



FAMILY COUNCIL MEETING MINUTES

Location: MCC-JEPC Date: 4/25/26 Time: 10-12

Teleconference details: _____

MEETING ATTENDEES

Assoc. Supt. Paula Chandler Department/facility co-chair Family co-chair

AA3 Zoe Greenwood Facility/council secretary Christina Dimas Family secretary, if applicable

Members present: Z. Greenwood, M. Khalmuratov, H. Trenk, J. Caldwell, D. Allen, L. Stemler

Non-council member attendees: _____

AGENDA

Old business

Topic	Discussion/Key points	Next steps
IIBF Update	This report shows where we are in the budget this fiscal year. Spending remains on track, and we are projected to end the year in a healthy position. At this time, there are no unexpected concerns or variances.	
Email Delays Through Securus	Regarding JPay message timelines, policy allows up to 7 business days for processing electronic messages. A weekly DOC report tracks compliance, and MCC has remained within policy for several months. Delays can occur when images violate policy and require rejection. – Sgt. Spoo Additional concern: Some messages are being denied without clear explanation.	
Chemical Dependency – Update	Two SUD positions have been created as DOC staff roles (not contractors). The application process has closed, and interviews are being scheduled. Timelines for hiring, training, and onboarding are not yet determined. – Pete Maxson	
CPPC Update	A successful father-daughter dance was held at TRU last week, with an MSU event taking place today.	

	Efforts are underway to utilize remaining funds before June, with more events planned.	
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New business

Topic	Discussion/Key points	Next steps
Pico Cooler Price Changes	Paula has been working with the vendor, and a 5% price increase will be applied to items in the machines. In addition, applicable taxes will now be included. These items are considered taxable due to being pre-prepared foods, and the tax may vary depending on the product. This concern has been elevated to HQ, with a request to display the exact total cost of each item.	
Split MSU Visitation	A meeting was held with tier representatives. VR staff requested a return to individual unit visiting; however, after considering population concerns, the current VR schedule will remain in place. An additional issue impacting visiting and mainline is that count is not clearing on time, which continues to cause delays.	
Concerns About Visit Room Staff Behavior	Concerns have been raised regarding staff comments to family members, seating arrangements near the VR desk, and fear of retaliation. This issue has been raised statewide through Reimagine Visiting. Post orders will be issued to all VR staff emphasizing professionalism. All concerns are taken seriously, looked into, and handled confidentially. Please report concerns via kiosk or have family members email Paula with details (who, what, when, where).	
TRU Visit Room Floor Replacement	The VR floor installation is underway, and visiting is expected to resume Sunday. –	

	<p>Ken Bratten We apologize for the temporary closure. While flooring and painting are completed, parts of the children's area may be restored by Sunday, with full completion to follow.</p>	
<p>EFV Entrance – Request to Reduce Water and Mud</p>	<p>Maintenance has relocated the building near the EFV entrance and will monitor conditions, though some water issues are unavoidable. A request was made to install rubber mats.</p>	
<p>Meals at TRU, MSU, and SRTC</p>	<p>Meals are standardized across TRU, WSRU, IMU, and SRTC. Occasional product shortages may require substitutions. Unit schedules (e.g., PSMs) may differ, requiring adjustments. MSU provides a separate weekday lunch menu for individuals working outside the gate, with mainline meals on weekends to allow for additional visiting time. – Alan Millager Dan Allen has recently taken over supervision of Food Services.</p>	
<p>CI Jobs Moving to Class III – Update</p>	<p>The transition back to DOC MCC Food Services began April 1st. Adjustments to operations and workforce are ongoing. Hiring is in progress, and currently there are more IK workers than in the previous quarter. – Alan Millager</p>	
<p>MSU Flaggers Class – Update</p>	<p>This request is newly identified and may be considered if a sponsor is found. – Kari Styles Dan Allen meets monthly with EDCC, and a potential flaggers class may occur in May (dates TBD).</p>	
<p>Request to Expand MSU Cultural Events</p>	<p>Due to population size and resource limitations, individual cultural events are not currently feasible. MSU will continue hosting multi-cultural events. – Kari Styles</p>	

