



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 12/7/2024 Time: 8:30-10:00

Teleconference details: MS Teams Meeting – Local Family Council

Meeting Attendees

Department/facility co-chair: Brad Bowman Family co-chair: _____

Facility/council secretary: Theresa Vanderbeck Family secretary: _____


Members present: Andrea Shotwell, Star White, Sally Boyle

Non-council member attendees: Bradley Bowman, Associate Superintendent; Irish Clark, Correctional Program Manager; Ann Adams, Correctional Unit Supervisor; Visiting Unit Sergeant Chase Harvey, Crystal Abdulwahid, Health Services Manager 3; Phillip Marker, Correctional Industries Manager 3; David Anderson, Business Manager; Theresa Vanderbeck, CPPC; Jordan Kisling CRT, Scribe

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Assoc. Supt. Bowman)	Introduction of all those in attendance. Agenda Management: Brad Bowman & Lisa Mundahl – Meeting rules and objectives Timekeeper:	
LFC Elections	New Positions will start January of 2025 Local Co Chair – Lisa Mundahl Co Secretary – Star White State Family Council Representative – Andrea Shotwell Andrea attended the last statewide family council meeting to see what the meeting was like.	
CPPC Report Action item	Theresa Vanderbeck: Upcoming Family Friendly Events: <ul style="list-style-type: none"> During the month of December there will be holiday gifts available for the incarcerated individuals to present to their approved minor visitors. The visiting rooms have been decorated for the holidays and there is hot chocolate and candy canes available for visitors and incarcerated individuals. This will probably continue through the middle of January. 	

	<ul style="list-style-type: none"> The next event is going to be Feb 15, for Units 8 and 10. Be My Valentine event. Get incarcerated together and do flower making for those that are visiting before the event. <p>Volunteers:</p> <ul style="list-style-type: none"> September – 149 volunteers gave 635.14 hours <ul style="list-style-type: none"> Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 292.72 hours Religious services: 342.42 6 volunteers completed orientation. October – 95 volunteers gave 698.30 hours <ul style="list-style-type: none"> Non-Religious: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 394.65 hours Religious services: 303.65 hours No orientation for new volunteers was held in October due to not enough new volunteers to run at that time. 	
<p>Statewide Family Council Updates LFC State Chair Vacant position</p>	<p>SFC Meeting was held Nov 16, 2024 Meeting minutes will be available soon.</p> <ul style="list-style-type: none"> Family Council Washington State Department of Corrections <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. The meetings are usually on a Saturday and runs 4-6 hours.</p> <p>Andrea –</p> <ul style="list-style-type: none"> A couple of good speakers this time around at the meeting with one focused on mental health and the other a victim advocate. WSP was mentioned about the pioneering of the vending market we have in our visiting rooms. 	
<p>Incarcerated Individual Betterment Fund Budget Overview</p>	<p>WSP Local Business Manager David Anderson: Budget update:</p> <ul style="list-style-type: none"> Currently have a total of 740,736 dollars for this year's budget. They have spent 70,866.09 and 	 WSP IIBF Quarterly Budget FY25 FM16.x

	<p>recovered 11,023 on tv rentals/service fee and weightlifting/recreation fees.</p> <ul style="list-style-type: none"> • Music rooms item line added to the IIBF this year with a 74,064-dollar limit. • We have ordered things totaled 364,183 dollars of the 740,736, some of the bigger ticket items do take longer to go through due to the approval process and usually aren't added to our books until the item is either shipped or has been received by the facility. • The music items must go out for bid because they are over a certain amount (40,000), this will cause it to take a couple months to complete before the instruments are received at the facility. <p>IIBF spreadsheets are usually sent to Theresa, and we can include them with the notes, or you can reach out to Theresa if you have questions about something regarding the budget.</p>	
<p>Visiting Update (Visiting Sgt. Harvey</p>	<p>Sgt. Harvey</p> <ul style="list-style-type: none"> • 1492 visits have been processed through the visiting rooms in the last two months • There were only 2 days that we had to ask people to leave and come back at the next visiting time. • Added a raised platform in the visiting room thankfully without taking away from tables that helps with organization of games and helps with security in the area. • Presents start going out beginning of next week hopefully those we are not sure on the exact date. • They are also doing Christmas bears that were made in the Sustainable Practices Lab for minor visitors to take home with them after visiting • Sgt Harvey has had questions from other institutions reaching out about the new vending program we have in place. • EFV program is still going really well, several new applications have come through lately. It is a strict program and does take a while to make sure you are qualified, but it is worth it. • We are still moving forward with the playground in East Complex. They are currently aiming for spring if everything works out. • They are very excited for the holiday season coming and getting to see all of the family that is coming to visit, family influence is a good assistance when it comes to reducing future recidivism. 	

