and they need to get someone else approved as a child chaperone to continue visitation, they can priorities getting a visiting application pushed through.
- Harvey - We had a gentleman, who got here after two months between jail and Shelton, his significant other visited a lot during that time, and his baby was born shortly after he arrived at WSP. Sgt. Harvey worked on getting the baby's visiting application put through quickly so the baby could come and visit.
- Star – wondering about feedback on the new food menu, her incarcerated individual. He said that many are unsatisfied at the facility, that there aren't enough calories in a meal, worried about those in IMU since they aren't even able to order snacks from commissary.
- Brad – we are mandated by the state to provide up to a certain number of calories per day.
- Harvey – responded to question in the chat. If those in the intensive management units can participate in event.
 - Unfortunately, they are not able to participate in events while in the intensive management units.
- Restrictions to commissary can include lack of funds in their commissary account, being in intensive management units, and sanctions applied from infraction behaviors.

- The best route to get funds for a commissary account would be for the incarcerated to take on jobs in the facility.
- Carrie – wondering about the newsletter? Hadn't received the last couple of them. Questioned if Associate Bowman had stopped creating them to send out.
- Brad – this month's newsletter is 12 pages long and I've just sent the most recent one to Theresa and she was out yesterday, she will get it sent out after the meeting. Will also check about the previous month's newsletter.
- Carrie – wondering about the couple of days that the visiting room will be closed in October, that were just added to the calendar.
- Harvey – we try to take 2 days a year, they try to rotate which unit is affected by the closer as much as possible.
 - They strip down the floors and rewaxing, they take the tables out, take pumice stones to the toilets, doing a deep clean to the whole area.
 - This is done because during the usual week the incarcerated janitors only get about an hour to clean in the visiting room area every day.
- Carrie – wondering about dental at the facility. We have two dentists currently at WSP, they are staffed for three. We are not in the same place as other facility. A member of staff will be going and helping AHCC.
- Carrie - Wondering what type of dental access we offer, is it just extractions and fillings? Several people have talked about having infections that haven't been seen right away.
- Crystal – Not sure if things like crowns are covered, will investigate if the facility is able to provide things like crowns.
- Lisa – wondering if they have private insurance can the incarcerated look outside the facility to have that done,
- Crystal – We do have an incarcerated pay plan if they have the funds to cover the fees. They can use this outside of our dental plans.
- Star – her incarcerated individual has applied twice to have some type of mental health treatment and has not received it. Wondering if we currently are dealing with a mental health shortage.

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| | <ul style="list-style-type: none">• Crystal – we don't have a shortage of mental health staff members, please send their information to me and I will investigate it. | |
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Next meeting location: WSP MS Teams

Date: 10/5/24

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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