	Ken Bratten has been assigned to further explore this as participation grows. Coordination with staffing will be required.	
Request for More Trades and Career Paths at MSU	Kari Styles noted limited familiarity with past job fairs and encouraged submitting requests through proper channels. Dan Allen continues monthly discussions with EDCC. Current programming is limited to contracted offerings, but efforts are ongoing to expand opportunities.	
Wastewater Treatment Program	Kari Styles supports reinstating the program if staffing is available. Troy Hansen noted staffing shortages due to prior position loss. Licensing is no longer required under the current biosolids permit, but the program previously relied on certification and EDCC partnership. Efforts are ongoing to explore alternative program options that provide valuable job skills.	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
"Bite of MCC/MSU"	The idea was suggested that MCC/MSU host a cultural event similar to the one held at Stafford Creek. This has been assigned to Paula Chandler.	
Who do I contact at MCC?	A new MCC contact list will be sent out to LFC members.	

Next meeting location: MCC- TRU Visiting Room Date: 6/12/26 Time: 10-12

Comments: This meeting will not be available via Teams.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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

FAMILY COUNCIL ACTION ITEMS

REFERENCE	NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
	<p>2026 Hispanic cultural event: can family of the loved ones incarcerated attend, as they do in Native American event? Associate Bratten will look into this further.</p> <p>Update 12/20/25: This action item is still being looked into by the assigned staff.</p> <p>Update 2/20/26: This issue is still under review. We do not want to implement a process that cannot be sustained. We are currently in a trial period allowing family members to attend cultural events.</p> <p>Update 4/25/26: This issue is still under review.</p>	Associate Superintendent Ken Bratten	10/17/25	6/12/26	
	<p>Can shelves/storage be added to TRU housing? Associate Bratten will work with Maintenance to see if this is doable and how much it may cost.</p> <p>Update 12/20/25: This action item is still being looked into by the assigned staff.</p> <p>Update 2/20/26: This was discussed recently; currently cost is the primary barrier.</p> <p>Update 4/25/26: This issue is still under review.</p>	Associate Superintendent Ken Bratten	10/17/25	6/12/26	
	<p>TRU A/B Unit – All store items must fit in box or be removed. Why? Associate Bratten would like to revisit the OM and the Policy to see if they need to be updated.</p>	Associate Superintendent Ken Bratten	10/17/25	6/12/26	

	<p>Update 12/20/25: This action item is still being looked into by the assigned staff.</p> <p>Update 2/20/26: Once a storage solution is identified or funding becomes available, this issue will hopefully be resolved.</p> <p>Update 4/25/26: This issue is still under review.</p>				
	<p>Securus Callout process for those with Gate Cards at MSU. What does this process look like? Can communication with/about Securus please be made more accessible?</p> <p>Update 2/20/26: Securus prioritizes which units they go to based on kites received. Eventually, Securus will be going to units at least once per week again. The population and families have asked for a strict schedule for each area, but that can't be accommodated. If they go to a unit and the individual they need is not there, they ask the unit staff for assistance to get them there. Most of the time that can be accommodated. If the individual is outside of the gate at MCC-MSU and unit staff cannot assist, they will contact me/Veronica to get them on the callout and get them laid in.</p> <p>Here are examples that have occurred when Securus is fully operational.</p> <ul style="list-style-type: none"> • TRU individual sent a kite Securus that their headphone jack is broken. Securus goes to their living unit and they're at work off unit. The unit staff/sergeant contact the area and have the individual sent back to the unit with lieutenant permission. • MSU individual sent a kite to Securus that their battery won't charge. They work outside the gate. The unit sergeant notifies Securus that they are outside of 	<p>Correctional Program Manager Leslie O'Connor</p>	<p>12/20/25</p>	<p>6/12/26</p>	

	<p>the gate, but that they will be laid in that Friday. Securus returned that Friday.</p> <ul style="list-style-type: none"> Individual has been unavailable after attempts from Securus. Veronica placed them on the callout and they were laid in from the grounds crew. <p>Some common issues we see from individuals seeking FSCA support are:</p> <ul style="list-style-type: none"> Not submitting a ticket on their tablet first; if the tablet is operational a help ticket must be submitted on the tablet Not sending a detailed kite; often kites say “need my tablet replaced” or “come see me” with no detail. Securus will return it asking for detail. <p>Update 4/25/26: This issue is still under review.</p>				
	EFV Entrance – Request to Reduce Water and Mud	Lt. Justin Caldwell	4/25/26	6/12/26	
	Request to Expand MSU Culture Events – More events that focus on individual cultures instead of one large event with all.	Associate Superintendent Bratten and Correctional Program Manager Kari Styles	4/25/26	6/12/26	
	The idea was suggested that MCC/MSU host a cultural event similar to the one held at Stafford Creek.	Associate Superintendent Paula Chandler	4/25/26	6/12/26	