	<ul style="list-style-type: none"> • The visiting room with the help of Sgt. Archer has a new program. A local church has been donating books, the incarcerated individual can read the book with their family member and then the minor gets to take the book home with them. • Visiting room officers are suggesting downloading a PDF of the book (as most children’s books are public domain) and sending it to the incarcerated individual on their Jplayer so at night they could read the book again with the minor. • Program running in visiting along with Chaplain Fred Ivey, a church locally wanted to give out some funds to help with those travelling to visiting during the holiday season. • 10 75\$ gift cards from Denny’s have been donated by the church. • Sgt Harvey and Chaplain Ivey have decided that a raffle/lottery/drawing is the best way to award the gift cards. • The incarcerated are sending messages via kiosk for those that have in-person visits between Dec 15 and the beginning of next year. An incarcerated individual will draw names, and they will be announced around the beginning of the year. • The visiting room has had about 20 people sign up so far. <p>Andrea – With the weather getting bad is there any way to have the outer set of the doors unlocked so that people can get out of the weather.</p> <ul style="list-style-type: none"> • The outside doors are usually the only doors that are locked, the inner doors are mostly weather breaks, but they will look into it. • Most of the visiting staff arrives at 10 am and the processing in of the first set of visitors starts at 10:15am. During that first 15 minutes they have the incarcerated janitors in the area doing cleaning and straightening so that it’s done before visiting starts for the day. 	
<p>West Complex Update (WC CPM Clark)</p>	<p>CPM Irish Clark –</p> <ul style="list-style-type: none"> • Close custody – have taken over the majority of the jobs in the kitchen. • Delta – the dog program will be brought back in January to the unit. 	

	<ul style="list-style-type: none"> • Delta/Echo – the first 7 habits program group graduated this week. • Golf – they are working on getting religious activities in the unit, barbering, and working with WWCC education staff and the shift office about starting a small GED class. • Victor/William – reopened programs, they have a 7 habits group in both units, Star Project volunteers with the help of Theresa are also working in the units • The medium units in the visiting room had a program graduation last night. • SPL (Sustainable Practices Lab) is providing lots of jobs and Correctional Industries is up and running full capacity for license plates in the South Complex. • IIBF funds – our main purchases for close custody have been for recreational items. In the Medium custody units purchases for recreation, music, art, and other programs. • We are currently running Dog programs in the medium units (Victor/William) and Adams unit as well. 	
<p>South Complex Update (SC CUS Adams)</p>	<p>Ann Adams</p> <ul style="list-style-type: none"> • IMU North in October they started offering 2 hrs. out of cell recreation and it has been well received. • They rotate recreation time so if the incarcerated individual has it on 2 shift one week, they will have it 3 shift the following week, this helps with those that have trouble connecting to family that may be in different time zones. • In IMU South they broke ground for the outside yards this last week and it is progressing nicely. • The Outreach group has done a lot of decorating for the holiday in IMU South, and it looks really good. • The BAR area was approved for a live Christmas tree this year. Per CUS Suckow it should delivered sometime this week to the South Complex Annex A building. • For the second year the BAR units will be holding a Holiday party. There will be Movies, card making, hot chocolate, and other activities including a door decorating contest. 	
<p>East Complex Updates (EC CPM Roberts)</p>	<p>Brad Bowman -</p> <ul style="list-style-type: none"> • WSP is continuing to add color to the minimum custody units. • Murals are being painted in the units, they are taking those that haven't painted before and teaching them 	

	<p>how to paint. It is bringing a lot of collaboration between the incarcerated as they are able to make suggestions about the content of the murals.</p> <ul style="list-style-type: none"> • Christmas wreaths are being put up where hanging flower baskets used to be to fit with the season. • There are going to be trees in both units in the East Complex this year. • They are working with the local STAR Project for evening programming to add more options for the incarcerated who have mostly program in the daytime. • Today the EC running group is holding a 10k run, they are hoping to participate in a marathon next year if it is approved. 	
<p>Health Services Update (Health Services Manager Abdulwahid)</p>	<p>Crystal Abdulwahid –</p> <ul style="list-style-type: none"> • The biggest challenge in health services is the dental backlog. This backlog is a statewide issue. At WSP we have a small backlog. • We have implemented some measures that have helped keep this backlog small. • Health services is currently vetting a dentist for the facility, and they are hoping to have that taken care of by the end of next week. 	
<p>Correctional Industries Update (CI Manager 3 Phillip Marker)</p>	<p>Phillip Marker –</p> <ul style="list-style-type: none"> • Having staffing issues in the warehouse recently, but the commissary orders were able to catch up some yesterday with assistance from the engineers. • Things are stabilizing in the kitchen. They have phased out the BAR unit workers and most of the positions have been taken over by the close custody units. • They are working on getting ovens fixed and back in running order, they have also ordered 4 new ovens as well. • We are hoping to see the new ovens in the next month or so, they are just waiting for them to be delivered. 	

