

FAMILY COUNCIL MEETING MINUTES

Location: Olympic Corrections Center on TEAMS Date: 10/2/2025 Time: 1pm

Teleconference details: Microsoft Teams Need help? Join the meeting now Meeting ID: 256 940 943 015 2 Passcode: Ji95oG9q Dial in by phone +1 253-372-2181,,61478464# United States, Kent
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MEETING ATTENDEES

CPM Jamie Kerschner N/A
Department/facility co-chair Family co-chair

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

Members present: Nancy Johnson

Non-council member attendees: Captain Marc Thomas and Business Manager Ian McGregor

AGENDA

Old business

| Topic | Discussion/Key points | Next steps |
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| Notary Services | Does OCC have notary services for the incarcerated? | <i>The Records Department can assist by individual kiting/sending a kiosk.</i> |
| Union Supply | Refunds, Other contact numbers. Is it possible to get different vendors? | <i>Union supply is a contract, and we (the facility) do not have any control over their refund processes much like Securix. We do not have the authority to approve vendors at the facility level. Union Supply is the vendor selected statewide from HQ. It was suggested that the incarcerated contact to request the refunds.</i> |
| Emergency planning | Are there plans for evacuations? Recently there was a tsunami warning. | <i>OCC does have detailed emergency and evacuation plans in place. These plans are part of restricted Department of Corrections policies and procedures, and for safety and security reasons, they are not shared externally. However, we recognize the importance of preparedness and communication. To ensure the incarcerated individuals are familiar with the evacuation process, we conduct internal evacuation drills on a quarterly basis. These drills help the</i> |

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| | | <p><i>population understand the internal procedures and how to respond in the event of an emergency. Should an actual evacuation become necessary, the internal procedures practiced would then lead to our external evacuation protocols. Thankfully, as far as tsunami's go, we are out to the tsunami danger zone as we are up over 800ft above sea level at OCC.</i></p> |
| Update on mobile dental unit | Is the mobile dental unit on schedule for OCC? | <p><i>Scheduled for later in August or early September. A dentist was recently hired for only the MDU (Mobile Dental Unit) Urgent/emergent dental issues to CBCC once a week between the scheduled MDU times. It is encouraged individuals are to kite medical if they are having dental issues.</i></p> |
| Incarcerated Betterment Fund | Individual | <p>FY25 Quarterly Budget Report July 2024-June 2025 attached</p> <p>Attachment</p> |
| Nominations & Elections | <p>Per policy in October nominations and elections are to take place for Local Family: Co-Chair & Co-Secretary OCC also needs a Facility SFC Representative. Attached policy 530.155 Family Councils</p> | <p><i>If anyone is interested in the listed roles for OCC LFC, please let Elena know. It would be nice if we had a family representative for the Statewide Family Council. They meet virtually on a Saturday opposite months of LFC. Nancy Johnson has agreed to represent OCC at the virtual Statewide Council meetings.</i></p> |
| Vending Machines | Raising the allowable amount to spend on each person attending the visit to include residents | <p><i>The cost has been raised to \$30 each. Please note that the correction will be made in the visitor guidelines.</i></p> |
| What's been happening and is in the works for OCC. | <p>June: *Juneteenth Celebration, *Father's Day Fishing & BBQ & *Islamic Eid al-Adha Celebration</p> <p>July: *O-UT Program Incentive Field, *Reentry Planning Workshop.</p> <p>August: *Asian Pacific Islander Celebration was on the 1st.</p> | <p>What's been happening and is in the works for OCC.</p> |

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| | <p>15th *Family End Summer picnic 25 individuals have invited 75 approved visitors for a day of fun. The children will take a school backpack packed by their individual loved one residing at OCC. Those that are unable to attend backpacks will be mailed to the child.</p> <p>23rd *Christian Motorcycle Club.</p> <p>September: *The Unbound Man presentation by Matthew Burton on 1st. *Reentry Planning Workshop on Wednesday's. Mexican/Central American Celebration 5th and POW WOW Celebration 19th</p> | |
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New business

| Topic | Discussion/Key points | Next steps |
|------------------|---|--|
| Medical | Once there is a referral from the facility doctor, how long does it take for an individual to get an appointment off campus? In general, what are the procedures for getting medical attention to see a specialist? | <p><i>It is dependent on what procedure is needed as, for example, getting in for offsite x rays or labs can be done on the calendars next opening but specialized surgical consults, procedures, and even OT can take multiple months. It also tends to take longer in the summer months to get in for stuff like orthopedics, for example.</i></p> <p><i>As for the process, once it is approved, I (PSR) print and fax the consultant to the perspective specialist's office and, after a day or so, I start calling regularly to get our Gents on the schedule at that office or send the consultant elsewhere if that office does not do what we need to have done.</i></p> |
| Vending machines | Visiting guidelines were corrected | <i>The cost has been raised to \$30 each visitor(s) and incarcerated. There was an error saying \$20 for incarcerated individuals.</i> |
| Budget | Incarcerated Individual Betterment Fund Report | <i>Ian McGregor reports out. Attachment included.</i> |