REFERENCE	CLOSED ACTION ITEMS Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
	Replace Flooring in the MSU Children’s Visiting Area.	Associate Superintendent Paula Chandler	1/5/26	4/25/26	4/25/26

	<p>Update 2/20/26: TRU – Maintenance is working to identify an alternative solution that meets facility needs. Flooring at MSU has been replaced.</p> <p>Update 4/25/26: Flooring Replaced at TRU and MSU</p>				
	<p>Dirty toys and restrooms at MSU and SRTC, can there be better porter training?</p> <p>Update 2/20/26: New porters have been hired and are instructed to clean toys during downtime.</p>	<p>Associate Superintendent Paula Chandler</p>	<p>12/20/26</p>	<p>4/25/26</p>	<p>4/25/26</p>

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Monroe Correctional Complex (MCC)
Incarcerated Individual Betterment Fund (IIBF)

FY26 Monthly Budget to Actual Report from July 1, 2025 to June 30, 2026 - FM09 MARCH 2026

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY26 Budget	Expenditures	Fee Recovery	Remaining FY26 Budget	Brief Description of Expenditures to Date
88115	NR04	CULTURAL ACTIVITY	200.00	36.95		163.05	Meals for 12/16/25 WSR event
88115	NR05	RELIGIOUS ACTIVITIES	1,300.00	659.70		640.30	Carts, Supplies
88125	NR08	EFV EXPENDITURES-(NO FEE RECOVERY IN FY24)	2,080.00			2,080.00	
88135	SP16	OFFENDER GARDEN	0.00	71.10	100.00	28.90	LIFERS GARDEN FEES. TRU. Seeds.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	2,860.00	8,001.39	8,750.00	3,608.61	Recreation fees. Recreational equipment. Repair parts, supplies, prizes. Sales tax on equipment.
88170	NR21	TELEVISION RENTAL/FEE RECOVERY	0.00		12,067.77	12,067.77	QUARTERLY TV RENTAL FEES.
88180	NR03	ARTS & CRAFTS	300.00			300.00	
88180	NR27	UNIT ACTIVITIES	7,410.00	1,142.19		6,267.81	Games, puzzles for MSU & WSR. Remotes & TV coax/SRTC, Bikes & dustbusters/TRU C Unit. Coolers
88190	NR30	VISITING ROOMS	2,110.00	749.21		1,360.79	VR supplies. Pants for visiting. Fridge for VR medical accommodation
89110	CULT	IIBF - CULT	8,130.00			8,130.00	
89110	EFVC	Facility EFV Consumable Annual Allocation	11,250.00	1,469.40		9,780.60	Table protection. Blenders, DVD holders, bedding, small appliances
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	4,610.00	1,985.08		2,624.92	VR photo equip. supplies
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	3,540.00	2,951.39		588.61	Supplies for back to school event.
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVENT & MOVIE NIGHT	2,280.50	1,685.17		595.33	Meals, pies, drinks, desserts, utensils, plates, cups, table decor, supplies for harvest event.
89130	FF20	FAMILY FRIENDLY - Father/Child DAY	2,650.00			2,650.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	5,659.50		9,340.50	Motel Vouchers issued by HQ.
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY EVENT	3,735.50	3,712.61		22.89	Gift wrap, Gifts, Beverages, Crafts, Desserts, Supplies for Winter event.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00			500.00	
89130	FF95	FAMILY FRIENDLY - FAMILY BBQ-SOU	585.50	488.85		96.65	Meals, supplies, snacks. beverages SRTC BBQ & Fall Festival.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	2,908.50			2,908.50	
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,595.00	1,513.04		81.96	Meals, event supplies, Cakes.
89130	FPOP	FAMILY FRIENDLY - POP UP ALLOTMENT (HQ PROVIDES CODING)	1,077.00	1,052.83		24.17	Pop up event supplies, soda, coffee
89170	OP03	TV CABLE COMCAST CABLE/FEE RECOVERY (\$0.50 per month, per I/I)			5,419.85	5,419.85	Monthly Cable Fees
		Report Total	74,122.00	31,178.41	26,337.62	69,281.21	