



# FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 6/7/2025 Time: 8:30-10:00

Teleconference details: MS Teams Meeting – Local Family Council

**/Meeting Attendees**

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, Denise Smith, Carol Bell

Non-council member attendees: Bradley Bowman, Associate Superintendent; Rob Jackson, Superintendent, Irish Clark, Correctional Program Manager; Ann Adams, Correctional Unit Manager; Visiting Unit Sergeant Chase Harvey, Theresa Vanderbeck, CPPC; Christopher Mequet, Health Services Manager; Jordan Kisling CRT, Scribe

**Agenda**

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Brad Bowman)	Introduction of facility members in attendance. Agenda Management: Brad Bowman & Lisa Mundahl – Meeting rules and objectives Timekeeper:	
CPPC Report Action items Theresa Vanderbeck	Theresa Vanderbeck:  Upcoming Family Friendly Events: <ul style="list-style-type: none"> <li>• August 23 – Backpack back to school event</li> <li>• This event is for Victor and William units</li> <li>• For those within a certain age range for children of the incarcerated.</li> </ul> Volunteers: <ul style="list-style-type: none"> <li>• March – 105 volunteers, gave a total of 694.29 hours               <ul style="list-style-type: none"> <li>○ Non-religious services: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society, Star Project – 321.72 hours.</li> <li>○ Religious service: 372.57 hours</li> <li>○ 5 new volunteers completed orientation in March</li> <li>○ 184 registered volunteers in March</li> </ul> </li> <li>• April – 106 volunteers, gave a total of 785.35 hours               <ul style="list-style-type: none"> <li>○ Non-Religious: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society, Star Project - 324.88 hours,</li> <li>○ Religious Services: 460.47 hours</li> <li>○ 6 volunteers completed orientation in April</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ 185 registered volunteers in April</li> </ul> <p>May numbers are not ready yet, they are still being calculated.</p> <p>Juneteenth celebrations – are they being held.</p> <p>Harvey – will talk about the dates and events during his Visiting information section.</p>	
<p>Statewide Family Council Updates LFC State Chair Andrea Shotwell</p>	<p>SFC Meeting was held May 17, 2025</p> <p>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>○ Statewide family council meeting minutes have not been uploaded on the site yet</li> </ul> <p>Andrea:</p> <ul style="list-style-type: none"> <li>● She got to talk about what WSP is doing with the visiting unit and improvements made there.</li> <li>● Talked about what WSP is doing with Whitman College.</li> <li>● They are talking about going to in person meetings, like once every six months one on the East, one on the west, with the option for team’s meetings continuing.</li> <li>● Talked about Securus tablet issues, some facilities are looking to switch them out.</li> <li>● Tablets they are looking into them being able to have a print capability.</li> <li>● Three re-entry facilities that are being closed due to the funding short falls this year.</li> </ul>	
<p>Incarcerated Individual Betterment Fund Budget Overview</p>	<p>WSP Local Business Manager David Anderson:</p> <p>Brad – We are moving to the end of our fiscal year. They are trying to finish bringing in items from the budget that have been purchased before the end of the fiscal year.</p>	
<p>Visiting Update (Visiting Sgt. Harvey)</p>	<p>Sgt. Harvey –</p> <ul style="list-style-type: none"> <li>● Our facility had 1590 visitors in May, many of these visitors were those coming in for events.</li> <li>● May – quad 1 (Delta, Echo) and quad 2 (Fox, Golf) had Hispanic events, medium units (Victor, William) also had Hispanic events.</li> <li>● Muslim events – Eid al-Fire feast held for several areas this last week.</li> <li>● Juneteenth events will be held in East Complex on June 11<sup>th</sup>, Delta and Echo on June 17<sup>th</sup>, Victor and William June 18<sup>th</sup>, Fox and Golf on June 20<sup>th</sup>, and Baker, Adams, Rainier on 24<sup>th</sup>.</li> <li>● During the last event, WSP visiting staff stopped \$150,000 worth of contraband coming into the facility. A minor</li> </ul>	

