



## FAMILY COUNCIL MEETING AGENDA

Date/Time/Location: Saturday, August 9, 2025, 9:00 am  
Washington Correction Center (WCC)/Teleconference

Teleconference  
Details:

### MEETING ATTENDEES

Department  
Co-chair: Theresa Cohn, Correctional Program Manager

Department  
Secretary: Sharon Hagenlock, AA3 to CPM-RC

Members: Felicia Daniel – Family Co-Chair, VACANT - Family Co-Secretary  
Felix D'Allesandro – WCC Statewide Family Council Representative

Participants: Tony Kelly King, Carol Welch, Helen Russell, Josephine Jackson, Kristel Monte,  
Samantha Brown, Wendy Schindler, Jay Jackson, Michael Douglas, Jessica Caldwell

Family/Council  
secretary: Vacant

Facility secretary  
(LFCs only): Sharon Hagenlock (August Meeting  
covering)

### Welcome



### AGENDA

#### Old Business

Topic	Discussion/Key Points	Next Steps
<b>Action Items</b>		
Units	Did the men get cooling towels this year?	Yes, all of the TC unit individuals received the cooling towels in July and if more are needed, they have some to issue new arrivals
Visiting Room	DVD players in the VR? Have them been put out yet?	The DVRs and Headphones are in, but the adapters are back ordered for the headphones. The

		adapters arrive there are (3) players and several headphones available for check out during visiting and the movies are a check out process through the visiting Sergeant or staff.
Evergreen Vending	Lanyards for the vending machine cards. Has anyone heard back from Evergreen about obtaining lanyards for the tiny cards?	This was a suggestion from a visitor, but evergreen does not have any. At this time, they said they will update us if they locate any. However Assoc. Douglas purchased wrist lanyards for check out .

## New Business

Topic	Discussion/Key Points	Next Steps
IIBF		 <p>Copy of WCC IIBF REPORT - FY25 totals.</p>
Visiting-Outside Area/ Reimagine Project	The updating area includes a swing set and playhouse.	 <p>The install is still in progress we have to ensure we install per county guidelines for play area for safety. This includes the area surrounding the play set and play house the material we have to lay down.</p>
EFV	Update on how Extended Family Visit Trailer Renovations are coming along.	The maintenance that occurred in the EFV is completed as well as new paint and new couches, The EFVs opened on time and are operational.

EFV	Expanding EFV Visiting Dates	WCC will be adding (1) 24 hours visit to expand the program. This will begin in November as this is where scheduling is currently.
Facilities	Can we please get an update on the status of floor repairs for the rooms above the offices in the gym for the music room to be reinstated and get this program going again?	The floor of the old upstairs weight deck is condemned due to structural damage. A rough estimate for the repairs exceeds \$100,000. With budgetary concerns this repair will be added to capital programs.
Medical	Dental Hygienist Started on July 1st - Are they catching up on the backlog?	The Dental Hygienist rescinded her acceptance due to familial issues. The contract agency is still searching for another candidate
Medical	Why does it take so long to get too medical. Sometimes it takes 3 weeks. Is there a policy of how long DOC has to respond to Medical? What is that threshold and how do we ensure it's being met?	<p>DOC 610.040 states a physical examination will be completed within 14 days of admission.</p> <p>DOC 600.020; Patient-Paid Healthcare allows TC patients to pay out of pocket for dental care in the community. Per policy, I/I pay for all care including transportation cost.</p> <p>Patients are seen every 6 months for routine care unless something urgent arises. – There is no policy; KITE appointments are scheduled based off patient need. Same with procedures; depending on the priority determined by the Dentist will help identify an appointment date.</p>
Units	What will be done to help with the heat this year for the living units? There has been a proposal about plastic totes like what Pine Hall has done for storage, but nothing was ever said. Pine Hall has used these clear plastic totes for the cells (one for each I/I and those totes are marked for that specific cell, not as personal property) as a means of storage since cardboard boxes are no longer issued. Brown paper bags are not working. If one unit has done this to mitigate the cardboard box dilemma, why do the other units not follow suit? It was from a unit CUS	<p>There is a heat mitigation plan as normal as we discussed at the last meeting. This is something we address every year. We have misters in the yard; we are working on window mitigation for direct light with CI.</p> <p>The totes were not originally for medical which were denied. Medical items are on property if approved.</p>

