

FAMILY COUNCIL MEETING MINUTES

Location: WCCW Microsoft Teams Date: 02/10/2025 Time: 1630

Teleconference details: 1-253-372-2181 Meeting ID: 281 394 149 597 Passcode:ox67zv36

MEETING ATTENDEES

Arminda Miller Jason Rice
Department/facility co-chair Family co-chair

Melissa Johnson Janet Moriarty
Facility/council secretary Family secretary, if applicable

Members present: AA2 Chavira, Kari Figueira, Sonja Alley, Jeff Rio, Arminda Miller, Jason Rice, Janet Moriarty, Sgt Haynes, Linda Ineman

Non-council member attendees: Alondra Garcia-Garcia, Callie LeTiller

AGENDA

Old business

Topic	Discussion/Key points	Next steps
WPD Plans Update for Upcoming year <ul style="list-style-type: none"> Numbers & separating policies Update on the Women's Division 	<ul style="list-style-type: none"> Women's Prison Division (WPD)-given the 900 series. Policies will not be duplicated and put in the 900 series. It will be selected policies that are specific or that the WPD feel are policies needed for the women's division. Where we likely will not see our own policy is something in the 400 series that is more focused on security. Supt Miller anticipates a lot of the 400 series won't necessarily come in to just the WPD, but we'll look at those policies and inform on gender responsive and trauma informed language. Ms. Susie Levell will be working on policies that welcome people back out into the community. Will have to go case by case for those that do not fit in the size bras that will be carried at major facilities. 	

Topic	Discussion/Key points	Next steps
Introduction of Superintendent Arminda Miller	<ul style="list-style-type: none"> • Current Interim Superintendent at WCCW. Unsure of the duration. • 26 going on 27 years with the department of corrections. • Started out in the men's division, transitioned to various jobs throughout the agency. Came into the women's division in 2014 	<ol style="list-style-type: none"> 1. Once Supt Miller knows how long she'll be here she will let others know.
Tier Rep Time 10 Minutes Alondra Garcia-Garcia Callie Letiller	IIBF Fund wish list <ul style="list-style-type: none"> • MSU had a submitted a wish list but have only seen games and puzzles. • Facilities Manager Holter had ordered FM transmitters so people can listen to the TV via earbuds on their tablets. • CPM Alley discussed MSU HOA identifying the industrial sinks located in each pod and used by everyone are in bad condition. • MSU HOA looking at microwaves next and stations were everybody can prepare meals. • Looked at each room: raising or removing cork boards, hang pictures to make rooms look more uniformed and neater. Looked into additional hooks for the rooms as that was an agenda item on the HOA. • HOA meets within units on the 2nd and 4th week to discuss needs and wants of the unit. • K Unit IIBF fund confusion with the 	<ol style="list-style-type: none"> 1. Able to secure funding for new industrial style stainless steel sinks to be installed within the upcoming couple of weeks. 2. Microwaves and improvements on meal prepping areas 3. Coffee & muffins in stead of pizza for the winner of the decorating contest. Winner was K Unit. 4. Leadership is aware of the problem and will be looking closer at the jobs and those getting infracted or moved to Seg. As well as those that are signing in and not actually working. 5. More incentive fundraisers will take place. Looking into a craft incentive fundraiser. Receive a bag with items to make a craft and send home. 6. Captain to speak with Lt's and staff that individuals can go from program to clinic and back to program.

