



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 12/6/2025 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, Carol, Unknown

Non-council member attendees: Correctional Program Manager Irish Clark, Sean Cummings, Local Business Manager; Visiting Sergeant Chase Harvey; Chris Mequet, Health Services Manager; Correctional Industries Manager Brad Moller ; Theresa Vanderbeck, CPPC and Diane Rodriguez, Administrative Assistant 4

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Associate Brad Bowman)	Introduction of facility members in attendance. Agenda Management: Brad Bowman – Meeting rules and objectives	N/A
LFC Elections	2026 Local Co Chair – Vacant Family Secretary – Vacant State Family Council Representative – Vacant	Waiting on Interest from Family Members
CPPC Report Action items Theresa Vanderbeck	Upcoming Family Friendly Events December 19, 2025, Holiday Event for Delta and Echo Units. Although the date is an Echo-only visiting day, I am working with Sgt. Harvey to have Delta participants that would like to visit after the event to apply for a special visit. Volunteer Information <ul style="list-style-type: none"> • 104 Volunteers • 64 Religious • 40 non-religious 	N/A
Statewide Family Council Updates (Position Vacant)	SFC Meeting was held November 15, 2025 . Meeting minutes will be available soon. <ul style="list-style-type: none"> ○ Family Council Washington State Department of Corrections • Above included link has information about Family Councils, Local and Statewide. 	

<p>Incarcerated Individual Betterment Fund Budget Overview WSP Local Business Manager Sean Cummings</p>	<ul style="list-style-type: none"> • A large part of the budget goes into the family lodging assistance program. \$30,000 is contributed to this program alone. • Sergeant Harvey was able to order over 900 new board games for visiting. • As of October, the television rental fee is bringing back \$4,767.00. <div style="text-align: center;">  WSP IIBF Quarterly bedget FY2026.pdf </div>	<p>N/A</p>
<p>Visiting Update Visiting Sgt. Harvey</p>	<ul style="list-style-type: none"> • Working with Theresa in CPPC for the holiday and Christian event this month in the West Complex visiting. • We are getting gifts ready for Incarcerated Individuals to give to their kids for Christmas. • SPL donated bears that will be placed under the Christmas tree in the visiting room for children to take home with them. We want to create a positive atmosphere for families and give fathers an opportunity to give their children gifts and create normality • 1494 visits in the last two months, 8,000 visits this year so far. We are receiving great community support • East Complex Incarcerated Individuals had the opportunity to decorate the visiting room with their families. Visiting staff worked diligently to allow families to do this together while keeping everyone safe and secure. • Thanksgivings Pies were enjoyed by the incarcerated and their families. • Working on a lot of special visits to help families connect with their loved ones. <p>2026 visiting calendar is out and we have received a lot of positive feedback.</p>	<p>N/A</p>
<p>South Complex Update Correctional Program Manager Irish Clark</p>	<ul style="list-style-type: none"> • Continued construction work on the Intensive Management Unit outside yards. • 7 habits on the inside course started over a year ago. 2 classes have now graduated in segregation. Working on training more staff and incarcerated individuals to continue to facilitate these classes. • CPM Irish Clark is working on getting letters to support this class and continue funding 	<p>CPM Clark seeking support letters from family members for 7 Habits on the Inside Out</p>
<p>EC Complex Update Associate Brad Bowman</p>	<ul style="list-style-type: none"> • The East Complex wrapped up another successful year of adding color to the complex. • Plans will continue through the winter with indoor murals. • Lots of plans to add more flowers and pain on the concrete walls in the spring. • New electrical program will start in the spring. 	<p>N/A</p>

	Xbox tournaments and mini golf course have been a great recreational success in the East Complex.	
Correctional Industries Update CI Manager Brad Moller	<ul style="list-style-type: none"> The East Complex wrapped up another successful year of adding color to the complex. Plans will continue through the winter with indoor murals. Lots of plans to add more flowers and pain on the concrete walls in the spring. New electrical program will start in the spring. Xbox tournaments and mini golf course have been a great recreational success in the East Complex 	N/A
Health Services Update Chris Mequet	<ul style="list-style-type: none"> Cold and Flu season are among us. Flu clinic is in full force HSB is excited about new electronic record role out in August 2026, this is a huge upgrade for health services 	N/A

New business

Topic	Discussion/Key Points	Next Steps
Legal Mail Process/ Incarcerated Individual Rights (Associate Brad Bowman)	<p>Carol asked about the legal mail process.</p> <ul style="list-style-type: none"> Staff open legal mail in front of incarcerated individuals to ensure no contraband is in the mail. Staff do not read through legal mail. <p>Legal mail policy is available on the DOC website for review. Policy Search Washington State Department of Corrections</p>	
Round Table Questions & Answers	<p>Concern of management for pests in the facility Due area we are in pests are a reoccurring issue. WSP constantly has pest control on site to help eliminate this issue.</p>	

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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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