	that Pine Hall was going to get rid of this, but after I/I talked to unit staff it was verified that this was not the case. Can the other units get storage totes and follow suit with pine as they have just as much shelving as does Cedar or Evergreen.	Pine Hall has a different schematic design in the cells than Evergreen Hall or Cedar Hall.
Units	Can we get an update on the Honor Pod situation? We're observing individuals with major infractions on those tiers, while others who haven't had a major infraction in years aren't being offered a move. This raises questions about the incentive of this pilot program. If individual space isn't available, wouldn't it be more cohesive to implement this at a unit level?	<p>Evergreen Hall and Cedar Hall are working on the moving of the incarcerated to the incentive areas on the unit.</p> <p>We do not have Pilot programs at WCC. We are working with an incarcerated Mentor program together. If someone gets a serious infraction it depends on the infraction to whether they are removed from the first occurrence. If it is a guilty of drug infraction they are removed. We are still working on the rules and incentives together with the incarcerated staff to ensure success and mentoring.</p>
Units	Has the shower cleanliness issue of the orange growth been resolved yet? There was discussion that HQ has a cleaner to mitigate the orange mildew growing in the showers.	Maintenance was called and the cleaning is being completed as normal. No concerns about the showers have come forward. This was addressed in March and when some porters were not completed the shower cleaning was required on one of the units. As of recently there have been no concerns. If a unit has maintenance reports, they submit them immediately.

Incentives	Any update to the Ice Cream Incentive program? Is it up and running? How is it working out so far?	We have had our second order of Ice-cream, and the incarcerated participating are liking it very much. It will continue to be an ongoing program.
Incentives	Status of the incentive garden	As reported, the garden is going well and those who are growing vegetables are doing good and their plots are beautiful, and they are enjoying participating this year.
DVD Recordings for Loved Ones	The recorded read a book DVD program when will this be occurring, please provide an update.	Previously it was due to lack of space and funding is not available yet to do this for the equipment necessary. That has been the reason why the program hasn't been running as expected, Joel reported he has currently secured a location to utilize and am currently working on getting it ready. We should be up and running and recording in a few weeks. Funds are still awaiting from HQ.
Tier Rep Meetings	<p>Are Local Family Commissions able to attend quarterly tier rep meetings?</p> <p>We would like to seriously consider and plan a weekday meeting so tier reps can attend. What are the next steps to make this happen for 2025? Can we book our October meeting as a during the week meeting please? For 2026 can we just proactively schedule maybe the January and July meetings to be mid-week (semi-annual basis) to Tier Reps can attend.</p>	<p>No, we don't have the local families attend, however at several of the LFC we have asked family members to let us know if they want to do a team's LFC during a weekday so we can have a Tier rep attend, there has been no response to attend previously to Jennifer or CPM Cohn. Now that Jennifer is gone, they would need to come to Sharon while she covers temporary until Jennifers position is filled.</p> <p>If we get family members letting us know ( currently the majority would like to do this by the responses and the day that works best, we will schedule but we need a response to set this up on a day that works those who want to do this. We have yet to get any number of responses.</p>