Roundtable open discussion

| Topic | Discussion/Key points | Next steps |
|------------------------------|--|------------|
| What's in the works for OCC. | <p>September:</p> <ul style="list-style-type: none"> * O-UT Community Partners Event on the 29th. <p>October:</p> <ul style="list-style-type: none"> * <i>Fall into Fun</i> family friendly event is set for the Hoh Unit on the 10th. Eleven individuals have invited 26 approved visitors. Then on the 24th Ozette Unit twelve individuals invited 32 approved visitors. Planning some fall crafts for the guests to take home. The kitchen will be preparing tacos and the fixens. * <i>Christian Motorcycle Association</i> will be at OCC on 11th to give a sermon and the men can check out the bikes. <p>November:</p> <ul style="list-style-type: none"> * <i>WSDOT flagger certification class</i> is scheduled for November 2nd. It is a certification for 3 years for Washington, Oregon, Idaho and Montana. The cost is \$80. * <i>The Unbound Man Matthew Burton</i> will return to follow up from his September visit on November 3rd. | |

Next meeting location: Microsoft TEAMS Thursday Date: 12/4/25 Time: 1pm

Comments:

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

Olympic Corrections Center

Incarcerated Individual Betterment Fund (IIBF) FY26 Quarterly Budget to Actual Report from July 2025 to August 2025 FM02



| Account Code | Budget Category | Proposed Name - Programs/Events | Total Budget | Expenditures | Fee Recovery | Remaining Budget | Brief Description of Expenditures to Date |
|--------------|-------------------|--|--------------|--------------|---------------|------------------|---|
| 89130 | F107 | Visits Photo Program | 3,460.00 | | | 3,460.00 | |
| 89130 | ¹ FF01 | Family Friendly - Back To School Event | 2,590.00 | 2,493.72 | | 96.28 | School supplies and backpacks, event food |
| 89130 | FF12 | Family Friendly - Fall Family Affair | 775.00 | | | 775.00 | |
| 89130 | FF13 | Family Friendly - Arts and Crafts Program | - | | | - | |
| 89130 | FF20 | Family Friendly - Father's Day Event | 997.50 | | | 997.50 | |
| 89130 | FF40 | Family Friendly - Lodging Assistance Program (LAP) | 5,000.00 | - | | 5,000.00 | Lodging assistance processed by HQ |
| 89130 | FF42 | Family Friendly - Mother's Day Event | 850.00 | | | | |
| 89130 | FF61 | Family Friendly - Spring Event | - | | | - | |
| 89130 | FF69 | Family Friendly - Winter Event | 1,790.00 | | | 1,790.00 | |
| 89130 | FF91 | Family Friendly - Video Greeting | 500.00 | | | 500.00 | |
| 89130 | FF96 | Family Friendly - Significant Person Day | 866.00 | | | 866.00 | |
| 89130 | FF97 | Family Friendly - Special Adult Day | 845.00 | | | 845.00 | |
| 89130 | FPOP | Pop-Up Funding | - | | | - | |
| 89110 | CULT | IIBF Cultural | 1,360.00 | | | 1,360.00 | |
| 89110 | EFVC | Facility EFV | 4,500.00 | | | 4,500.00 | |
| 88160 | ² NR19 | Recreation Program | - | | (980.00) | 980.00 | |
| 88170 | NR21 | TV Rental Program | - | | (3,704.76) | 3,704.76 | |
| 88180 | NR27 | Living Units | - | | | - | |
| 88190 | NR30 | Visit Room | - | | | - | |
| 89170 | ³ OP03 | TV Programming Services | - | | (168.05) | 168.05 | |
| Report Total | | | \$ 23,533.50 | \$ 2,493.72 | \$ (4,852.81) | 25,892.59 | |