	<p>nephew of an incarcerated individual tried to bring in 1000 suboxone strips during the event.</p> <ul style="list-style-type: none"> <li>• In these situations, we try not to make issues in the front end of visiting the event is not spoiled for those visiting but it is still something that needs to be known that is happening.</li> <li>• EFV's (Extended Family Visit) are being updated, with new items being purchased and added to the buildings.</li> <li>• Playgrounds are coming into the EFVS, that the kids can play on while they are visiting in those areas.</li> <li>• The East Complex playground has been opened, and they are working on flowers and beautification in the area, they are also working on getting shade covering out in the area before it gets too hot outside.</li> <li>• Visiting projects are underway to reimagine visiting, what we can do to improve and make it a better visiting experience, without increasing security risks.</li> </ul> <ul style="list-style-type: none"> <li>• Andrea - When she was here for visiting, she noticed that there were still echo unit visiting during the posted Juneteenth events.</li> <li>• Harvey – this was due to an update that was made to the layout of the visiting schedule. They have increased the contrast and other items to make it more user friendly for those with vision impairments. Due to the way the two systems were meshed it caused some overlap between the old and new schedules; it has been fixed and should only show the proper schedule now.</li> </ul>	
<p>West Complex Update (Irish Clark)</p>	<p>CPM Irish Clark –</p> <ul style="list-style-type: none"> <li>• South Complex has been doing well with programing.</li> <li>• West Complex jobs and programming is going well.</li> </ul> <ul style="list-style-type: none"> <li>• Most updates were included in the newsletter which has been sent out to family. A copy of the friends and family newsletter is also included in these notes.</li> </ul> <p>Denise – wondering how to get a copy of the newsletter as she had not received a copy.</p> <p>Theresa – will email her a copy of the newsletter.</p> <p>Star – has been told about tablets issue, that Fox unit is on a hunger strike, protesting that tablets used to be available in IMU, that they are by policy taking away the tablets. That they don't have the phone or the messaging capability to contact their families.</p> <p>Ann – the tablets are part of the IMU level system now, this was decided at the headquarters level and is not something that WSP has control over. Incarcerated individuals can have access to them depending on where they are in the levels, levels are decided by things like why they are in segregation, their conduct while in IMU (like staying infraction free, programing).</p>	

Rob – on the Fox behavior – they are not coming out to participate. WSP has been tracking this since the end of May, we have received a list of demands of 9 items. They are mostly issues with policies that are made at the headquarters level. It wasn't until 2 days ago that facility administration received this list. When and if there are issues its always easier if we hear about them before it gets to this point so we can discuss the issues. They are choosing not to come out in certain areas (mostly those that are white affiliated and Surenos). The whole unit is part of the peaceful demonstration currently.

Superintendent Jackson is willing to have conversations about the issues, but he doesn't respond well to demands, especially for things that are not under his control.

Lisa – there must be a communication breakdown, her loved one is not in Fox, but she has been told that the incarcerated feel voiceless, always told to fill out a kite, the inability to feel like they are being heard, that they don't get responses.

Rob – our officers, Correctional Program Managers, and Unit Managers have been walking through the units in general, and they have had two conversations with the incarcerated individuals in Fox unit.

The first conversation was when we were given the list of demands and the second time when they sat down in the day room and the incarcerated were given a list of the policy numbers so that they could look up the policy information and read it for themselves.

Star – Olympia is not hearing them, and they want them to overturn a policy that is detrimental to the chances of improvement while here.

Rob – the list of demands was sent up the chain of command, up to the Secretary. We are not trying to punish anyone, we are trying to follow the rules of the court, to help them become better people so that they don't come back to prison. We are not wanting to put people in our Intensive Management Unit (IMU) but in some cases it is necessary.

Lisa – do the incarcerated know that their demands have been forwarded up the chain.

Rob – they do know this.

Carol – she appreciates that both sides of the situation at the facility are difficult. She doesn't have anyone in IMU but does have a loved one in Fox. Wondering what the cycle of communication is, what happens when a kite is turned in, how do they know it was received, how long is it usually to get a response back. What we can do as a group to help with the communications.

