



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 10/4/2025 Time: 8:30-10:00

Teleconference details: MS Teams Meeting – Local Family Council

/Meeting Attendees

Department/facility co-chair: Brad Bowman Family co-chair: Vacant

Facility/council secretary: Theresa Vanderbeck Family secretary: Star White

Members present: Star White, Andrea Shotwell, Connie Hollis, Carol Bell, Sally Boyle

Non-council member attendees: Steve Sundberg, Associate Superintendent; Correctional Program Manager Lonnie Roberts, Visiting Sergeant Chase Harvey; Chris Mequet, Health Services Manager; Correctional Industries Manager Mark Forster; Theresa Vanderbeck, CPPC; Diane Rodriguez, Administrative Assistant 4

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Lonnie Roberts)	Introduction of facility members in attendance. Agenda Management: Lonnie Roberts – Meeting rules and objectives Timekeeper:	
LFC Elections	Every October we have elections for the following year. Normally there are nominations before the meeting and then we vote during this meeting. We have not currently received any nominations for positions for next year. No nominations Local Co Chair – Co Secretary – State Family Council Representative –	No nominations, send information to family members on roles, Carol Bell asked for more information
CPPC Report Action items Theresa Vanderbeck	Theresa Vanderbeck: - July – 91 volunteers gave 589.93 hours - Non-religious programs: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 249.50 hours - Religious services: 340.43 hours 3 volunteers completed orientation - Total of 163 Volunteers are registered - August – 105 volunteers gave 697.03 hours.	

	○ Non-religious: Alcoholics Anonymous, Narcotics Anonymous, Blue Mountain Humane Society – 288.35 hours ○ Religious services: 408.68 hours ○ 9 volunteers completed orientation ○ Total of 188 volunteers are registered The next Family Friendly event is the Fall Event for Fox Unit on October 25, 2025. Applications will be available in the unit and in WC Visiting next week.	
Statewide Family Council Updates LFC State Chair Andrea Shotwell	• SFC Meeting was held September 20, 2025 • Meeting minutes will be available soon. • <u>Family Council Washington State Department of Corrections</u> • Above included link has information about Family Councils, Local and Statewide. • Andrea Shotwell has resigned from her WSP LFC position as her son has been transferred to SCCC. She attended the SFC meeting and shared her notes with us. She also encouraged the LFC members to participate in the elected positions.	
Incarcerated Individual Betterment Fund Budget Overview (Local Business Manager Sean Cummings)	Local Business Manager Sean Cummins could not attend the meeting.	
Visiting Update (Associate Bowman for Visiting Sgt. Harvey)	• WSP has just completed the major event season. There were 1302 unique visits. 168 of those visits were through minimum custody • Changes have been made to the visiting calendar which is easier to read. Adjustments were also made to the rotation of weekend scheduling. • New games are going to be purchased soon as well as clothing for visitors who may not be following the dress code. This clothing will be loaned to the visitor during the visit and then returned after the visit is finished. The clothing will be laundered and reused • There were 3 drug introductions with visitors arrested. We will continue the extra security measures	

