



# FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 10/05/2024 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: Andrea Shotwell, Star White,

Non-council member attendees: Bradley Bowman, Associate Superintendent; Steven Sundberg, Associate Superintendent; Visiting Unit Sergeant Chase Harvey, Fred Ivey, Religious Coordinator; David Anderson, Business Manager; Theresa Vanderbeck, CPPC; Jennifer Boothman, Fiscal Analyst; Jordan Kisling CRT, Scribe

**Agenda**

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Supt. Jackson)	Introduction of all those in attendance. Agenda Management: Brad Bowman & Lisa Mundahl – Meeting rules and objectives Timekeeper:	
LFC Elections	Every October we do elections for the following year. Normally there are nominations before the meeting and then we vote during this meeting. We have not currently received any nominations for positions for next year. Star White and Andrea Shotwell have both expressed interest in filling positions. Theresa will reach out to them this coming week with descriptions of the positions.  Local Co Chair – Co Secretary – State Family Council Representative –	
CPPC Report Action item	Theresa Vanderbeck:  Upcoming Family Friendly Events: <ul style="list-style-type: none"> <li>October 19, 2024 – Delta &amp; Echo Fall Party</li> <li>Table games have been purchases with IIBF</li> <li>After the October event will move to focus on what is going to be done for the holidays.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Individuals are going to be able to sign up for gifts to be gotten for their children. The gifts will be purchased and then kept in the visiting room for them to be given out during normal visits.</li> <li>• Hot chocolate will be available, and the rooms will be decorated for the season. We are hoping to make it just as good this year as it was last year or even better.</li> </ul> <p>Volunteers:</p> <ul style="list-style-type: none"> <li>• July – 75 volunteers gave 585.2 hours <ul style="list-style-type: none"> <li>○ Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 293.57 hours</li> <li>○ Religious Services: 291.63 hours</li> <li>○ 6 volunteers completed orientation</li> </ul> </li> <li>• August – 84 volunteers gave 513.79 hours <ul style="list-style-type: none"> <li>○ Non-Religious Programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 215.92</li> <li>○ Religious Services: 297.87 hours</li> <li>○ 13 new volunteers completed orientation</li> </ul> </li> </ul>	
<p>Statewide Family Council Updates LFC State Chair Vacant position</p>	<p>SFC Meeting was held Sept 21, 2024 Meeting minutes will be available soon.</p> <ul style="list-style-type: none"> <li>○ <a href="#">Family Council   Washington State Department of Corrections</a></li> </ul> <p>Above included link has information about Family Councils, Local and Statewide.</p> <p>The position hasn't been fully filled for the last two years. The State Family Council Representative attends the HQ's statewide meeting that is held on the opposite months of our local meetings and brings back the information to our meetings the following month.</p> <p>The meetings are usually on a Saturday and runs 4-6 hours.</p>	
<p>Incarcerated Individual Betterment Fund Budget Overview</p>	<p>WSP Local Business Manager David Anderson:</p> <ul style="list-style-type: none"> <li>• Cultural activities</li> <li>• The incarcerated pay a quarterly fee of about \$7, with the amount we get back we have purchased things like Pickleballs, paddles and line marking paint.</li> <li>• We buy TVs for the rental program and parts to repair TVs that have been damaged, they are repaired in SPL</li> <li>• Free photo program is new as of last year. This is usually in the visiting rooms, the incarcerated can take photos with their family that are visiting. Last</li> </ul>	

	<p>year they were given funding of \$1200 and this year we were given \$3400. If all of that amount is used, we have the ability to get more for next year if the program is successful.</p> <ul style="list-style-type: none"> <li>• Supplemental budget funds: staff at WSP took a lot of time and came up with a list of services and activities that could be added to make incarcerated individuals lives better (the original list was about 13 million dollars' worth of funds)</li> <li>• We wanted to put in three new running tracks, but we are not allowed to purchase improvements to the facility with IIBF funds.</li> <li>• \$563,000 dollars authorized to spend at our facility, which is more than any other facility was approved for.</li> <li>• One of the things we put on the list is a golf simulator, this will more than likely be in the East Complex.</li> <li>• We have made purchases of televisions, more activities, art supplies, furniture to make public areas more comfortable, freezers for ice cream, Nintendo and Xbox games</li> <li>• We asked for a little under \$200,000 for music instruments for several different rooms that we have or would like to have at the facility. This proposal is still being decided on by the Secretary. This would include things like drums, guitars, etc. we are hoping for anywhere from \$80,000-\$180,000.</li> <li>• \$180,000 has already been approved to be used for purchases out of the \$560,000. the requests go across Mr. Anderson's desk, and he does the approvals and keeps track</li> <li>• Trying to put in playground areas in certain places, the project included fencing for those areas to the tune of about \$70,000.</li> </ul> <p>Bradley Bowman - This helps with the Amend principles that we are trying to implement at the facility. Most of the activities and items will be slowly rolled out as we do have to make sure that we have security wrapped around everything to keep security and safety.</p>	
<p>Visiting Update (Visiting Sgt. Harvey)</p>	<p>Sgt. Harvey</p> <ul style="list-style-type: none"> <li>• Playground equipment. Putting in EC for our camp area.</li> </ul>	