Rob – both sides are difficult. For example, if a kite comes into his office, it may take a day or two to get from the unit to his office (kites and mail are taken from the unit to the mailroom and then distributed around the facility this can take a day or more depending on the area).

Once received in his office his secretary will date stamp the kite. If it is something that is covered in another area like visiting it will be redirected to the correct person who can provide answers, if it is

	<p>something that his office handles, he will compose a letter in response, and it will be sent back out. It will then take a day or two to be returned out to the incarcerated.</p> <p>From the Incarcerated sending the kite to the date they receive an answer back is usually less than a week. It can take a bit longer in some instances if research is needed before an answer can be provided.</p> <p>Chris – speaking on kites that come into HSB (Health services building) we track all kites when they come into HSB, we track what date they come in, who is assigned to respond, and the date the response is sent back. The departments meet weekly, and those numbers are included in their meeting. They have a current response time of 3 to 5 days.</p>	
<p>South Complex Update (Unit Manager Ann Adams)</p>	<p>Unit Manager Ann Adams -</p> <ul style="list-style-type: none"> <li>• The IMU’s are working on getting more time outside for the incarcerated.</li> <li>• They try for two hours for those in IMU North, they only have 4 floor staff so this can be hard sometimes. If they have a light yard day, where not many people have stated they would like yard time, they try to extend the time of those incarcerated that did want yard time.</li> <li>• IMU South’s outside yard have the basketball hoops up, they have a few things to finish and then they will be opening them for use.</li> <li>• Raised flower beds being put in in the BAR units (Baker, Adams, Rainier), they will be able to be rented by the incarcerated to plant flowers and vegetables.</li> <li>• The RTU (residential treatment unit) put on a concert for the incarcerated and staff, everyone had a lot of fun.</li> <li>• More normalization is being done in the bar units, flowers and vegetables have been planted in the common areas of the yard.</li> <li>• BAR pride event in June, a BBQ.</li> </ul> <p>Lisa – doesn’t have much information on the IMU’s if someone could give more information on the units.</p> <p>IMU North is a smaller unit with 96 beds, there are outside yards that have an open air roof, those in North are mostly administrative segregation individuals (those that are there for disciplinary issues (fights) and other short term reasons).</p> <p>IMU South is mostly maximum custody with 190 beds, they have more staff, and have inside yards that don’t have open roofs (this is why they are putting in outside yards for IMU South) due to the longer term of residence in the unit they have more education options like T4C (Thinking for Change).</p>	
<p>East Complex Updates (Associate Superintendent Brad Bowman)</p>	<p>Brad Bowman -</p> <ul style="list-style-type: none"> <li>• East Complex is Minimum security, most incarcerated in this area are within 6 years of release.</li> <li>• The area was transitioned in 2012 to minimum custody, used to be closed custody so the area can seem harsh.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Working on updating the feel to make it less severe.</li> <li>• They have planted garden boxes, the hanging baskets are back up for the season, they have put in the playground for visiting.</li> <li>• Comedians and concerts have taken place for the incarcerated in the last couple months in the East complex.</li> <li>• The area of the playground used to be known as Bloody Alley in the 70's, it used to be one of the most dangerous areas of the facility. They are hoping to change the perception of the area. At the opening they had several incarcerated come and bless the area and performed a sage ceremony on the area as well.</li> <li>• They are putting in sound damping in the chow hall, dayrooms.</li> <li>• Working on the first event that will take place outside the secure perimeter.</li> <li>• We are still working on murals and other beautification efforts in the East complex.</li> </ul>	
Health Services Update (Health Services Manager Scott Buttice)	<p>Christopher Merquet –</p> <ul style="list-style-type: none"> <li>• Doc is coming into the 21 century.</li> <li>• They received money from the legislature to implement a EHR (electronic health record) system, they have settled on the program EPIC (this is a program used with outside providers like those at Providence St Mary hospital in Walla Walla).</li> <li>• They are looking at Securus eventually having the ability for the incarcerated to direct message health services and their providers with the tablets, they have to make sure the communication is secure due to HIPAA.</li> <li>• Direct messaging of reminders for dental appointments by paper were being tested. In the last 6 months they have decreased the number of those missing appointments.</li> <li>• They are hoping these electronic updates will continue to improve health services at our facility.</li> </ul>	
Washington Way Updates (Associate Superintendent Brad Bowman)	<p>Brad</p> <ul style="list-style-type: none"> <li>• The newsletter has a lot of information on things that are going on in the facility.</li> <li>• He has been here for 19 years and never imagined we would be where we are now as a facility.</li> <li>• We have come a long way and the facility is more comfortable for those that are incarcerated here and those that work at the facility.</li> </ul>	

