

FAMILY COUNCIL MEETING MINUTES

Location: WCCW Microsoft Teams Date: 05/05/2025 Time: 1630

Teleconference details: +1 253-372-2181,,60581464# Meeting ID: 249 536 727 845

Passcode: WB2PW3XJ

MEETING ATTENDEES

<u>Bill Swain</u>	<u>Jason Rice</u>
Department/facility co-chair	Family co-chair
<u>Melissa Johnson</u>	<u>Janet Moriarty</u>
Facility/council secretary	Family secretary, if applicable

Members present: Janet Moriarty, Jo Wofford, Melissa Johnson, Candice Boughman, Stefanie Olson, Kari Figueira, Paul Gillespie, Jerry Holter; Bill Swain, Greg Mansfield, Andrew Clark, Maria Hall

Non-council member attendees: _____

AGENDA

Old business

Topic	Discussion/Key points	Next steps
WPD Plans Update for Upcoming year Jo Wofford	Superintendent Swain and Jo Wofford discussed the closure of Mission Creek. The closure will be a 'warm closure', meaning the facility will be maintained for possible future use. The current population at Mission Creek is small, and WCCW has ample space to accommodate those being transferred. The transition will be carried out gradually, a few individuals at a time, to minimize disruption. Armenda Miller is leading the transition as Incident Commander. Jo Wofford emphasized the importance of ensuring individuals are placed in units that offer similar programming and opportunities as Mission Creek to retain the sense of community many residents value. DCYF has visited the site but has not made a final decision on repurposing the facility.	Next Steps: Planning and coordination led by Armenda Miller, preserve atmosphere valued by residents.

New business

Topic	Discussion/Key points	Next steps
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<p>Introduction of Superintendent Bill Swain</p>	<ul style="list-style-type: none"> • Melissa welcomed attendees and introduced Superintendent Bill Swain, returning to WCCW after previously serving as Associate Superintendent (2019–2021) and Superintendent at Mission Creek. • Superintendent Swain briefly shared his background and intention to support WCCW through upcoming transitions. 	
<p>IIBF Linda Ineman</p>	<ul style="list-style-type: none"> • Linda Ineman provided a draft budget which was shared in the meeting chat. Jo Wofford clarified that while plans for Mission Creek are moving forward, the Governor has not yet signed the final budget. The group expressed disappointment that the Sage Unit funding was removed. Jo explained the project had made it through pre-design but was ultimately cut due to broader budget constraints. Plans are in place to reintroduce the request during the next biennium. In the interim, staff are exploring ways to support aging and mobility-challenged residents using existing space, with success noted in J Unit and with the Hope Team. <div data-bbox="662 1604 727 1667" data-label="Image"> </div> <p data-bbox="597 1675 792 1738">WCCW IIBF Budget FY25 FM...</p>	<p>Next Steps: Creative programming solutions for aging populations, continue Hope Team support.</p>
<p>Washington Way Program Update</p>	<ul style="list-style-type: none"> • ASP Kari Figueira and Jo Wofford discussed the progress of the Washington Way initiative, which focuses 	<p>Next Steps: End-of-month change agent meeting, continued training and staff engagement.</p>

	<p>on culture change and more authentic staff-resident engagement. Currently, approximately 50 staff members serve as change agents. A key success is the Mobile Activity Team, made up of 3 officers and 1 sergeant, which supports residents in segregation or at high risk of placement there.</p> <ul style="list-style-type: none"> • Kari reported that while there have been natural lulls due to staffing transitions, the program remains active and is gaining momentum. A major training event is scheduled for the end of the month to reenergize the change agents. • Jo emphasized the importance of staff training to shift long-standing beliefs and foster trauma-informed, relationship-based corrections practices. Funding for the Washington Way has been renewed. 	
<p>Facility Climate and Air Conditioning</p>	<ul style="list-style-type: none"> • Facility's Manager Jerry Holter provided an update on the long-awaited air conditioning project. J, K, L, and C Units ('on the hill') are in the design and planning phase for AC installation. Due to project scope and resource needs, the installation is unlikely to be completed before the end of summer 2025. In the meantime, WCCW will continue to provide relief during heatwaves via misting stations, increased fan distribution, and water access. Superintendent Swain acknowledged the urgency of the project and confirmed it remains a top facility priority. 	<p>Next Steps: Use misting stations and fans throughout the facility and continue planning.</p>

