



# FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 2/1/2025 Time: 8:30-10:00

Teleconference details: MS Teams Meeting – Local Family Council

<b>/Meeting Attendees</b>
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Department/facility co-chair: Brad Bowman Family co-chair: Lisa Mundahl Greene

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


Members present: Lisa Mundahl Greene, Andrea Shotwell, Star White, Sally Boyle, Sandra Swetlow, Ashley Lepreze.

Non-council member attendees: Rob Jackson, Superintendent; Bradley Bowman, Associate Superintendent; Irish Clark, Correctional Program Manager; Visiting Unit Sergeant Chase Harvey; Brad Moller, Correctional Industries Manager 5; Theresa Vanderbeck, CPPC; Katrina Suckow, Correctional Mental Health Supervisor; Christopher Mequet, Health Services Manager; Jordan Kisling CRT, Scribe

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Brad Bowman)	Introduction of all those in attendance. Agenda Management: Brad Bowman & Lisa Mundahl – Meeting rules and objectives Timekeeper:	
LFC Elections/ Appointments	For 2025 Local Co Chair – Lisa Mundahl Greene Family Secretary – Star White State Family Council Representative – Andrea Shotwell	
CPPC Report Action items Theresa Vanderbeck	Upcoming Family Friendly Events: <ul style="list-style-type: none"> <li>• East Complex Valentine event on February 15, 2025. Units 8 and 10 Incarcerated Individuals will celebrate the day with their valentine doing activities and having a lunch together.</li> <li>• Next event isn't until May for the facility.</li> <li>• May event is a special adult day for Victor and William unit on May 24<sup>th</sup></li> <li>• Echo Unit event in December and a backpack event near the start of school time</li> </ul> Volunteers: <ul style="list-style-type: none"> <li>• November – 81 volunteers gave 610.75 hours               <ul style="list-style-type: none"> <li>○ Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue</li> </ul> </li> </ul>	

	<p>Mountain Humane Society, Star Project – 328.0 hours</p> <ul style="list-style-type: none"> <li>○ Religious services: 282.75 hours</li> <li>○ 7 volunteers completed orientation.</li> <li>● December – 93 volunteers gave 547.60 hours <ul style="list-style-type: none"> <li>○ Non-Religious: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society, Star Project – 252.27 hours</li> <li>○ Religious services: 295.33 hours</li> <li>○ No orientation for new volunteers was held in December due to not enough new volunteers to run at that time.</li> </ul> </li> </ul>	
<p>Statewide Family Council Updates LFC State Chair Andrea Shotwell</p>	<p>SFC Meeting was held January 25, 2025 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> <ul style="list-style-type: none"> <li>● Andrea was unable to attend the meeting due to being out of town.</li> </ul>	
<p>Incarcerated Individual Betterment Fund Budget Overview (Associate Bowman)</p>	<ul style="list-style-type: none"> <li>● Associate Bowman gave a short report as Mr. Anderson was not able to make the call.</li> </ul> <p>We have been ordering like crazy from the Incarcerated Individual Betterment Fund</p> <p>We will make sure that an updated copy of the IIBF budget is sent out.</p>	 WSP IIBF Quarterly Budget FY25 FM 18 I
<p>Visiting Update (Visiting Sgt. Harvey)</p>	<ul style="list-style-type: none"> <li>● Being winter and being where we are in the state visiting numbers are a bit down as they usually end up being at this time of the year.</li> <li>● In the month of January, we had 31 EFV, 928 visits for West and South Complexes combined, and 170 in East Complex.</li> <li>● Many small projects have been completed in our visiting rooms, our new background for photos has been painted.</li> <li>● We have painted our north wall and are working on a canvas art program in conjunction with the Sustainable Practices Lab. They are updating the murals that are at this point 11 years old, they are touching up the paint that has been affected by wear and tear.</li> <li>● The Sustainable Practices lab is working on canvas art to help keep things fresh and exciting for those that come to visiting to have for photo backdrops.</li> </ul>	

- They have finished the raised platforms in both visiting areas. This makes it easier to see things and have a place where visitors and Incarcerated Individuals know they can go to ask questions.
- The East Complex playground project has been put on hold at the moment due to the weather, that will be going forward in the spring when the weather improves.

Andrea – Motel vouchers in the visiting room are still the old ones that were \$45, and the gas vouchers are old as well.