New business

Topic	Discussion/Key Points	Next Steps
Individual Incarcerated Persons Concerns	<p>Discuss Unit OCL Meeting Minutes</p> <ul style="list-style-type: none"> <li>• There were no OCL meeting minutes to be added to this months minutes.</li> </ul>	

<p>Round Table Questions &amp; Answers</p>	<ul style="list-style-type: none"> <li>• Family Council contact information in visitor intake area <ul style="list-style-type: none"> <li>• Harvey - Still waiting on family services unit, next time Andrea is in for visiting, and we can try and put something together, for at least the local area and approve it through Brad. To try and get something out.</li> <li>• Andrea – made a flyer and gave it to Theresa.</li> <li>• Lisa – it was a good start but needs to be maybe multi-lingual and simplified.</li> <li>• Andrea – all the information was taken directly from the DOC visiting website, is more than willing to get together with Sgt Harvey to get it made and getting it out.</li> </ul> </li> <li>• Transportation assistance program and forms in visitor intake <ul style="list-style-type: none"> <li>• Andrea – the flyers of information for this program have run out and would like more of them to be put out for family to have access to.</li> </ul> </li> <li>• Placing visitor rules in the intake area <ul style="list-style-type: none"> <li>• Andrea – can we place them or pictures on the wall that can be easily looked at without having to read through a lot of information.</li> <li>• Harvey – is working on getting them updated and will hopefully have them out in the next couple weeks. Will get them put back out on the tables, put up a couple on the walls, some out in the visiting room. Will see about laminating them.</li> <li>• Lisa – the hallway is a good place to put information about family council, conduct while visiting, other information. You kind of have a captive audience because there is less distractions unlike in the visiting entrance area.</li> <li>• Harvey - WWCC dean Matt Nerdin, has had his digital class create posters for the facility educational programs, they will be put up on the visiting area.</li> <li>• Harvey – we are looking into using that area better. They want to make the education posters the focal point in the hallway, and they move things around them.</li> </ul> </li> <li>• Family Rise Share Program <ul style="list-style-type: none"> <li>• Andrea – last time she was here, she had another family member that was visiting that was having to uber back and forth to the facility and her hotel.</li> <li>• Harvey – in the past there used to be a charity that had a bus they ran from the other side of the state on weekends. It is something that must be figured out outside the facility without DOC input. If</li> </ul> </li> </ul>	

	<p>family members want to get together and figure out something it would be up to them.</p> <ul style="list-style-type: none"> <li>• Lisa – had the same thought about this issue, will get together with Andrea to discuss.</li> <li>• Lisa – look in to possibly putting QR codes on some of the flyers so that those in the visiting can take a picture and read the information that way or save it to their phone for later.</li> </ul> <ul style="list-style-type: none"> <li>• Food package order delivery times <ul style="list-style-type: none"> <li>• This question was forwarded to CI Manager Brad Moller.</li> <li>• There was someone that had ordered food, and it was treated differently then normal property.</li> <li>• We are waiting to get an answer from his area. We will make sure that an answer is in the notes before it goes out.</li> </ul> </li> <li>• Answer from Brad Moller: <ul style="list-style-type: none"> <li>• Although, it makes sense why you would think that Food packages and Property should be delivered at the same time with no waiting time for food packages as they all come from Union Supply. However, food packages are ordered through the same process as commissary via Correctional Industries (CI). CI has its own staff that pick and deliver commissary and food packages through a completely different warehouse as property. Food packages and commissary are distributed throughout the facility by CI staff on a schedule so that the entire facility receives those items on a scheduled day. Whereas all property goes through the property room to have DOC numbers attached then they are delivered by facility staff.</li> </ul> </li> </ul> <p>Lisa – do you have a skills bank of inmates, that could be tapped for certain things. Like her brother was part of the team that put in the EPIC program at Providence and could be a big help.</p> <p>Brad – in areas like Electricians, HVAC, plumbing we do have incarcerated that help in those areas. They are however things like IT with security issues that they can't help with.</p> <p>Carol – how do you come across information of their skills?</p> <p>Irish – Shelton (Washington Corrections Center) gets that information at intake when they incarcerated first come into DOC custody. Information like mental health needs, medical information, skills, and job history. The information is self-reported by the incarcerated, so it depends on the information they give us. The information is then entered in OMNI (Offender Management Network Information System). If we find someone who has, say plumbing experience, our engineering department will more than likely snap them up.</p>	
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Star – noticed on the website for DOC that she was not list there as the local secretary for the family council.

