

## FAMILY COUNCIL MEETING MINUTES

LOCATION: WASHINGTON CORRECTION CENTER (WCC)/TELECONFERENCE\_DATE: SATURDAY JUNE 10, 2023  
TIME: 9:00 AM – 10:00 AM

TELECONFERENCE DETAILS: MICROSOFT TEAMS +1 253-372-2181,PHONE CONFERENCE ID: 432 946  
336# \_\_\_\_\_

<b>MEETING ATTENDEES</b>
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DEPARTMENT/FACILITY CO-CHAIR: THERESA COHN - CPM      FAMILY CO-CHAIR: VACANT

FACILITY/COUNCIL SECRETARY: JENNIFER ALLMENDINGER      FAMILY SECRETARY, IF APPLICABLE: VACANT

MEMBERS PRESENT: BILL SWAIN (DOC), JAY JACKSON (DOC), SHARON HAGENLOCK (DOC), JASMINE BERNARDEZ, FELIX D'ALLESANDRO, AND CAROL WELCH, - VIA TEAMS – LARRY REEVES, LFC MEMBERS - CURT SCHINDLER, AND WENDY SCHINDLER, AND EMIJAH SMITH.


NON-COUNCIL MEMBER ATTENDEES: \_\_\_\_\_


<b>AGENDA</b>
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**OLD BUSINESS**

TOPIC	DISCUSSION/KEY POINTS	NEXT STEPS
NONE		

**NEW BUSINESS**

TOPIC	DISCUSSION/KEY POINTS	NEXT STEPS
IIBF - Jay Jackson	 3rd qtr - IIBF Budget with Narratives - FY23	<p>*Juneteenth event – why do families need to come up with the money to cover for additional staff if there is money left over in other budget categories and in the Cultural/Religious category specifically?</p> <p>*IIBF and CPPC are separate budgets. Funding is specific to each budget and there is a specific allotment for each line item. There are not interchangeable. Additional funds on the IIBF budget will carry over. June 30<sup>th</sup> is the cut-off. The budget meeting will take place in mid-August with new funding and budget finalized at the end of August. Looking into how events are categorized to clear up confusion-adding additional line items.</p> <p>*Lodging and travel costs? Can other funds be allocated to cover lodging and travel expenses?</p> <p>*Do they replenish the kid's toys in the visiting room? Can things be provided to accommodate infants? Tummy time, baby toys, etc.</p>

Outdoor Visiting	<p>One thing is when the outside seating will become available. On Friday, there were four VR staff in the VR. Seemed to be an ideal time to offer outdoor visiting.</p>	<p>If the VR has staffing appropriately the outdoor area is directed to be open weather permitting, this direction has already occurred with VR Staff . It is our job to assist staff in the positions if they are not familiar with the posts. We will ensure it is opened as required if we have full staffing. thank you CPM T. Cohn</p>
Evergreen Vending	<p>1. Have we heard anything back from Evergreen Vending regarding filling up twice on Fridays and/or finding someone to come up on the weekends?</p> <p>2. Why do we now have 3 snack machines versus 3 food machines?</p> <p>3. Why isn't Evergreen filling up the way they should be on Friday's?</p> <p>4. Can we fix the way families go up to the vending machines? I ask this because I have witnessed people with 2 cards in 2 different machines, families disregarding others and jumping ahead of them while they are waiting in line to get to the machine. It's always super crowded and discouraging to attempt to purchase something. Overall families have become really rude during this process and I think there should be a different way to get this straightened out in order for it to be fair for everyone.</p>	<p>They fill once on Fridays and Mondays only.</p> <p>The machines are down while one is being fixed.</p> <p>Family asked for a snack machine addition.</p> <p>If the majority of families want that we can look at it however that is not a security practice for the staff to do. It should be noted at the Previous LFC meeting family reported they did not want to limit how and who accesses machines.</p> <p>*Signs posted to ask everyone to be respectful. *Changing the direction of the crowd control ropes and pushing back where the line begins. *Different pricing for the same items, just different machines. Visiting staff to notify the manager to correct the pricing. *CPM Cohn checking on vending fill day to ensure they are properly filled. Unfortunately, Evergreen Vending does not have the staffing to fill on weekends.</p>
Community Compensation Program	<p> Community Compensation Progra</p> <p>I was in a meeting convened by Anita to reveal and explain the CCP. Are you aware of this program?</p> <p>I believe that we at WCC could get greater participation in LFC activities and events if family members were to be compensated for their time and services on behalf of the department, the incarcerated and the family and friends of the incarcerated. A real discussion among department and family members could identify eligible members for compensation. At</p>	<p>We will look into this and follow up.</p> <p>*Have not heard back yet, hoping to hear this week.</p>