	<p>moving of CUS Afalava to MSU and CUS Simons going to K Unit this did not get done. Wondering where they are in the process. How can they submit or resubmit theirs. Wanting hooks and storage for their units.</p> <ul style="list-style-type: none"> • Linda: MSC wanted a hotdog machine and snow cone machine. Request for storage (plastic storage • Pizza party for the whole institution for Christmas decorating contest. • Those going to Seg and keeping their jobs or those that sign in but do nothing and get paid for that. • Will the facility be doing more incentive fundraisers for those that have been infraction free for a year or more. • Clinic movement and missing program due to the having to wait until regular movement is called. Can't move from one program to another without returning to living unit first. Will still implement. • Count not clearing and interfering with visit time. Do other facilities do out count. Or a reservation process for visit. Per Supt Miller reservations can be complicated as it would need to be statewide not just a specific facility. Per Captain there are a lot of out counts during the 3rd shift counts. Working on making sure everyone is accounted for and 	<p>7. Currently looking at the OM for donations. Should see an update come out soon.</p>
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	<p>making sure numbers are correct. Will continue to work on trying to get count cleared timely but there will be times when things will happen so count may not be able to clear on time.</p> <ul style="list-style-type: none"> • If a unit count clears, can that unit or those persons be escorted to visit. Per Captain that isn't a possibility because if numbers don't match then recount will need to take place again. • Donation from families. Previously were able to have families donate things like puzzles, toothpaste, etc during covid. CUS Simons was able to get toothpaste for an art thing however, no clear communication on if I/I's can have donations. Can families give to the facility for units especially if there are no IIBF funds in the near future. Per Supt Miller. IIBF is governed by law and spending of IIBF is also governed by a committee not just DOC employees. Have not heard of IIBF going away as funds are generated through things like vending machine sales. • Conversation about IIBF because of legislation that keeps popping up. Conversations about free phone calls and video visits are circulating in the community inside WCCW. About 90% of IIBF funds come from that revenue. 	
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	<ul style="list-style-type: none"> FCC the body that governs the money coming in through phone calls and video visits made a ruling that we could not receive the revenue. Money I/I's paid for calls or their family paid was used specifically for incarcerated individuals. FCC made the ruling er can't collect the revenue on that anymore. CPPC programming will that be affected by the decrease in the IIBF fund? Not sure. We have a whole family services division who support and see the value you in things such as Girl Scouts, significant other day, back to school, etc. 	
Bra Updates Myndi Miller	Update: tail end of the bra pilot. Moving into something more permanent. <ul style="list-style-type: none"> CIS gendered and transgender women were both consulted on new higher quality bras in comparison to what they previously offered Colors to include mocha and beige Each major facility is expected to have a large inventory of bras on site available to staff. Waiting on shipments to be received at facilities and those options will be a part of the state issued property. 	1. Drafted memos to be finalized and sent out. (no specific eta)
MSU Update Captain Rio 15 minutes <ul style="list-style-type: none"> Covered are for Suboxone 	<ul style="list-style-type: none"> Months ago, medical team identified issues with how long it takes to complete MSU moudline. Discussion about adding 	

<ul style="list-style-type: none"> Effect on yard time 	a second window and medical would staff it with an additional person to cut back on the time it takes and having people out in the elements.	
IIBF Linda Ineman	*See above as it tied in with Tier rep questions and conversations.	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Food	Food has improved and new FS is doing great. Boxed stuff has been expired in MSU/all units, k unit. Freshly prepared food is great.	Hall to follow up on expired food offered at mainline.
Geese	Geese poop everywhere and it is tracking in facility. The geese flew back after they were removed. Chase people.	

Next meeting location: WCCW Microsoft Teams Date: 04/21/2025 Time: 1630

Comments: _____

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

Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)