Theresa – I will contact the webmaster and get that fixed and the information added.

Star – if part of my duties is to write/keep the minutes how does that work.

Brad – we have Jordan on the call taking notes, once the notes are finished, they will be sent first to Star, Lisa and Andrea to approve them, or make additions, before they are sent out and put up on the website.

Lisa – came to the Memorial Day adult only event, it was smaller than she thought. Those men serving the food were nice and it was a lot of fun.

Denise – a comment on the staff, she has visited her loved one at several facilities and the WSP visiting staff was so warm. Other facilities made her feel intimidated and like she was the one in prison, WSP did not. The outside of the facility was welcoming and everyone she talked to was warm and nice to talk to.

Lisa – for Brad and Rob – Norway project- we haven't really heard any updates recently.

Rob – we currently have some staff flying home from Norway right now. Most of the things that Brad talked about in the Washington Way are part of that. We have meetings every month and discuss with those in California.

The latest newsletter has a lot of things that go back to the Washington Way program. We are trying to improve communication, treat people how we want to be treated, improving a historically sterile environment. Bringing in color, music, performers, education, etc.

There was a festival last week that was in Walla Walla and the organizer got ahold of the facility and said he had a couple performers that wanted to donate their time. Rara Freed came up and preformed, Whey Jennings, the grandson of Waylon Jennings, also came up and performed.

The Amend program was started by the University of California, San Francisco. They went all over the world and did research on corrections systems; the average age of the correctional officer is 59 which is 15 years younger than the normal population. They also found that we were releasing those that were still sick and not ready to be released.

So, the program was created with the Norwegian model in mind. Normalizing the facility to make the transition easier, helping with communication and skills, education and working with incarcerated to better their chances upon release.

Lisa – the recidivism rates in Norway are very low.

Rob – at the end of the day, our hope is to be releasing better neighbors.

Carol – for most people they do have a release date, and we are hoping to get them ready for that as far and physical, mental health and education. I appreciated the work that has been done and looks forward to doing what can be done to help.

	<p>Carol – wondering about pest control.</p> <p>Rob – we have a local vendor that is contracted and comes up once a month to take care of areas. Out in EC we have voles (small mice like creatures) and one of his jobs is helping us control that population.</p> <p>Carol – possible droppings on the outside of food containers that has made the I/I's choose to eat more of their commissary.</p> <p>Rob – we will get ahold of Phillip Marker who is in charge of our CI food team. If you can get us more information, we can look more into getting the issue taken care of.</p> <p>Lisa – in EC they are only getting people ready for reentry at six months before release. The impression that many are getting is that they are being punished.</p> <p>Rob – reentry starts when they enter Shelton, with those coming into the West Complex it can be hard because of the negative things that happen in that area. CUS's in the area try their hardest. I'm going to be talking to the OCL's next week once they stop taking 2 or 3 or more people to assault another member or attacking my staff members.</p> <p>Carol – afraid that something will happen because it is his first incarceration, that someone else's choices will cause him harm.</p> <p>Rob – right now we do have several groups that are trying to control the way other people are serving their time, and it makes things difficult for those that don't want to cause issues.</p>	
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Next meeting location: WSP MS Teams Date: 8/2/25 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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