1. FF = Family Friendly

2. NR = Non-restricted

3. OP = Restricted Programming

Olympic Corrections Center
Incarcerated Individual Betterment Fund (IIBF)
FY26 Budget Narratives

| Account Code | Budget Category | Programs/Events | Proposed FY26 Budget | Brief Description of Program Objective <i>At the beginning of each fiscal year, please ask the assigned program manager to provide a brief description of the funded programs and how they will provide a positive impact on the lives of the incarcerated individuals.</i> |
|--------------|-----------------|--|----------------------|---|
| 89130 | F107 | FAMILY FRIENDLY- IIBF FREE PHOTO | 3,460.00 | In order to enhance the experience of visitation between incarcerated individual and their families and loved ones, the Visit Room Photo Program was suggested. This funding will be used to purchase the equipment for printing and taking photos for during the events and visitation time. |
| 89130 | FF01 | FAMILY FRIENDLY - BACK TO SCHOOL | 2,590.00 | Positive impact on intergenerational incarceration by keeping parents engaged with children's school activities. Support non-incarcerated individuals by helping with cost of school supplies. Provide a backpack for each school-age child and grade appropriate school supplies. |
| 89130 | FF12 | FAMILY FRIENDLY - FALL FAMILY AFFAIR | 775.00 | Items used to enhance visitation between incarcerated individuals and the family members that visit. Includes games, refreshments, and fall celebrations. |
| 89130 | FF13 | FAMILY FRIENDLY - ARTS & CRAFTS PROGRAM | 0.00 | Items used to enhance visitation between incarcerated individuals and the family members that visit. |
| 89130 | FF20 | FAMILY FRIENDLY - FATHER'S DAY EVENT | 997.50 | Items used to enhance visitation between incarcerated individuals and the family members that visit. Includes games, refreshments, and Father's Day related activities such as fishing. |
| 89130 | FF40 | FAMILY FRIENDLY - LODGING ASSISTANCE | 5,000.00 | The Lodging Assistance Program is funded locally as there was recognition that many individuals are housed in facilities with an increased distance from their families. As visiting opens, some families need to travel long distances to participate in in-person visiting. |
| 89130 | FF42 | FAMILY FRIENDLY - MOTHER'S DAY EVENT | 850.00 | Items used to enhance visitation between incarcerated individuals and the family members that visit. Includes games, refreshments, and Mother's Day related activities. |
| 89130 | FF61 | FAMILY FRIENDLY - SPRING EVENT | 0.00 | Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Spring celebrations may include movie and/or game events. |
| 89130 | FF69 | FAMILY FRIENDLY - WINTER EVENT | 1,790.00 | Christmas crafts; bags; toys; wrapping supplies Families participate in various family focused seasonal activities to include crafts, decorations, meals or refreshments: Winter Traditional Holiday celebrations which may include winter movie or game events. |
| 89130 | FF91 | FAMILY FRIENDLY - VIDEO GREETINGS | 500.00 | I/I's record video greeting on DVD to send to Family Member. Up to 10 minutes in length: may read a book, poem, play music, sing, read a letter, etc. Known as Read to me Daddy at other facilities. |
| 89130 | FF96 | FAMILY FRIENDLY - SIGNIFICANT PERSON DAY | 866.00 | Celebrate significant men and women and recognize Mother and Father's Day with Incarcerated Individuals, their children, and their parents or parent figure. Include a meal, crafts, and photo for visitors to take home and a photo for I/I to keep for the memory of support from loved ones. |
| 89130 | FF97 | FAMILY FRIENDLY - SPECIAL ADULT DAY | 845.00 | Used to enhance the visitation between incarcerated individuals and their family members. |
| 89130 | FPOP | POPUP ALLOTMENTS | 0.00 | Monies used to support activities in the visit room for various holidays and events. These funds can be requested by the CPPC throughout the year as needed. |
| 89110 | CULT | IIBF CULTURAL | 1,360.00 | To be used to fund cultural event enhancements |
| 89110 | EFVC | Facility EFV | 4,500.00 | EFV Consumable Supplies Annual Allocation - Used to improve the conditions of the EFV units. |
| 88160 | NR19 | RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly) | 0.00 | Soccerballs; volleyballs; recreation prizes; bumper plates; foam rollers; chalk; cornhole; flag football belts; footballs; rackets, nets, hoops, backboard, scale, board games, pickleball paddles |
| 88170 | NR21 | TV RENTAL PROGRAM | 0.00 | Purchase TV's to be available for the TV rental program. The fees recovered, currently set at \$7 per month or \$15 per quarter, will be in addition to the initial allotment. |
| 88180 | NR27 | UNIT ACTIVITY | 0.00 | Games and items to be used in the units |
| 88190 | NR30 | VISITING ROOMS | 0.00 | Replace and update items used while family visits. This could include games, coloring books, crayons or game consoles. |
| | | Report Total | 23,833.50 | |