	• The East Complex playground is working well. Dads have gotten a chance to play ball with their children outside. • The Extended Family Visits are working well. It is good to keep building the II/family relationships.	
West Complex Update (CUS Chris O'Dell)	No updates are available currently.	
South Complex Update (Associate Superintendent Steve Sundberg)	IMUs: • The II's of IMUN and IMUS are benefiting from having 3 hours out of cell time. • The outside yard is almost ready for use so the II's can play basketball. • The 7 Habits on the Inside and Cage the Rage programs are running successfully. • All positions in the IMUs are fully staffed and are running well. BAR Units • There is now a music group and Dungeons & Dragons. A newsletter, Top of the Mountain, has started • There were also the Pow Wow, Hispanic event and the dog program running	
East Complex Updates (Correctional Program Manager Lonnie Roberts)	• We have just completed the AAPI and Hispanic events • The Ice Cream Bucket fundraiser incentive program features ice cream and egg rolls this time around. There was also a fundraiser through SPL for pizza in August • We have just received equipment for a 9-hole mini golf course and wellness equipment. To use the golf equipment and wellness equipment Incarcerated Individuals must be infraction free for 90 days • WWCC will be starting basic electrical and CTAP programs in the East Complex.	
Correctional Industries Update (Correctional Industries Manager Mark Forster)	• We are working to get more Incarcerated Individuals to apply to work in license plates. We also are working with headquarters supervisors to see the possibility of adjusting Legal Financial Obligations, most of their pay is deducted for the LFOs. This may have caused there not to be as much incentive to apply for a CI job that pays more because almost all the money earned is going toward LFOs. • CI at HQ will give a class at WSP through Philip Marker on how to produce special diets, for example, Kosher, Halal meals, etc.	

	• Lonnie Roberts commented that fresh produce is appreciated.	
Washington Way Updates (Correctional Program Manager Lonnie Roberts)	• New Mini golf and the wellness equipment is set up in the East Complex. • The staff breakrooms have been updated. New tables for the breakrooms have been obtained through WA state surplus. • The resource team in the IMUs continue to be a great source. • Soon there will be officer model training. This will be similar to how the officers interact with the I/Is in Norway.	
Health Services (Health Services Manager Chris Mequet)	• We've seen a lot of improvement on no show rates with a reduction of 78% since 2024. • Seeing the Same Provider while they are in the facility has made an improvement to patient/ provider relationship.	

New business

Topic	Discussion/Key Points	Next Steps
Individual Incarcerated Persons Concerns	OCL Fox Unit Minutes 7/2/25 Out of Unit Jobs- • No access to CI Jobs • Can the unit budget be increased to \$7000 • Next steps: No- They are not using the 5 I/I that are allowed based on last month's review • Violence in units Food- • Food portions are small, not enough calories, what is being done? • Food Group develops the menu with State Dietician. • The menus are being revisited for September. • The menu is being followed and meets dietary needs. • Based on how the meals are prepared in the WC Kitchen. • Michael Clark investigates food group notes and recommends small changes. • Unit receives the same breakfast boat, but at CBCC they change the cereal. They also have other items that WSP does not have. • Next steps: Set up food group in Fox Unit. Visiting-	

	• Special visits and conversations around when Sureno Individuals would be able to have them, specifically with Medium Custody. • How the enhanced security measures (more through searches) that I/I's are seeing in the Visiting Room are a direct result of contraband introductions and will not be easing up. • How the limited number of visitors relative to the past was also a direct result in contraband mitigation efforts. • Also discussed positive changes, including the vending and events that are put on by Visiting. • Next steps: Special visit process outlined by Visit Sgt. Chase Harvey T4C- • Will continue in Fox, 59 people are signed up.	
Round Table Questions & Answers	• Carol Bell- She had put money on her spouse's books for commissary. She put \$25 on the books- why is there a fee charged on top of that on her end? Why is there also a fee charged on his end? Lonnie said he will ask the business office about this. • Andrea Shotwell- She said that it is very stressful to learn how to navigate the system. She appreciates everything that WSP staff has done for her. She encourages all families and friends to take advantage of this (the LFC). The LFC does not have to be only for negative situations. It has helped her with the process. Please come forward to make things better for your families. People can contact me if they have any questions. She will leave her contact information with Theresa. Chase- I will put out Andrea's informational flyer regarding the LFC in Visiting. He will keep working with SPL to ensure that the visiting rooms have the flyers in stock. • Star White- When will the new tablets come in? Lonnie- The Securus representative comes weekly to issue and replace tablets. Last week the outstanding tablets were collected by the representative. If your loved one who is housed here needs a tablet have him contact the unit manager.	

Next meeting location: WSP MS Teams Date: 12/6/25 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.

completion, the data classification category may change.

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