- Will be a centerpiece for an outside visiting area. Bringing in rubber mulch for safety, fencing for security. Picnic tables for seating.
- The incarcerated will be able to watch their children play and enjoy time outside instead of just playing board games at tables.
- We are hoping that in the future we will be able to do something in the West complex side like this as the culture shifts more with the Amend projects.
- 1500 visits have occurred since the last meeting of the LFC in August. Through West Complex we processed 1223 visitors and 225 through the East Complex. 25 through the IMU (this number may be higher as some may have been included in the main facility guest numbers).
- AAU a local Walla Walla charity program has been donating books to be placed in the visiting rooms. The incarcerated can read the books with their children and then the child is able to take that book home as a memory.
- We are constantly working to make things better for the incarcerated and their visiting loved ones.

Carrie –

- Wondering if the new visiting schedule has been put out for next year (2025)

Harvey –

- It is tentatively drawn up but we need to get a group together to double check activities and events that will affect it from the other departments in the facility. We are hoping to have it posted some time in November.

Carrie –

- Are there any upcoming events ideas that have been given.

Harvey –

- Most of the events will go through Theresa's area for set up. We have had some good ones in previous years and are hoping for good ones next year.

Chaplain Ivey –

- We are looking at getting ready to put together our religious events for next year in a meeting yesterday, with the chaplains.
- They are currently working on religious policies. The cultural department is not part of the religious events

	<p>currently, but they are hoping to have a policy set up soon.</p> <ul style="list-style-type: none"> <li>• The East Complex and BAR units are done with their outside visiting/visitor events for the year, they do have a couple of smaller events still to come before the end of the year.</li> </ul>	
<p>West Complex Update (WC Rep)</p>	<p>CPM Clark was unable to be at the meeting this month.</p> <p>Bradley Bowman -</p> <ul style="list-style-type: none"> <li>• There are some items from the West Complex in the facility newsletter that was recently sent out.</li> <li>• We are working on ways to come up with more job opportunities to help get the incarcerated out of their cells.</li> </ul> <p>Andrea –</p> <ul style="list-style-type: none"> <li>• The newsletter was nice. Asking about the 12-week mental health program. Are they going to continue this.</li> </ul> <p>Bradley Bowman –</p> <ul style="list-style-type: none"> <li>• The program was started last summer by a staff member and got really good feedback. They plan on continuing the program and hopefully will be able to spread it to other units.</li> </ul>	
<p>South Complex Update (SC Rep)</p>	<p>Bradley Bowman–</p> <ul style="list-style-type: none"> <li>• Items included in the newsletter included the 7 habits from the Inside Out program, staff and inmates getting together to play games, and the dog program.</li> <li>• Recently held a concert in the medium custody units. They also had games and related activities during the show.</li> </ul> <p>Steve Sundberg – IMU (Intensive Management Unit)</p> <ul style="list-style-type: none"> <li>• The south complex comprises of the IMU (North and South), hospital (HSB), and BAR units (Baker, Adams, Rainier).</li> <li>• All these areas are restricted in some ways. Be it for segregation, hospitalization, protective custody, or mental health needs. Our goals are to keep these to short stays due to the restrictive nature of these areas, though some areas will have longer term stays (like those for Mental Health needs, Maximum Custody, or those needing Protective Custody).</li> <li>• We are hoping to break ground on outside yards for the Intensive Management Units sometime this</li> </ul>	