		<p>Counselors have to volunteer to work Overtime to attend on a Saturday to have a Tier rep present and though we routinely offer it they have declined. We are working on a day to get one present.</p> <p>We will set up a mentor meeting to let them introduce the incentive tier and mentor program and have a Tier rep come represent as well.</p>
Tier Rep meetings	<p>The Tier Rep minutes had a topic - "How do we get our voices heard for the funds being spent from the IBF? How do we get what we want and not what management picks for us to have?" - Given our goal is to best representative and advocate for the incarcerated, is there a process we can implement where they can submit requests to us, or we can attend their quarter tier rep meetings, or they can provide lists of ideas at each of their tier rep meetings and then it's pass over to us? Right now it feels like there is a gap between them, and the Local Family Counsel who are in place to try and represent their needs and interests.</p>	<p>Individual and family members submit ideas all the time for IBBF funds.</p> <p>WCC has always said at LFC if you have ideas to submit them. The information regarding the gap and being passed over is not accurate. We work with incarcerated all the time however sometimes immediate response is not possible the tier rep meeting minutes reflect the responses.</p>
Tier Reps	<p>Tier Reps attending LFC, if they can't attend can we get copies of the Tier Rep meeting Notes?</p>	<p>We provide the Tier rep minutes after the quarterly meetings now. We also provide the tier reps and post. Jennifer sent out the last quarters one since the original request to do so.</p>
Video Visits	<p>Can Cedar please get another privacy screen for video visits? There are two kiosks but only one privacy screen, which doesn't work when both machines have visits at the same time, leaving one person without privacy. Other units like Evergreen have two privacy screens. These are just the fabric fold-outs that go on the back of chairs.</p>	<p>The CUS has been asked to order a replacement screen . It should also be noted the individuals can blur the background as well. The previous screen was damaged and torn.</p>
Visiting	<p>Outside area for visiting - when will this be available given summer will be over quickly.</p>	<p>As reported above the outdoor area is in progress, we have to ensure it is withing county guidelines and inspections. Awaiting grounds</p>

		to be completed
Visiting	<p>The last few weekends I have been receiving emails and calls that people are being turned away from visiting and told to come back after 12:30pm due to a full visiting room. The families and population are asking that we look at rearranging the room a little bit to allow for more seating.</p> <p>Request:</p> <ul style="list-style-type: none"> <li>-Move the tables and ribbon that block the microwaves closer towards the microwaves to allow for more table space.</li> <li>-Add 2-person smaller tables to allow for the couples. 1 guest/1 incarcerated to occupy vs taking up a 4 person table.</li> <li>-Remove the flags in the back to allow for more room.</li> <li>-There seems to be a large uptick in R4 unit visitors. The request was to move them to another part of the room to not take away from the general population.</li> </ul>	<p>There will be no tables by the microwaves. We are trying to order some two-person tables to assist. CPM Cohn has a request for CI price check to order some 2 person tables,</p> <p>The visiting area is used for more than just visiting and the flags will remain in the visiting room.</p> <p>There is a process for a full visiting room and staff do their best to accommodate. We will look at arrangements for the tables in the areas currently to see if we can make more room.</p>
Visiting	Update On coffee Station	The final order for the coffee service is still with HQ budget for approval. \$15000 a year approx..
Visiting	Vending machine Price list	This was provided to the Visiting and the LFC by Jennifeer last month, it was to be posted in the VR and Evergreen said they would look into the discrepancies on the list reported by the Co-Chair found.
WCC Channel	Any update on the WCC Channel? It is the same 4 things being looped over and over again.	This is not the main channel, it is an analog process since the satellite is the main station. The movies are rotating per the new schedule when verified by maintenance.
Co- Secretary	If anyone is interested, please submit your name to fill in for consideration and vote by the LFC until the Official vote in October.	Please send a written note to CPM Cohn and Sharon Hagenlock so we can send

		it out for vote on email.
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### Round Table Open Discussion:

Topic	Discussion/Key Points	Next Steps
<b>Council Member Elections</b>	-Sit in as Co-Secretary – Josephine Johnson -Voting in October	-TEAMS meeting with Josephine Johnson, Felicia Daniel, Theresa Cohn, and Sharon Hagenlock -Share MEMO with the process for elections
<b>Tier Rep Attending LFC Meeting</b>	-Every other meeting held on a Friday (During the week 10-11 or 1-2; more DOC staff able to attend as well) -Tier Rep must have a Gate Card	-Provide feedback for weekday meeting by August 15th
<b>Peer Mentorship Program</b>	-Certified Peer Counseling (80hr. class) -Will be a paid position and mentors will have less restricted movement	
<b>EFV</b>	-Updates are completed -Notify Sgt. of Inspection Reports for any damages/issues	-Look into lowering the main room TV
<b>Visiting Time Addition</b>	-Starting in November – Sunday will be 24hr	
<b>DVD Recordings Video Games</b>	-Joel working on funding and purchasing supplies for dvd recordings -Ratings on movies and video games	
<b>Pine Hall Totes</b>	-Physical layout of housing does not allow space for totes	
<b>Pine Hall Ice Machine</b>	-Removed machine; Parts are on back order from manufacturer	
<b>Medical/Dental Appointments</b>	-Shorten the time for follow-up appointments with medical recommendations -WCC has a backfill Dentist position; Does not have a permanent Hygienist position. -Contracting agency provides available providers. -Mobile Dental Clinic is for camps – Does not provide services at WCC	-Send medical kites or email to Jessica Caldwell for issues/concerns regarding timely follow-up

