

FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center on TEAMS Date: 8/7/2025 Time: 1pm

Teleconference details: Microsoft Teams Need help? Join the meeting now Meeting ID: 221 108 679 768 8 Passcode: ea9yR2p8 Dial in by phone +1 253-372-2181, 667306809# United States, Kent
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MEETING ATTENDEES

Superintendent Ginger Price N/A
Department/facility co-chair Family co-chair

Elena Friesz N/A
Facility/council secretary Family secretary, if applicable

Members present: Kimberly Heinemann and Nancy Johnson

Non-council member attendees: CPM Jamie Kerschner, CS1 Marc Thomas, Religious Coordinator Larry Hughes, Health Services Rachelle Nicholas

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Family Friendly Events	Significant Person/Mother's Day Father's Day BBQ & Fishing	<i>Residents & their loved ones enjoyed a day of crafts and planting flowerpots to take home. Scheduled for June 13th for a child focus event with 24 children scheduled to attend.</i>
Dental Unit	The mobile dental unit was at OCC May 19 th through 22 nd . They saw several patients in the 3 days.	<i>Dental Unit will be available, but the concrete pad will need a month to dry properly. A schedule will be provided once informed. Continued dental transport to CBCC.</i>
EFV's	Requesting printed step-by-step instructions on how to use the television and XBOX.	<i>Instructions will be placed in both EFV units.</i>
Policy regarding attending a family wedding.	Is there a policy regarding escorted leave to a family wedding?	<i>Escorted Leaves and Furloughs Policy 420.110 does not cover an allowance for wedding attendance</i>
Light Therapy Lamps	Using light therapy lamps for seasonal affective disorder.	<i>It has only been used for psoriasis but there is no current protocol. The use of the lights has been on pause for now. Medical does not have a process for light therapy lamps for seasonal affective disorder. Light box therapy lamps are</i>

		<i>not allowed for purchase for I/I personal property.</i>
Incarcerated Banking- WA unclaimed cash.	Family has no way to deposit it. Can it go into his commissary account? Is there a fee taken from it for that?	<i>The check is made payable to the I/I. The only way for this check to be cashed is to have it mailed into the facility by the family member who holds the check. The check cannot be sent to us for an endorsement as I/I's are not allowed to have checks in their possession. The check would need to be sent here to OCC (it needs to have the I/I's DOC number written on it or it will be mailed back.... SUPER IMPORTANT.) The check would then be deposited into the I/I's spendable subaccount which is subject to mandatory deductions. There is no workaround for this. The check, as it is coming from an outside entity, cannot be deposited into an I/I's commissary, medical, education, or postage subaccount. It will only be deposited into the I/I's spendable subaccount.</i>

New business

Topic	Discussion/Key points	Next steps
Notary Services	Does OCC have notary services for the incarcerated?	<i>The Records Department can assist by individual kiting/sending a kiosk.</i>
Union Supply	Refunds, Other contact numbers. Is it possible to get different vendors?	<i>Union supply is a contract, and we (the facility) do not have any control over their refund processes much like Securus. We do not have the authority to approve vendors at the facility level. Union Supply is the vendor selected statewide from HQ. It was suggested that the incarcerated contact to request the refunds.</i>
Emergency planning	Are there plans for evacuations? Recently there was a tsunami warning.	<i>OCC does have detailed emergency and evacuation plans in place. These plans are part of restricted Department of</i>