Harvey – will get with Theresa and get updated flyers/information pamphlets, even if the information still goes to the same place online, we still should have the most updated forms available.

Andrea – Still not seeing Family Council flyers in the visiting room.

Theresa – Has talked to Dawn from headquarters, and they are still waiting to hear back about getting updated brochures.

Harvey – Will see about getting something up on the board about the Local Family Council.

Lisa – It's been almost a year since we first brought up the brochures, they are dry and hard to get through. Can we make just a poster about how to join or what the rules and processes are for visiting.

Harvey – We have a set of rules that are taken from the DOC website and written out and laminated, they are placed on the tables but if they notice that someone new has come in they do try and make sure they know about the rules and that they should be read through.

When special visits are set up, he does have a blurb he sends them telling them where to go depending on what unit their loved one is in and other things like even with having a special visit, they are still subject to the first come policy.

Sandy – Wondering if she came to visit her son and noticed someone new that looked confused if she can offer them assistance, she is afraid about talking to another visitor, not wanting it to affect her visit.

Harvey – If you are up front in the processing area, in the holding area and hallway in the back, or in the visiting room before the incarcerated offenders arrive you are more than welcome to talk to other families. If you are talking to another table after the Incarcerated arrive, they will just ask you to stop it's not something that would get your visit stopped.

Sandy – As far as EFV's go are those that have life without sentences able to participate and have access to those visits at WSP.


Harvey –They are allowed but it's a process that goes through headquarters and a lot of vetting occurs and hoops that must be jumped through like being in medium custody to be eligible, so it is a lengthy process to get approved.

	<p>Andrea – The paper about LFC is on the microwave probably needs to be moved because now it is covered in things like paper plates, paper towels so it might be better to move it somewhere where it can be seen better.</p> <p>Harvey – We will look into getting it moved, and some other pieces of information laminated and put up on the boards.</p> <p>Andrea – Can I make up a page or flyer that has information on it for the family council that could be put up until we can get brochures in?</p> <p>Harvey – If you want to make something up and send it to me, I will get together with Theresa and Brad to see about getting it put up.</p>	
<p>West Complex Update (WC CPM Clark)</p>	<ul style="list-style-type: none"> <li>• Lots of information about the West and South Complex was in the family newsletter that has been sent out to family members.</li> <li>• We are starting to work on the cultural events for the west and south complex for the coming year but those dates haven't been set in stone yet.</li> </ul>	
<p>South Complex Update (CMHUS Suckow)</p>	<ul style="list-style-type: none"> <li>• In the November newsletter they mentioned about big things coming to the facility.</li> <li>• That news is that we have started construction for outside yards for our Intensive Management Units, we are hoping in the future to be able to offer four hours out of cell time in the yards.</li> <li>• In the BAR (Baker, Adams, and Rainier) we continue to have positive programs with the BAR shack and the Peace program running well.</li> </ul> <p>Sandy – Her son is currently in IMU, has commented that while he is out in the yard that he was hearing the construction and didn't know what was going on. She is glad that they will have the chance for fresh air and sunlight. Her son had put in a request for education for the T4C program (Thinking for Change) but wasn't able to get in which means he could end up being in the Intensive Management Unit for 6 months to a year before he can get it completed.</p> <p>Katrina – The T4C program has quite a long waiting list unfortunately and we run it in many areas of the facility, hopefully he will be able to get into the program soon.</p> <p>Sandy – Is there any alternative programs that he could take because he has already done all his mandatory classes, and he is trying to show his improvement.</p> <p>Katrina – The best person for him to ask would be his Classification Counselor about what might be able to be done.</p>	
<p>East Complex Updates (Associate Bowman)</p>	<ul style="list-style-type: none"> <li>• Different fundraisers and a Christmas door decorating contest happened in East Complex. Wreaths were put up during the holiday season where the flowerpots were placed previously.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The WSP Running Club established in the fall had concluded for the time being, recently 20 incarcerated individuals ran a 10k event with members of the community joining in. The group will be starting up again and they are hoping to have more Incarcerated Individuals participate in the next group.</li> <li>• Students from the landscape architecture department at WSU are meeting with the facility incarcerated and management to look at sprucing up the EC big yard. They will be at the facility next week to look around.</li> </ul>	
<p>Health Services Update (Health Services Manager Mequet)</p>	<ul style="list-style-type: none"> <li>• We have been getting back in the swing after the end of covid, working on improving services.</li> <li>• Health Services brought in a third-party consultant, they are looking at how they do business and if they are efficient, if they aren't they are getting rid of things that interrupt that efficiency.</li> <li>• They have made improvements in their medical appointment scheduling, kite responses to inquiries are going back out quicker within 3 days if possible.</li> <li>• We have hired a full-time physical therapist, and an optometrist. They are looking at what we can do at the facility for the incarcerated population without having to send them out of the facility for care. Like the point ultrasound and lab tests, dental and physical therapy.</li> <li>• Next week they are onboarding their third dentist. With the PCMH there are huge increases in what dental offerings they can provide here at the facility.</li> <li>• WSP is leading the state in innovations in patient care for those that are incarcerated in Washington state. They are looking at making processes for their program that can be modeled at other facilities to make health care and mental health better for those in our custody statewide.</li> </ul>	
<p>Correctional Industries Update (CI Manager Moller)</p>	<ul style="list-style-type: none"> <li>• WC food service, they have been taking a deep dive into making improvements.</li> <li>• New normal is a thing now aft covid but they are trying to bring back some of the processes from before covid that can increase efficiency and improve processes.</li> <li>• Visits were done by CI to the units in the West complex and South complex talking to the officers and incarcerated alike in each unit.</li> <li>• No issues are known at this time in the laundry or commissary that have come up as far as he knows.</li> </ul>	
<p>Superintendent Rob Jackson</p>	<ul style="list-style-type: none"> <li>• Happy New year</li> <li>• Thank you all for joining us and helping us work together.</li> <li>• We have many things going on all over the facility. Some things that weren't mentioned.</li> </ul>	