FY25 Budget Narratives

Account Code	Budget Category	Programs/Events	FY25 Budget	Brief Description of Program Objective
88160	NR03	CRAFT SUPPLY	400.00	Monies generated by fee supported craft programs and will be used to support craft activities. Items include, but are not limited to: crochet, knitting, quilting, sewing, painting
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,190.00	Monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: recreation prizes; board games, puzzles, exercise bands, pickleball paddles.
88170	NR24	TV RENTAL PROGRAM	0.00	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 TVs, when necessary to support the WCCW TV Rental Program.
88180	NR27	UNIT ACTIVITY	5,300.00	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; board games; holiday decorations; etc.
88190	NR30	VISITING ROOMS	300.00	Monies to support consumable items provide in the visit rooms and are intended to support a positive visiting environment. Items may include: games, coloring books, crayons or toys.
89110	CULT	IIBF SPECIAL PROJECTS - CULTURAL	3,220.00	Monies provided in addition to the approved budget to support cultural activities at the facility
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	Monies provided in addition to the approved budget to purchase replacement items for the EFV's to include consumables such as linens, silverware, plates, dvds
89110	SBAG	IIBF SPECIAL PROJECTS - HOLIDAY BAGS	13,000.00	Monies provided in addition to the approved budget to purchase holiday bags for the population
89110	SCAB	IIBF SPECIAL PROJECTS - CABLE INFRASTRUCTURE	13,155.00	Monies provided in addition to the approved budget to purchase items for the infrastructure improvements to the cable tv system
89110	SLIB	IIBF SPECIAL PROJECTS - LIBRARY	1,622.00	Monies provided in addition to the approved budget to purchase items for the Angel network to include book glue, small shelf, rolling cart
89110	SOTH	IIBF SPECIAL PROJECTS - OTHER	23,645.00	Monies provided in addition to the approved budget to purchase furniture for TEC to include ottomans, chairs, outdoor seating, pedestal tables
89110	SREC	IIBF SPECIAL PROJECTS - RECREATION	12,653.00	Monies provided in addition to the approved budget to purchase a replacement PA system for events and classes, oversized chess set for outdoors
89110	SUNI	IIBF SPECIAL PROJECTS - UNIT	4,572.00	Monies provided in addition to the approved budget to purchase TV's for the TEC group room, wall décor, sensory supplies, video game systems for the units, snow cone machine, hot dog cookers for incentives, games for reception
89110	SWAY	IIBF SPECIAL PROJECTS - WASHINGTON WAY	10,759.00	Monies provided in addition to the approved budget to purchase a large towable grill to provide barbeques for events and incentives
89110	SWEL	IIBF SPECIAL PROJECTS - WELLNESS	12,648.00	Monies provided in addition to the approved budget to purchase incentive items for violence reduction, outdoor seating for the Therapeutic gardens and a gazebo for the MSC campus
89130	F104	FAMILY FRIENDLY - VISITING ROOM ACTIVITIES	2,000.00	Monies provided for activities in the visit room to include monthly birthday celebrations and crafts
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,800.00	Monies to support an event which focuses on sharing time with loved ones designed to gather with your significant other or an adult visitor that has been a major support to the Incarcerated Individual throughout their life. Activities may include, a photo booth, games, and refreshments.
89130	FF107	FAMILY FRIENDLY - IIBF FREE PHOTO	3,400.00	Monies to support free photo's in the visit room for family members and friends
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	Monies to support back to school events which positively impacts 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 FAMILY EVE	2,363.00	Monies to support a day for the incarcerated individuals to gather with adults who support them and visit over a Fall meal.
89130	FF15	FAMILY FRIENDLY - FAMILY FOCUS	1,750.00	Monies allocated to support bi-monthly activities in the visit room.
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	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	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	Monies to support two events to accomodate both mothers with children and women with only adult support. The event reinforces the importance of a positive female role model and supports relationship building and continued communication between the family and the incarcerated. Events will include a crafting and planting session, outdoor and indoor games and a meal. Each session will also provide flowers for the mothers.
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	Monies used to support the winter event for families to participate in various seasonal activities, to include crafts, decorations, gift exchange, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	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 the as Read to me Mommy Program but is designed for any family member.
89130	FPOP	POP UP ALLOCATION	0.00	Monies allocated as requested and approved to provide funding to support additional activities at the facility.
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	4,343.00	Monies allocated statewide to provide cable TV programming to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services.
Report Total			139,207.00	

Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)