		<i>Corrections policies and procedures, and for safety and security reasons, they are not shared externally. However, we recognize the importance of preparedness and communication. To ensure the incarcerated individuals are familiar with the evacuation process, we conduct internal evacuation drills on a quarterly basis. These drills help the population understand the internal procedures and how to respond in the event of an emergency. Should an actual evacuation become necessary, the internal procedures practiced would then lead to our external evacuation protocols. Thankfully, as far as tsunami's go, we are out to the tsunami danger zone as we are up over 800ft above sea level at OCC.</i>
Update on mobile dental unit	Is the mobile dental unit on schedule for OCC?	<i>Scheduled for later in August or early September. A dentist was recently hired for only the MDU (Mobile Dental Unit) Urgent/emergent dental issues to CBCC once a week between the scheduled MDU times. It is encouraged individuals are to kite medical if they are having dental issues.</i>
Incarcerated Individual Betterment Fund	FY25 Quarterly Budget Report July 2024-June 2025 attached	<i>Attachment</i>
Nominations & Elections	Per policy in October nominations and elections are to take place for Local Family: Co-Chair & Co-Secretary OCC also needs a Facility SFC Representative. Attached policy 530.155 Family Councils	<i>If anyone is interested in the listed roles for OCC LFC, please let Elena know. It would be nice if we had a family representative for the Statewide Family Council. They meet virtually on a Saturday opposite months of LFC.</i>
Vending Machines	Raising the allowable amount to spend on each person attending the visit to include residents	<i>It has been raised to \$30 each. Please note that the correction will be made in the visitor guidelines.</i>

Roundtable open discussion

Topic	Discussion/Key points	Next steps
<p>What's been happening and is in the works for OCC.</p>	<p>June: *Juneteenth Celebration, *Father's Day Fishing & BBQ & *Islamic Eid al-Adha Celebration</p> <p>July: *O-UT Program Incentive Field, *Reentry Planning Workshop.</p> <p>August: *Asian Pacific Islander Celebration was on the 1st. 15th *Family End Summer picnic 25 individuals have invited 75 approved visitors for a day of fun. The children will take a school backpack packed by their individual loved one residing at OCC. Those that are unable to attend backpacks will be mailed to the child. 23rd *Christian Motorcycle Club.</p> <p>September: *The Unbound Man presentation by Matthew Burton on 1st. *Reentry Planning Workshop on Wednesday's. Mexican/Central American Celebration 5th and POW WOW Celebration 19th</p>	

Next meeting location: Microsoft TEAMS Thursday Date: 10/2/25 Time: 1pm

Comments: Nancy Johnson has accepted to represent OCC at the virtual Statewide Council meetings. Next meeting is scheduled for Saturday, September 20th

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Distribution: **ORIGINAL** - Family Council Co-chairs

Olympic Corrections Center
Incarcerated Individual Betterment Fund (IIBF)
FY25 Quarterly Budget to Actual Report from July 2024 - June 2025 FM23