Next Meeting

Date: October 11, 2025

CC

Location: WCC – PLPC1 or Microsoft Teams

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**Washington Correction Center (WCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY25 Monthly Budget to Actual Report: July 2024 thru June 2025 - FM24**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Expenditures	Fee Recovery	Remaining FY25 Budget	Brief Description of Expenditures to Date
88125	NR08	EXTENDED FAMILY VISITS	2,600.00	2,600.00		0.00	wood & supplies to build outdoor chairs, balance of funds used for recreation
88160	NR19	RECREATION EXPENDITURES / FEE RECOVERY (\$7 quarterly, per I/I)	6,845.00	16,612.27	(10,500.00)	732.73	vacuum cleaner for gym, cables for helios machines, basketballs, pinochle playing cards, credit for first vacuum(not recvd), board games, hygiene prizes, weight bars, replacement pads, return shipping charge, soccer net, running race clock, cable ties, zip ties, photo backdrop, backdrop stand, pool table triangles, more equipment, bearings, stickers, asst vegetable plants & seeds, safe pitch rubber horseshoes & landing pit, games, equipment, quilting supplies, sofas for EFVs, ice cream for incentive, replacement wire for equipment
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month, per I/I)	0.00	3,950.26	(4,333.73)	383.47	rental tv fees collected, monies used to cover incentive items (hygiene items, candy) costs, freezer for incentive ice cream, ice cream
88180	NR27	UNIT ACTIVITY	2,400.00	2,394.20		5.80	cooling towels, irons, microwave, incentive soda & snacks
88190	NR30	VISIT ROOM	4,845.00	3,805.37		1,039.63	new toys for toy chest, board games,potty training seats, air freshener, baby changing station sanitary liners, toys and supplies, jumbo wood building blocks, children's handyman workbench, PS4 controllers, LEGO sets, building blocks, card & board games, Pandasaurus card games, black light, retractable belts, audio splitters
89110	CULT	SPECIAL PROJECTS - RESTRICTED CULTURAL PROGRAM	7,295.00	1,540.28		5,754.72	décor, table covers, banners for multi culture event, food and meals
89110	EFVC	SPECIAL PROJECTS - EFV CONSUMABLES	4,500.00	4,567.67		(67.67)	DVD players, kitchen utensil sets, drinking cups, bedding and bath rug replacements, BBQ lighters, dish soap, shower chair, waterproof mattress protectors, mattress protectors, hand mixer, meat thermometers,cooking oil, alarm clocks, blu-ray/dvd player, cart, raman bowls, electric wok/skillet, can opener, waffle makers, BBQ grills, toilet training seats, dish soap, scrub sponges, oil spray, mop heads, cheese graters, can openers, meat thermometers, shower curtain liners, pizza cutter wheels, measuring cup sets, safe cut can opener, vacuum cleaners, construction toys for indoor/outdoor play, toaster, sink organizers, electric griddle, bed pillows, pizza baking pan, cake pans, sofas
89110	SREC	SPECIAL PROJECTS - RECREATION / YARD ENHANCEMENTS	67,150.00	77,593.23		(10,443.23)	outdoor cover for rec equipment, multi-gym
89110	SFAM	SPECIAL PROJECTS - FAMILY FRIENDLY SUPPLEMENTAL	7,900.00	7,044.69		855.31	outside tent for family events
89110	SCHI	SPECIAL PROJECTS - VISIT ROOM CHILDREN	32,580.00	13,656.57		18,923.43	interlocking antifatigue mat tiles, wood jungle gym, swing set, outdoor portable fence, concrete, electronics, books for children
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	3,750.00	3,653.63		96.37	backpacks and supplies to fill them, meals for event
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,500.00	1,460.39		39.61	tablecloths, décor, candy, gifts, plastic ware, table décor, food for event
89130	FF20	FAMILY FRIENDLY - FATHER/CHILDREN ACTIVITY	1,725.00	1,725.00		0.00	crafts, décor, giveaways, photos, pain, colored pencils, coffee percolators, childrens toys, balance transferred to pay for ice cream maker & mixes
89130	FF37	FAMILY FRIENDLY - MARRIAGE CLASS/SEMINAR	1,700.00	902.72		797.28	items to create a FF bulletin board in the VR, reimb instructor for shipping books for class
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	6,004.35		8,995.65	assitance issued by DOC HQ
89130	FF61	FAMILY FRIENDLY - SPRING FLING	1,462.00	(36.00)		1,498.00	reimb from clubs/groups for photo supplies used
89130	FF69	FAMILY FRIENDLY - WINTERFEST	2,325.00	2,216.07		108.93	toys, décor, gifts, food for event
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	0.00		500.00	
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	3,000.00	3,178.92		(178.92)	décor, crafts, gifts, meals, photo supplies for event photos, cutlery
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	1,065.00	1,077.48		(12.48)	light refreshments, white dress shirts, ties, games, décor, gift items
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	1,700.00	1,593.40		106.60	gifts, table décor, greeting cards, meals, camera mounting adapter
89130	F107	FAMILY FRIENDLY - VR FREE PHOTOS PROGRAM	3,400.00	3,124.39		275.61	photo paper, ink tanks, maint box, batteries, toner cartridges
89130	FPOP	POP UP FUNDS -	2,300.00	2,519.60		(219.60)	to cover overage of Fall Festival meals cost, purchase of ice cream maker, ice cream mixes, syrups and toppings
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 / mo per I/I)	0.00	0.00	(4,170.37)	(4,170.37)	cable tv fees collected
		Report Total	175,542.00	161,184.49	(19,004.10)	33,361.61	
			175,542.00	142,180.39		33,361.61	