	<ul style="list-style-type: none"> <li>• We have a 400, 000 license plate stockpile so if you have bought a car recently you will probably get your plates quickly.</li> <li>• Unit 6 has a new unit roof being put in and a new HVAC system will be brought in as well.</li> </ul> <p>We are in a legislative time with a new Secretary of the Prisons and a new Governor we will have lots of things happening as the budget is discussed and approved.</p> <p>Lisa – Are all the buildings getting new roofs eventually?          Jackson – We have a five/ten year and beyond plan for replacing all the roofs when we can. Funding comes from the capital budget, the roof on Unit 6 was about 10 years in the making. It's not an easy or quick process.</p> <p>The overall budget for the state of Washington is showing a deficit for the next several years, the Capital Projects budget is not getting funded like it normally would.</p> <p>Sandy – It always surprises me that Headquarters comes in and stops things and removes privileges, makes rules, and that WSP can't make decisions about what is best for those that we have incarcerated here.</p> <p>Jackson – We are afforded opportunities for conversations about issues and a little bit of leeway but in the end, we do still have to follow directives that are given to us by our higher ups.</p> <p>We do know that it can be frustrating for those that are on the outside that are caught in situations where they aren't able to communicate as easily due to level restrictions that are imposed.</p>	
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New business

Topic	Discussion/Key Points	Next Steps
Individual Incarcerated Persons Concerns	Discuss Unit OCL Meeting Minutes  Echo Unit Old Business <ul style="list-style-type: none"> <li>• Topic: Holiday Activities</li> <li>• Discussion/Key Points: What ideas/suggestions did the population have for activities?</li> <li>• Next Steps: Tournaments will begin 12/20 and go through 12/30.</li> <li>• Topic: UA Process</li> <li>• Discussion/Key Points: Incarcerated Individuals have concerns with the UA process.</li> <li>• Next Steps: UA's are conducted within policy.</li> <li>• Topic: Trays at mainline</li> <li>• Discussion/Key Points: Incarcerated Individuals are requesting hard trays at mainline.</li> <li>• Next Steps: Ongoing Conversation.</li> </ul>	 <p>WSP Friends and Family Newsletter D</p>