Account Code	Budget Category	Proposed Name - Programs/Events	Total Budget	Expenditures	Fee Recovery	Remaining Budget	Brief Description of Expenditures to Date
89130	F107	Visits Photo Program	2,200.00	2,079.16		120.84	New Camera; Ink and paper for photo printer
89130	¹ FF01	Family Friendly - Back To School Event	1,598.39	1,598.39		-	School supplies and backpacks, event food
89130	FF13	Family Friendly - Arts and Crafts Program	638.61	576.11		62.50	Fall event supplies and meal enhancements
89130	FF20	Family Friendly - Father's Day Event	825.00	769.55		55.45	
89130	FF40	Family Friendly - Lodging Assistance Program (LAP)	5,000.00	6,693.82		(1,693.82)	Lodging assistance processed by HQ
89130	FF42	Family Friendly - Mother's Day Event	307.00	278.93		28.07	
89130	FF61	Family Friendly - Spring Event	563.00	579.92		(16.92)	Event craft supplies
89130	FF69	Family Friendly - Winter Event	1,118.00	994.32		123.68	Childrens gifts and event craft supplies
89130	FF91	Family Friendly - Video Greeting	500.00	512.79		(12.79)	Video greeting postage; SD cards; Read-to-Me Supplies
89130	FF96	Family Friendly - Significant Person Day	600.00	580.47		19.53	Event supplies
89130	FF97	Family Friendly - Special Adult Day	600.00	590.05		9.95	Event craft supplies
89130	FPOP	Pop-Up Funding	6,039.00	5,843.62		195.38	Shipping for backpacks; Fall Afair decorations; Karaoke and Ice Cream Machine; Father's Day Fishing support and supplies
89110	CULT	IIBF Cultural	1,250.00	1,252.98		(2.98)	Activities and Event supplies
89110	EFVC	Facility EFV	4,500.00	1,083.40		3,416.60	Games, Replacement food coolers, and consumables
88160	² NR19	Recreation Program	1,460.00	4,952.48	(3,556.00)	63.52	Recreation Fees recovery; Weight machine repairs; Replacement Games & Consumable Supplies
88170	NR21	TV Rental Program	-	4,201.44	(12,334.84)	8,133.40	TV Rental Fees recovery; New Replacement TVs
88180	NR27	Living Units	500.00			500.00	
88190	NR30	Visit Room	650.00	521.88		128.12	Disposable plates and supplies
89170	³ OP03	TV Programming Services	-		(1,220.91)	1,220.91	
89110	SMUS	Music Equipment	2,000.00	2,126.98		(126.98)	Drums, stool, and guitar equipment/supplies; New Electric Guitar
89110	SCHI	IIBF Visit Room Special Project	45,130.45	28,777.31		16,353.14	Toddler activity sets, videogame systems, and concession equipment; Visit Room Enh materials
89110	SEFV	IIBF EFV Activities Special Project	481.34	542.45		(61.11)	Outdoor family games
89110	SLIB	IIBF Library Special Project	4,923.00	3,788.79		1,134.21	Variety of new books for both units
89110	SREC	IIBF Recreation Special Project	34,981.57	36,716.24	(1,974.99)	240.32	Strength training and therapy equipment, step machines, billiard tables, and treadmill
89110	SVIS	IIBF Visit Room Special Project	2,844.38	3,205.36		(360.98)	Commercial salad/sandwich refrigerated prep table and coffee maker
89110	SWAY	IIBF Washington Way Special Project	54,727.34	48,994.56		5,732.78	Outdoor folding event chairs, tables, tents, grill, and games for units
89110	SWEL	IIBF Wellness Special Project	5,116.56	5,711.73		(595.17)	Basketball hoops and equip., muscle therapy equip., and pickleball court package
Report Total			\$ 178,553.64	\$ 162,972.73	\$ (19,086.74)	\$ 34,667.65	

1. FF = Family Friendly

2. NR = Non-restricted

3. OP = Restricted Programming

Olympic Corrections Center
Incarcerated Individual Betterment Fund (IIBF)
FY25 Budget Narratives