	<p>coming spring. This will include basketball courts, outside bathrooms, water fountains, etc.</p> <ul style="list-style-type: none"> <li>• In the HSB (hospital) and BAR. We are going to be buying couches, freezers, sports equipment, gaming systems.</li> <li>• The BAR Shack is continuing to provide fun for the incarcerated. They are given tokens or script (think something like Monopoly money) for good behavior that they can use to buy things like ice cream and hot dogs at the Shack.</li> </ul>	
<p>East Complex Updates (EC Rep)</p>	<p>Brad Bowman -</p> <ul style="list-style-type: none"> <li>• In East Complex we are continuing to normalize the concrete areas that make up our facility.</li> <li>• It is coming up on 140 years old, we are adding things like flowers and paintings.</li> <li>• We are working with the local comedian establishment in Tri-cities to try and get comedians that are willing to come and volunteer and put on a short comedy set. We have had 2 so far come in and put on shows.</li> <li>• We are working on hopefully doing some concerts in the East Complex next year.</li> <li>• San Quentin has a running program; we are trying to replicate something similar here at WSP. The incarcerated are working with members of the community and staff members to set up a running group. San Quentin incarcerated participate in the yearly marathon, this may be something we could do in the future.</li> <li>• In East Complex like the BAR Shack, we have the Ice Cream Bucket with cheesecake, pies and ice cream. Things that usually can't be ordered off the normal commissary</li> </ul>	
<p>Correctional Industries Update (CI Rep)</p>	<p>Brad Bowman -</p> <ul style="list-style-type: none"> <li>• We have moved our license plate facility from East Complex to South Complex into our SPL building. The move was done due to having issues finding enough workers in the East Complex.</li> <li>• There is more information in the newsletter about the license plate shop, a celebration was held recently, as we have reached our 100 years of working with the DMV.</li> <li>• The kitchen is making changes to their area to help add jobs for those in the West Complex.</li> </ul>	

New business

Topic	Discussion/Key Points	Next Steps
Individual Incarcerated Persons Concerns	<p>Discuss Unit OCL Meeting Minutes</p> <p>Echo Unit – 08/06/2024: Old Business:</p> <ul style="list-style-type: none"> <li>• Worker Showers <ul style="list-style-type: none"> <li>○ Discussion: Workers are requesting a worker shower in the evening</li> <li>○ Next steps: If you showered in the morning, you will not get another shower in the evening.</li> </ul> </li> <li>• Repurpose Yard C/O's <ul style="list-style-type: none"> <li>○ Discussion: Incarcerated Individuals are requesting that when the yard is closed for various reasons, the C/O's are repurposed to the units for additional dayroom/unit yard time</li> <li>○ Next steps: Email sent; Captains will discuss with the Lieutenants.</li> </ul> </li> <li>• Commissary balance on tablets <ul style="list-style-type: none"> <li>○ Discussion: Incarcerated Individuals are requesting to have their commissary balance added to the tablets like their spendable balances are.</li> <li>○ Next Steps: Email sent, waiting for reply.</li> </ul> </li> <li>• Securus <ul style="list-style-type: none"> <li>○ Discussion: Incarcerated Individuals are requesting the Securus rep attend next OCL Quarterly/Monthly meeting.</li> <li>○ Next Steps: Securus rep attended and answered questions.</li> </ul> </li> <li>• Ice Gate: <ul style="list-style-type: none"> <li>○ Discussion: Incarcerated Individuals are requesting an ice gate.</li> <li>○ Next Steps: Machines will only be open during unit yard and dayroom. OCL's will discuss and let us know if they want to change the current process.</li> </ul> </li> <li>• Game Cart: <ul style="list-style-type: none"> <li>○ Discussion: Incarcerated Individuals report the game cart has not been available on 3<sup>rd</sup> shift.</li> <li>○ Next steps: This issue has been remedied and the game cart is available.</li> </ul> </li> </ul> <p>New Business:</p> <ul style="list-style-type: none"> <li>• Unit Programs</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Discussion: 759 accounts established for Magic the Gathering program. New 759 accounts for music and art programs? What other programs would you like to see added?</li> <li>○ Next Steps: OCLs agreed on establishing 3 new 759 accounts for music, art and beading programs.</li> <li>● EIP Event <ul style="list-style-type: none"> <li>○ Discussion: SPL will host an event Friday 8/9/24 in the morning. Xbox and RC cars</li> <li>○ Next steps: Nothing to add.</li> </ul> </li> <li>● Work Standards <ul style="list-style-type: none"> <li>○ Discussion: No players while working in the unit, wear khakis and dress appropriately while performing work duties in the unit.</li> <li>○ Next steps: Nothing to add.</li> </ul> </li> <li>● Mainline Loitering <ul style="list-style-type: none"> <li>○ Discussion: Slowing down chow with waiting on the tiers for peers, stopping at houses and visiting, slow walking back to houses, taking multiple trays/food. Staff will not call the kitchen anymore for additional trays.</li> <li>○ Next steps: Staff will address behavior as they see it at mainline.</li> </ul> </li> </ul> <p>Round Table Open discussion:</p> <ul style="list-style-type: none"> <li>● CI Food/Menu <ul style="list-style-type: none"> <li>○ Discussion: OCLs stating the population doesn't like the food and it is low quality.</li> <li>○ Next steps: CI Food Manager Marker will be in the unit 8/12 to meet with OCLs.</li> </ul> </li> <li>● EIP Snacks <ul style="list-style-type: none"> <li>○ Discussion: Why don't they get snacks/popcorn when they have an EIP event in the unit? OCLs are requesting a 759 account for the Echo EIP unit events to purchase snacks.</li> <li>○ Next Step: Lancaster stated he has bags for EIP Unit events.</li> </ul> </li> <li>● Risk Game <ul style="list-style-type: none"> <li>○ Discussion: The Risk game was removed from the game cart and the population would like to have it back.</li> <li>○ Next steps: The game has been added back to the game cart.</li> </ul> </li> <li>● Designated puzzle/game table</li> </ul>	
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- Discussion: The population is requesting a designated table on each side for puzzles and games that require ongoing play/building.
- Next Steps: 1 table will be designated on each side for puzzles and 1 table for games.
- Yard Cancellation
  - Discussion: Population is requesting better communication from staff when the yard is cancelled so they are not waiting for yard to be called.
  - Next Steps: The booth will make an announcement when yard is canceled.