New business

Topic	Discussion/Key Points	Next Steps
<p>Individual Incarcerated Persons Concerns</p>	<p>Discuss Unit OCL Meeting Minutes</p> <p>Echo Unit –</p> <p>Old Business –</p> <ul style="list-style-type: none"> • Topic: GVRs Fundraiser • Discussion: 2 on 1 10/8/24 GVRs 	

- Next Steps: Next GVRS fundraiser eligibility 1/8/25 if no GVRS occur before then.
- Topic: Dirty Trays
- Discussion: Bring dirty trays out during trays up only
- Next steps: This is still an issue
- Topic: Lamps
- Discussion: Incarcerated individuals are being told that they cannot have a desk lamp and booklight.
- Next steps: CUS and CPM spoke with property Manager. Looking into the issue at this time.


New Business –

- Topic: CI Hub Changes
- Discussion: Hub kitchen workers will be switching to Class III on 10/20/24
- Next steps: None
- Topic: Job expectations
- Discussion: UA's are being conducted on all unit workers. If positive, will be terminated from position. A UA will be conducted for any Incarcerated individual being hired into a unit job.
- Next Steps: None
- Topic: WA Way Presentation
- Discussion: CS2 Adams will be facilitating a WA Way presentation in the WC gym on 10/23 at 8:30 am. Sign up sheets are posted in the dayrooms.
- Next Steps: None
- Topic: Holiday activities
- Discussion: What are some activities that you would like to see through the holidays.
- Next steps: Incarcerated individuals will discuss and bring forward ideas.

Roundtable Open discussion –

- Topic: Cell searches/inspections
- Discussion: Incarcerated Individuals state that staff on 3rd shift are trashing their cells when conducting searches/inspections.
- Next steps: CUS will work with Sgt Henderson to address this.
- Topic: Sacred/Religious items
- Discussion: Incarcerated Individuals state during searches/Inspections, 3rd shift is handling their sacred/religious items and will leave them on the bed, floor etc.
- Next steps: CUS will work with Sgt. Henderson
- Topic: Worker Showers

	<ul style="list-style-type: none"> • Discussion: Incarcerated Individuals state they are still being denied worker showers on 3rd shift • Next steps: CUS will work with Sgt. Henderson. <p>William Unit – Old Business – None New Business –</p> <ul style="list-style-type: none"> • Topic: Spray Bottles • Discussion: During the team unit searches, spray bottles were taken from cells. Can we get them back. • Next steps: Hand spray bottles back out. • Topic: Garbage cans • Discussion: During the team unit searches, garbage cans were taken • Next step: order 25 garbage cans to replace missing ones. <p>Unit 10 (previously Unit 6 individuals)–</p> <ul style="list-style-type: none"> • Agenda Item: Hot spot & sink in dayroom, since we will be in Unit 10 for over a year. • Discussion: Would like to have this as we will be in Unit 10 for a year or more. Would help with the overuse of the microwaves. • Decision: CUS will look into this and see if it is possible • Agenda Item: Next Quarter fundraiser • Discussion: Looking at donuts. Sub sandwiches were also brought up. • Decision: Will get with the CUS in Unit 8 and discuss this further for next quarter. • Agenda Item: Video Visits • Discussion: They have not had any video visits since moving over from unit 6. • Decision: CUS reached out to local Securus rep. He submitted the work ticket to the department that has to activate the KIOSK machines for the video visits. • Agenda Item: Correctional Industries Commissary • Discussion: When will the order amount be raised to \$150.00 • Decision: CUS suggested they bring this issue up again when we meet for the quarterly OCL meeting with the CPM and EC Associate Superintendent. 	
Action Items -		

<p>Round Table Questions & Answers</p>	<ul style="list-style-type: none"> Attached is a copy of the October/November WSP Friends and Family Newsletter. <p>Andrea – what is good to look for to bring back to WSP from the statewide meetings or to take to the meetings?</p> <p>Associate Bowman – we are mostly looking for anything that affects the facility, things that other facilities may be doing that might work at WSP or that families might like to know.</p> <p>Star – would also like to know about her position as Co-Chair?</p> <p>Theresa and Associate Bowman will get together and go over policy and then get together with Star to go over the information about the position.</p>	 <p>WSP Friends and Family Newsletter O</p>
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Next meeting location: WSP MS Teams Date: 2/8/25 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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