**Washington Correction Center (WCC)**  
**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>
88125	NR08	EFV	2,600.00	This category is for monies generated by fee supported Extended Family Visit Program (EFV) and will be used to replace and update EFV items throughout the fiscal year to ensure the EFV's are clean and usable. These items could include furniture, pots and pans, mattresses, linens, towels, and kitchen supplies.
88160	NR19	Recreation / fee recovery (\$7 per qtr)	6,845.00	This category is for monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: ping pong tables, soccerballs and nets, basketballs, recreation prizes; pool table recoverings, gravel for running tracks, footballs, rackets, nets, and hoops.
88170	NR21	TV Rental program / fee recovery (\$3 per mo)	0.00	This category is for monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will be used to purchase TV's, when necessary to support the WCC TV Rental Program. The fees recovered, currently set at \$3 per month.
88180	NR27	Unit Activities	2,400.00	Monies provide items that are not required but improve the every day life of the individuals living in the unit and contribute to reducing idleness. Irons; microwaves; card and board games; NETFLIX movie subscription for Lower R units
88190	NR30	Visiting	4,845.00	Monies support consumable items provided in the visit rooms and are intended to support a positive visiting environment. This could include games, toys, coloring books, crayons or game consoles.
89110	CULT	SPECIAL PROJECTS - IIBF-restricted culture program	7,295.00	Monies allocated statewide to provide for cultural activities for the incarcerated population
89110	EFVC	SPECIAL PROJECTS - EFV consumable	4,500.00	Monies allocated statewide to provide for Extended Family Visits for the incarcerated population and their loved ones; consumable items.
89110	SFAM	SPECIAL PROJECTS - Family Friendly	7,900.00	Monies allocated for a large outdoor tent/canopy for outdoor FF events
89110	SREC	SPECIAL PROJECTS - Recreation	27,150.00	Monies allocated for yard enhancements
89110	SREC	SPECIAL PROJECTS - Recreation	40,000.00	Monies allocated for recreation equipment
89110	SCHI	SPECIAL PROJECTS - Visit Room Children	32,580.00	Monies allocated to provide enhanced area and activities for visiting children
89130	FF01	FAMILY FRIENDLY - Back to School	3,750.00	Monies used to support back to school events which positively impacts on intergenerational incarceration by keeping parents engaged with children's school activities, and helping with the costs of school supplies by providing a backpack for each school-age child and grade appropriate school supplies.
89130	FF12	FAMILY FRIENDLY - Fall Festival	1,500.00	Monies used to support the Fall event for families to participate in various seasonal activities to include food, crafting, and games.
89130	FF20	FAMILY FRIENDLY - Father/Daughter Dance	862.00	Monies used for special activities between father and daughter, meals, strengthened relationships, build confidence in children, etc
89130	FF20	FAMILY FRIENDLY - Father/Son family focus	863.00	Monies used for special activities between father and son, meals, strengthened relationships, build confidence in children, etc
89130	FF37	FAMILY FRIENDLY - Marriage Class/Seminar	1,700.00	Monies used for a workshop to strengthen and build family relationships
89130	FF40	FAMILY FRIENDLY - Lodging Assistance Program (LAP)	15,000.00	Monies allocated to the facility for the Lodging Assistance Program is designed to provide assistance to families that must travel extended distances to visit. This assistance encourages and supports in-person visitation.
89130	FF61	FAMILY FRIENDLY - Spring Fling	1,462.00	Monies used to support the spring fling event for families enhanced visiting experience to include painting, crafting, and food.
89130	FF69	FAMILY FRIENDLY - Winter Event	2,325.00	Monies used to support the winter event for families to participate in various 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 Program	500.00	Monies used to support recorded video greetings on DVD to send to family member(s). Individuals may read a book, poem, play music, sing, read a letter, etc. May be referred to as Read to me Daddy Program but is designed for any family member.
89130	FF95	FAMILY FRIENDLY - Summer bbq	3,000.00	Monies used to support the summer BBQ event providing an opportunity for families to socialize and connect with food and games.
89130	FF96	FAMILY FRIENDLY - Significant Person day	1,065.00	Monies used to support an event to recognize significant persons in the incarcerated individual's life. May include recognizing Mothers/Fathers Day. Expenditures may include include a meal, crafts, and photo for participants to have a memory of the event
89130	FF97	FAMILY FRIENDLY - Special Adult day	1,700.00	Monies used to support a special visitation day for adults and their incarcerated loved ones.
89130	F107	FAMILY FRIENDLY - VR Free Photo Program	3,400.00	Monies used to support 2 free photos to family members during visitation
89130	FPOP	POP UP FUNDS -	2,300.00	Monies used to supplement FF event spending -- meals for Fall Festival event / ice cream machine & mixes
89170	OP03	CABLE TV fee recovery (\$0.50 per mo)	0.00	Monies collected monthly to offset the cost of cable tv in the units
Report Total			175,542.00	