09/12/2024 –

Old Business:

- 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: Email sent, waiting for reply.
- Ice gate
  - Discussion: Incarcerated Individuals are requesting to be able to get ice during mainline and/or shower time on 3<sup>rd</sup> shift
  - Next steps: Unit Manager will work with 3<sup>rd</sup> shift.
- Unit activities
  - Discussion: New unit recreational activities and 759 accounts. Art, Music, and Beading.
  - Next steps: 3 new recreational activities and 759 accounts have been approved by CPM Clark.
- Follow up: designated puzzle/game table
  - Discussion: The population is requesting a designated table on each side for puzzles and games that require ongoing play/building.
  - Next steps: Incarcerated Individuals state this is going well and there is no further action needed on this topic.

New Business:

- Weightlifting cards
  - Discussion: Incarcerated Individuals are requesting refunds for the weightlifting cards due to not being able to go to yard.
  - Next steps: Recreation states this is a Headquarters decision and will not likely happen since it is not an emergency situation.

Recreation has made a request to HQ and will let the Unit Manager know when they receive a response.

- IIBF
  - Discussion: the unit has been allotted \$502 in IIBF for the fiscal year.
  - Next Steps: OCLs decided that we will spend \$250 for prizes for unit activities and save the additional \$252 for later in the fiscal year.
- Securus
  - Discussion: Securus Manager requested to attend OCL meeting to answer any questions.
  - Next steps: Securus Manager attended and answered questions.
- GVRS Fundraiser
  - Discussion: Start planning for the fundraiser and what the unit would like for items. Will be eligible for fundraiser around mid-October.
  - Next steps: Unit Manager will gather menus from local restaurants for OCLs to view.
- Dirty Trays
  - Discussion: bring dirty trays out during trays up only.
  - Next steps: OCLs will pass on information to only bring dirty trays to the pantry during trays up.


Roundtable Open Discussion:

- Children’s Furniture in Visiting
  - Discussion: Incarcerated Individuals report that the children’s furniture and toys in the visiting room are always dirty (I.e. highchairs). They would like them to be cleaned for their child visitors to use.
  - Next steps: Sgt. Harvey states “The Corrections and Custody officers in the visiting room supply several forms of cleaning supplies available for use by the incarcerated population, however if something becomes soiled beyond the means available it is the responsibility of the incarcerated that is using the supplied equipment to notify a staff member to ensure it is properly taken care of. It is also the responsibility of the incarcerated who use the items in visiting to return them in at least the same condition that they had originally found them in. if you have any questions or suggestions feel free to contact

Sergeant Harvey either in person during a visit, by kite, or through the kiosk.”