<p>Bra Pilot Program & Commissary Updates</p>	<ul style="list-style-type: none"> • ASO Hall reported the bra pilot program concluded with Bali and ShapRemint selected as the most preferred by participants. CI is now in the process of securing vendors to source the bras statewide. The roll-out will be phased, allowing women to receive a few of the new bras alongside existing inventory to maintain fiscal responsibility. • In addition, new ethnic haircare products, specifically selected by incarcerated women of color, have been added to the commissary catalog. Staff are continuing to explore ways to expand hygiene options in Union Supply property packages. 	<p>Next steps: following up with union supply property options and finalize bra rollout.</p>
<p>WCCW Events</p>	<p>Pride Event Planning</p> <ul style="list-style-type: none"> • ASP Figueira announced that the next Pride event is scheduled for June 11, 2025. While this year's celebration will be smaller due to limited funding, WCCW will still create a festive atmosphere with activities such as 'Chalk the Walk', where participants can draw inclusive and positive messages on facility sidewalks. The event aims to foster unity and visibility for LGBTQIA+ individuals. <p>Mother's Day Celebration and Salad Bar Launch</p> <ul style="list-style-type: none"> • ASO Hall announced that in celebration of Mother's Day on May 11, the population will receive a special meal including BBQ thigh chicken, macaroni salad, JoJo potatoes, and—most notably—access to the newly launched salad bar featuring a 50/50 mix of spring greens 	

	<p>and iceberg lettuce. This marks the first use of the salad bar at WCCW. In addition, a separate Mother's Day event is planned for May 16–17, offering more engagement opportunities. Staff hope to gather feedback to improve future meals and enhance program offerings for holidays.</p>	
<p>Visiting Vending Machines</p>	<ul style="list-style-type: none"> Concerns were raised about the poor quality and nutritional content of vending machine items in the visiting room. Janet and Stephanie noted the decline in quality, especially compared to previous vendors. Superintendent Swain acknowledged the feedback and shared that he would investigate options, including the potential to contract with Avanti Markets, a vendor praised for better selection and quality at other DOC sites. 	
<ul style="list-style-type: none"> Open Forum and Community Dialogue 	<ul style="list-style-type: none"> Candace requested continued updates on health and wellness initiatives and praised the facility's commitment to inclusive programming. Other community members voiced concerns about commissary limitations, food quality, and vending. Stephanie provided positive feedback about improvements in the general food service since returning to WCCW. ASO Hall confirmed sourcing for new bras and ethnic hygiene products is underway. Attendees expressed appreciation for 	

	facility transparency and responsiveness.	
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Roundtable open discussion

Topic	Discussion/Key points	Next steps
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Next meeting location: WCCW Microsoft Teams Date: 06/16/2025 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	0.00	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	126,052.00	

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

FY25 Quarterly Budget to Actual Report from July to June 2025 - FM21

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	(224.00)	196.32	Watercolor pad for class, paint brushes, paint
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,190.00	2,404.22	(1,274.00)	59.78	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, batteries, prizes for bingo soaps, toothpastes, cookies, candies, soups
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(720.67)	720.67	Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY	5,300.00	3,867.18		1,432.82	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, ab roller wheels
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	1,060.42		1,189.58	Screen, door mats, dishwashing liquid, hair dryers, mattresses, dishwashing liquid
89110	SBAG	HOLIDAY BAGS	13,000.00	0.00		13,000.00	
89110	SCAB	CABLE INFRASTRUCTURE	0.00	0.00		0.00	
89110	SLIB	FY25 IIBF LIBRA	1,622.00	437.59		1,184.41	Utility Cart, storage totes
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	1,843.10		10,809.90	Large Chess Outdoor Chess set
89110	SUNI	FY25 IIBF UNIT	4,572.00	1,936.02		2,635.98	Classic gaming systems plug and play, snow cone machine

89110	SWAY	FY25 IIBF WASHI	10,759.00	10,759.19		(0.19)	Large grill for events
89110	SWEL	FY25 IIBF WELLN	12,648.00	0.00		12,648.00	
89130	F104	FAMILY FRIENDLY - VISITING ROOM ACTIVITIES	2,000.00	1,325.56		674.44	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, cupcakes
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,800.00	985.54		814.46	Stick flag, milk chocolate melting wafers, candy melts, red green and white party decorations, red and green foil fringe backdrop, Italy vintage postcards, Italian flags table runners, mini roman pillar greek columns, red and gold balloons, italian phot booth props, Italy backdrop, coffee creamer, photo paper
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	1,206.45		8,793.55	Hotel Vouchers
89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	213.55		1,998.45	Variety pack snacks, paint brushes, paints, paper roll and photo paper
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	5,095.87		(752.87)	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	126,052.00	44,909.68	(2,218.67)	83,360.99	