FY25 Quarterly Budget to Actual Report from July to June 2025 - FM18

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY25 Budget	Expenditures	Fee Recovery	Remaining FY25 Budget	Brief Description of Expenditures to Date
88160	NR03	CRAFT SUPPLY	400.00	427.68	(112.00)	84.32	Watercolor pad for class, paint brushes, paint
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,190.00	1,901.55	(728.00)	16.45	Replacement adapter for gym equipment, hygiene items and snacks for prizes for bingo, makeup , toothpaste, tooth brush, candy, crackers, cookies, photo paper, ink, pull up dip station, basketball cart, softballs, bands, medicine ball rack, tally counters, hygiene and snack items, volleyballs, bingo posterboard, badminton set
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(451.93)	451.93	Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY		3,560.54		1,739.46	Popcorn, gatorade, cookies, pickleball sets, ice cream, crayola paint, ramen, body wash, candy, paint, card games, seat pads, games, toothpaste, hair clips and lip balms, wrapping paper, candy canes, apple cider mix, snowflake ornaments, snowflake hanging decorations, wrapping paper, shatterproof ornaments, washable paint, paint brushes, mesh ribbon, unfinished wooden christmas ornaments, christmas tapestry, led christmas lights, window clings, tempera paint, foam paint brushes, stencils, white kraft paper, tape, glue sticks, disposable cups, wrapping paper, pocket planners, christmas DVD's, popcorn, yoga block, ab roller, soap, candy, tempera paint, coffee, muffins, creamer, popcorn
88190	NR30	VISITING ROOMS	300.00	515.54		(215.54)	Crayons, pencil sharpeners, color pencils, dining benches, backdrip stands, backdrops
89110	CULT	IIBF SPECIAL PROJECTS - CULTURAL	3,220.00	2,340.11		879.89	Leis, cookies, keyrings, hawaiian shaved ice syrup, pizza, soda, guacamole, tacos, kahlua pork, chicken katsu
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	814.46		1,435.54	Screen, door mats, dishwashing liquid, hair dryers, mattresses
89110	SBAG	HOLIDAY BAGS	13,000.00	0.00		13,000.00	
89110	SCAB	CABLE INFRASTRUCTURE	13,155.00	0.00		13,155.00	
89110	SLIB	FY25 IIBF LIBRA	1,622.00	0.00		1,622.00	
89110	SOTH	FY25 IIBF OTHER	23,645.00	1,237.75		22,407.25	Tables for TEC
89110	SREC	FY25 IIBF RECRE	12,653.00	0.00		12,653.00	
89110	SUNI	FY25 IIBF UNIT	4,572.00	899.35		3,672.65	Classic gaming systems plug and play
89110	SWAY	FY25 IIBF WASHI	10,759.00	0.00		10,759.00	

89110	SWEL	FY25 IIBF WELLN	12,648.00	0.00		12,648.00	
89130	F104	FAMILY FRIENDLY - VISITING ROOM ACTIVITIES	2,000.00	1,127.65		872.35	Cupcakes, markers, glue sticks, tissues, tape, craft sticks, cups, card games, pumpkins and paint sets, bins, craft eyes, washi tapes, foam stickers, cotton candy floss sugar, hard fans, and paper cutouts, plastic bottles, puzzles and scrabble dictionary, marker, glue stick, art tissue, tape, wood craft sticks, plastic cups
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,800.00	0.00		1,800.00	
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	3,400.00	3,284.06		115.94	Photo paper, ink and printer
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	1,343.31		1,331.69	Flameless candles, name tags, banners, photo booth props, sorting hat, air dry clay, paint brushes, balloons, garland, backdrops, wizard robe, wizard glasses, centerpieces, carbiner d ring, popcorn, witch hats
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVE	2,363.00	2,041.74		321.26	Colored paper, parchment paper, crayon, markers, melting wafers, candy, cardstock, backdrops, pumpkins, ribbons, trims, wreat, paper pads, garlands, popcorn oil, popcorn, balloons, cupcake stand and streamers
89130	FF15	FAMILY FRIENDLY - FAMILY FOCUS	1,750.00	0.00		1,750.00	
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	817.26		9,182.74	Hotel Vouchers
89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	0.00		2,212.00	
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	2,584.80		865.20	Spider man building toy, artist stationary, popcorn, beanies and gloves, Garbage Truck Toy, Brick Box Building Toy Set, Scratch Art Notes, Moon Night Light, Secret Discovery - Money and Gift Card Holder, Dreamers Become Doers Journaling Set, Sunset Lamp Projector, Coloring Books, THINKABLE Kids notebook pack, Glitter Gel Pens, THEMEROL Stocking Stuffers, UPROMI Teen bracelets, Photo Clips String Light, Memory and Brain Game, Christmas Fireplace Backdrop, and coffee, Ciders, Icings, Cocoas, Sprinkles, Bags. led christmas lights, football, volleyball, sports toy, frisbee, baseball mitt, ball, stationary, mondo llama, my look set, ILY set, play monster, picadilly, activity book, laugh and learn, v tech toy, franklin sport, tea set, littly tikes, funko figures, rubiks, nerf toys, robo alive, giggle scape, hockey sticks, terra craft set, edu insights, chuckle roar, koosh set, FAO schwartz kids purse, blocks, lego camera, lego animal, baby alive, FAO Schwartz make up kit, science kts, squishmallow, baby alive, simon says
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00	0.00		500.00	
89130	FPOP	POP-UP ALLOTMENT	0.00	0.00		0.00	
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	4,343.00	5,863.82		(1,520.82)	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	139,207.00	28,759.62	(1,291.93)	111,739.31	