- Lines in Unit Yard
  - Discussion: OCLs would still like the lines in the unit yard to be repainted.
  - Next steps: Unit Manager submitted a work request to Engineers on 7/15/24 and has not received an update.
- Big Yard Reopening
  - Discussion: when will the big yard reopen?
  - Next steps: Email sent to recreation. They are anticipating yard reopening mid September.
- TV Donation
  - Discussion: OCLs would like to start a process where they pay the monthly rental fee for new Incarcerated individuals that cannot get a TV right away.
  - Next steps: Unit Manager spoke with SPL and they are working on a process.
- Lamps
  - Discussion: Incarcerated Individuals are being told that they cannot have a desk lamp and a booklight.
  - Next steps: Property Sgt. Curry states there is only one place on the property matrix for a lamp, so it is a one for one exchange.
- Pressure Washer
  - Discussion: Our unit pressure washer is broken so the unit is not as clean as it could be.
  - Next steps: Unit Manager or Sgt. Will submit a work request.
- EIP/SPL Events
  - Discussion: Incarcerated individuals are requesting the return of Bingo and movie nights with popcorn and other snacks.
  - Next steps: Unit Manager spoke with SPL and they are working on this now that the cultural events are coming to a close for the year.
- Laundry cart wheels
  - Discussion: The incarcerated individuals responsible for the floors in the unit are doing a great job keeping the floors looking good. The laundry cart wheels are scratching up the floors and need to be replaced.
  - Next steps: Unit Manager and Sgt. Will look into getting the wheels replaced or fixed.

	<ul style="list-style-type: none"> <li>• Share nights <ul style="list-style-type: none"> <li>○ Discussion: Requesting share nights every 30 days.</li> <li>○ Next steps: Unit Manager will look into this.</li> </ul> </li> <li>• Art Supplies <ul style="list-style-type: none"> <li>○ Discussion: Families would like to be able to order art supplies from a catalog for their Incarcerated loved ones.</li> <li>○ Next steps: Incarcerated Individuals can contact Property Sgt. Curry.</li> </ul> </li> <li>• Shower Heads <ul style="list-style-type: none"> <li>○ Discussion: Several of the shower heads are not spraying correctly. The water is also extremely hot.</li> <li>○ Next Steps: Sgt. Will submit a work request.</li> </ul> </li> <li>• Bird in Unit <ul style="list-style-type: none"> <li>○ Discussion: There is a bird in the west dayroom that is causing sanitation issues.</li> <li>○ Next Steps: Unit Manager or Sgt will submit a work request to have the bird removed.</li> </ul> </li> </ul> <p>William Unit – 06/14/2024 –</p> <ul style="list-style-type: none"> <li>• There have been issues with mail being passed out in the unit to the wrong individuals. <ul style="list-style-type: none"> <li>○ Subsequent emails have been sent out to correct the issues.</li> </ul> </li> <li>• There will be changes to how store is handed out in the units. OCL’s were made aware of the new process.</li> <li>• Discussion was had about a possible unit fundraiser.</li> <li>• Update on unit yard workout equipment.</li> <li>• Update on Television provider.</li> </ul> <p>9/12/2024 –</p> <ul style="list-style-type: none"> <li>• Ice cream fundraiser <ul style="list-style-type: none"> <li>○ William unit has a freezer, and Incarcerated individuals are wondering if we will ever start up a recurring ice cream fundraiser. Much discussion was had on this matter.</li> </ul> </li> <li>• William Unit Fundraiser <ul style="list-style-type: none"> <li>○ If the ice cream won’t be happening soon. Can William Unit do another fundraiser. Suggested items included: higher end hygiene, chicken, Chinese food, sub sandwiches.</li> </ul> </li> <li>• Spray bottles and garbage cans for cells</li> </ul>	
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	<ul style="list-style-type: none"> <li>○ When teams came through all garbage cans were taken and the spray bottles. Can we get them back?</li> <li>○ These are planning on being returned.</li> <li>● Privacy curtains/covers for video visits. <ul style="list-style-type: none"> <li>○ These are planning on being returned.</li> </ul> </li> <li>● In unit movie night. <ul style="list-style-type: none"> <li>○ More discussion needs to be had with stakeholders.</li> </ul> </li> <li>● Incentives for unit being major infraction free for 60 days. <ul style="list-style-type: none"> <li>○ More discussion needs to be had with stakeholders</li> </ul> </li> </ul>	
Round Table Questions & Answers	<ul style="list-style-type: none"> <li>● Andrea</li> <li>● Wanted to say thank you, has been trying to get here to visit a couple times a month. The reimbursement program is a big help, and the new vending group is good. The changes between the beginning of the year and now is great.</li> </ul>	 <p>WSP Friends and Family Newsletter At</p>

Next meeting location: WSP MS Teams Date: 12/7/24 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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