	<p>New Business</p> <ul style="list-style-type: none"> <li>• Topic: Holiday EIP</li> <li>• Discussion/Key Points: Holiday EIP in unit.</li> <li>• Next Steps: Sustainable Practices Lab will be in the unit 12/24.</li> <li>• Topic: Holiday/Superbowl bags</li> <li>• Discussion/Key Points: Will they get bags this year?</li> <li>• Next Steps: Bags will be provided by HQ and delivered by the Sustainable Practices Lab.</li> <li>• Topic: Holiday funds</li> <li>• Discussion/Key Points: Echo unit has been allotted \$510.00 for the holidays.</li> <li>• Next Steps: The money will be used to provide prizes for holiday tournaments.</li> <li>• Topic: Quarterly D/E OCL meeting</li> <li>• Discussion/Key Points: Minutes from D/E joint quarterly meeting.</li> <li>• Next Steps: Discussed meeting with CPM and went over meeting minutes.</li> </ul> <p>Roundtable Open discussion</p> <ul style="list-style-type: none"> <li>• Topic: OCL meetings</li> <li>• Discussion/Key Points: OCL's are requesting to meet as a group prior to meeting with CUS to discuss agenda and topics to bring forward. Also meet after OCL meeting to debrief.</li> <li>• Next Steps: CUS will work with unit staff to schedule a time and place for these meetings.</li> <li>• Topic: In Unit Activities</li> <li>• Discussion/Key Points: Would like to have more peer led in unit activities.</li> <li>• Next Steps: Will provide CUS with proposals for consideration up the chain of command.</li> <li>• Topic: Additional shelf in cell</li> <li>• Discussion/Key Points: Requesting an additional shelf be added in each 2-person cell so each Incarcerated Individual can have their own shelf.</li> <li>• Next Steps: CUS will send this request forward. With the current budget, this will likely not be considered until at least 2025.</li> </ul>	
<p>Round Table Questions &amp; Answers</p>	<p>LFC Family Co-Chair Lisa Mundahl Greene will discuss Whitman College Professor Mitch Clearfield's class on the Whitman Campus regarding incarceration.</p> <p>Lisa – While she has the floor, another frustration is with the tier reps, her brother has been in a couple units and isn't sure on who they are or what they do.</p> <p>Brad – The tier reps aren't in policy but every unit should have OCL's that meet in the units on a monthly or quarterly basis. The tier reps don't really interact with the family council due to security issues because of how we are broken up due to the STG.</p>	

Ashley – My loved one is an OCL in Echo unit which is what pushed her to get involved. Some of the OCL's are having issues with having meetings and they feel like things aren't happening or getting resolved and it makes them not want to participate. They are being told that some of the things that they bring us are things brought about at the family council.

Brad – We do put out an agenda request before each meeting and almost never get any requests back, if your loved one has any issue and they are brought forward, we can talk about them at the meetings.

Ashley – Before Covid they (close custody) used to have an orientation class for those that are new coming into the facility and those don't seem to be happening anymore. The younger generation coming in has caused a good bit of chaos in the unit.

Irish – OCL in Delta/Echo they are supposed to have a meeting once a month. The last two quarters they have had them with the OCLs and the unit managers and supervisors, health services and CI, education come together. The meeting is completely separated from what happens here with the family council. The questions come from incarcerated individuals through the unit supervisors to CPM Clark's secretary, they create an agenda and go over it in the meeting and then post the notes in the units within two weeks.

- CPM Clark Will make a note to look into the orientation to see if something can be done to make it better, it is harder to do now with the way the facility is running gates and education. Instead of being done as a large class as they used to, they are now done in the unit with their counselors. He will talk with others in the facility to see what can be done.

Lisa – I had a conversation with Mitch (Professor Mitch Clearfield, who is a volunteer) about education for those that have longer sentences and things that help them with stimulation and mental health.

Irish – Mitch's wife (Professor Melissa Clearfield, who is a volunteer) is doing a trauma-informed book club in the Victor/William Units. We also have another staff member that is doing a mental health class that is on its 3<sup>rd</sup> run that have come back since Covid.

Lisa – Is there an amount of time that the incarcerated have to be in an area before they can be moved?

Irish – It's a lot of moving parts between points, levels, infractions, sentence structure, it's all part of policy 300.380. If a conversation needs to occur to explain more in depth, I would be glad to go over it with you.



	Associate Bowman - If you have anything you would like to discuss on the next meeting as part of the agenda, please send your questions or concerns to Co-Chair Lisa Mundahl Greene and she will forward those items to Theresa to be placed on the agenda for our next meeting in April 2025.	
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Next meeting location: WSP MS Teams Date: 4/5/25 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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