Account Code	Budget Category	Programs/Events	Proposed FY25 Budget	Brief Description of Program Objective <i>At the beginning of each fiscal year, please ask the assigned program manager to provide a brief description of the funded programs and how they will provide a positive impact on the lives of the incarcerated individuals.</i>
89130	F107	FAMILY FRIENDLY- IIBF FREE PHOTO	2,200.00	In order to enhance the experience of visitation between incarcerated individual and their families and loved ones, the Visit Room Photo Program was suggested. This funding will be used to purchase the equipment for printing and taking photos for during the events and visitation time.
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,598.39	Positive impact on intergenerational incarceration by keeping parents engaged with children's school activities. Support non-incarcerated individuals by helping with cost of school supplies. Provide a backpack for each school-age child and grade appropriate school supplies.
89130	FF13	FAMILY FRIENDLY - ARTS & CRAFTS PROGRAM	638.61	Items used to enhance visitation between incarcerated individuals and the family members that visit.
89130	FF20	FAMILY FRIENDLY - FATHER'S DAY EVENT	825.00	Items used to enhance visitation between incarcerated individuals and the family members that visit. Includes games, refreshments, and Father's Day related activities such as fishing.
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE	5,000.00	The Lodging Assistance Program is funded locally as there was recognition that many individuals are housed in facilities with an increased distance from their families. As visiting opens, some families need to travel long distances to participate in in-person visiting.
89130	FF42	FAMILY FRIENDLY - MOTHER'S DAY	307.00	Celebrate Mother's Day by creating cards and mailing them out.
89130	FF61	FAMILY FRIENDLY - SPRING EVENT	563.00	Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Spring celebrations may include movie and/or game events.
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	1,425.00	Christmas crafts; bags; toys; wrapping supplies. Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Winter Traditional Holiday celebrations which may include winter movie or game events.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETINGS	500.00	I/I's record video greeting on DVD to send to Family Member. Up to 10 minutes in length: may read a book, poem, play music, sing, read a letter, etc. Known as Read to me Daddy at other facilities.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	600.00	Celebrate significant men and women and recognize Mother and Father's Day with Incarcerated Individuals, their children, and their parents or parent figure. Include a meal, crafts, and photo for visitors to take home and a photo for I/I to keep for the memory of support from loved ones.
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	600.00	Used to enhance the visitation between incarcerated individuals and their family members.
89130	FPOP	POPUP ALLOTMENTS	1,418.35	Monies used to support activities in the visit room for various holidays and events. These funds can be requested by the CPPC throughout the year as needed.
89110	CULT	IIBF CULTURAL	1,250.00	Used to provide cultural activities to share information about cultures which could involve activities like speakers, displays, and crafts
89110	EFVC	Facility EFV	4,500.00	EFV Consumable Supplies Annual Allocation - Used to improve the conditions of the EFV units.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,460.00	Soccerballs; volleyballs; recreation prizes; bumper plates; foam rollers; chalk; cornhole; flag football belts; footballs; rackets, nets, hoops, backboard, scale, board games, pickleball paddles
88170	NR21	TV RENTAL PROGRAM	0.00	Purchase TV's to be available for the TV rental program. The fees recovered, currently set at \$7 per month or \$15 per quarter, will be in addition to the initial allotment.
88180	NR27	UNIT ACTIVITY	500.00	Games and items to be used in the units
88190	NR30	VISITING ROOMS	650.00	Replace and update items used while family visits. This could include games, coloring books, crayons or game consoles.
89110	SMUS	MUSIC EQUIPMENT SPECIAL PROJECT	2,000.00	Replacement and new equipment including drum set and electric tuner as well as guitar strings.
89110	SCHI	IIBF VISIT ROOM SPECIAL PROJECT	45,130.45	Visit room enhancement toddler activity playsets, videogame systems, and concession equipment - for use with tweens and teens to bond with their parent. Requested by I/I residents and family members.
89110	SEFV	IIBF EFV SPECIAL PROJECT	481.34	New additional activities for family visits. Requested by I/I residents and family members.
89110	SLIB	IIBF LIBRARY SPECIAL PROJECT	4,923.00	Monies used to update the existing libraries in the living units with new reading material.
89110	SREC	IIBF RECREATION SPECIAL PROJECT	34,981.57	To be used by I/I for playing sports games like soccer and basketball such as new backboards, pool tables, and balls. Includes replacement and new workout, therapy, and strength training equipment. Requested by I/I residents.
89110	SVIS	IIBF VISIT ROOM SPECIAL PROJECT	2,844.38	New visit room equipment including a new Keurig and sandwich/salad prep table/refrigerator.
89110	SWAY	IIBF WASHINGTON WAY SPECIAL PROJECT	54,727.34	Replacement and new games for units and visits. New tables, tents, and equipment to hold more outdoor family activities while making use of more outdoor space. Additional seating for all outdoor areas for increased pro-social time. Requested by I/I residents.
89110	SWEL	IIBF WELLNESS SPECIAL PROJECT	5,116.56	To be used for additional wellness equipment including supplies for pickleball court, additional basketball hoop, and deep tissue massage therapy equipment to aid in injury recovery. Requested by I/I residents and families.
Report Total			174,239.99	