	<p>a minimum elected LFC members should be eligible for compensation. Members who participate in council activities should also be considered.</p> <p>I do not know all the families at WCC. There are some who always show up and appear willing to contribute to family activities. I am copying those who I know as participants very likely missing some. We should explore ways to confer eligibility on family members who regularly show up beyond the three elected positions.</p> <p>Let's see if we can build a more active and involved council if there exists the possibility of compensation for family and friends' participation.</p>	
Heat Mitigation	<p>The updated link to the HQ memo is below. Specifically, some of the heat mitigation strategies include misting stations (which WCC has), but there are questions about other recommendations that may or may not have been incorporated, including allowing the incarcerated individuals to wear shorts, T-shirts, and shower shoes without socks outside the unit, extra movements, and ice water.</p> <p style="text-align: center;">   2023-0515-heat-mitigation-efforts.pdf </p>	<p>*Sgt. Reeves went over specifics regarding temperature levels and the required guidelines WCC follows.</p>
<b>DISCUSSION AND QUESTIONS</b>		
Programs for Teens		<p>*Movie night will cover a broad age range but must meet the allowable requirements.  *Working on a few events to accommodate teens and provide fun opportunities for multiple ages.</p>
Sign up for BBQ		<p>*Evergreen and Cedar do have a fair opportunity to sign up for this event. The sign-up will come out once the previous event has finished. Spending for the BBQ has started, and staff does not foresee any remaining funds.</p>
Joel's email address		joel.nwokike@doc1.wa.gov

NEXT MEETING LOCATION: PLPC1 DATE: AUGUST 12, 2023 TIME: 9:00 AM

COMMENTS: \_\_\_\_\_

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DISTRIBUTION: **ORIGINAL** - FAMILY COUNCIL CO-CHAIRS

**Washington Correction Center (WCC)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY23 Budget Narratives**

Account Code	Budget Category	Programs/Events	Proposed FY23 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>
88115	NR05	CULTURAL ACTIVITIES	3,000.00	Monies in this category are used to provide cultural activities to share information about cultures which could involve activities like speakers, displays, and crafts.
88125	NR07	EFV ELECTRIC	700.00	This category supports the electricity for the overnight family visits at WCC.
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	1,300.00	This category is for monies generated by fee supported Extended Family Visit Program (EFV) and will be used to replace and update EFV items throughout the fiscal year to ensure the EFV's are clean and usable. These items could include furniture, pots and pans, mattresses, linens, towels, and kitchen supplies. The fees recovered, currently set at \$5 per night, will be in addition to the initial allotment.
88160	NR19	RECREATION / FEE RECOVERY (\$7 per qtr)	6,763.00	This category is for monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: ping pong tables, soccerballs and nets,basketballs, recreation prizes; pool table recoverings, gravel for running tracks, footballs, rackets, nets, and hoops.
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per mo)	0.00	This category is for monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will used to purchase TV's, when necessary to support the WCC TV Rental Program. The fees recovered, currently set at \$3 per month.
88180	NR27	UNIT ACTIVITY	3,257.00	Monies provide items that are not required but improve the every day life of the individuals living in the unit and contribute to reducing idleness. Irons; microwaves; card and board games; NETFLIX movie subscription for Lower R units
88190	NR30	VISITING ROOM	1,300.00	Monies support consumable items provide in the visit rooms and are intended to support a positive visiting environment. This could include games, toys, coloring books, crayons or game consoles.
89170	OP03	TV CABLE CABLE/FEE RECOVERY (\$0.50 per mo)	28,708.00	Monies allocated statewide to provide cable TV programing to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services.
89110	SP68	SPECIAL PROJECTS - WELLNESS ENHANCEMENT	16,106.00	Monies provided to enhance the outdoor weight decks. Items purchased include an adjustable weight bench, 40 rubber mats, and other misc weight equipment.
89130	FF97	FAMILY FRIENDLY - ADULT DAY	1,300.00	Monies used to support a special visitation day for adults and their incarcerated loved ones.
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,545.00	Monies used to support back to school events which positively impacts on intergenerational incarceration by keeping parents engaged with children's school activities, and helping with the costs of school supplies by providing a backpack for each school-age child and grade appropriate school supplies.
89130	FF61	FAMILY FRIENDLY - SPRING FLING	1,268.00	Monies used to support the spring fling event for families enhanced visting experience to include painting, crafting, and food.
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	975.00	Monies used to support the summer BBQ event providing an opportunity for families to socialize and connect with food and games.
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,300.00	Monies used to support the Fall event for families to participate in various seasonal activities to include food, crafting, and games.
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	15,000.00	Monies allocated to the facility for the Lodging Assistance Program is designed to provide assistance to families that must travel extended distances to visit. This assistance encourages and supports in-person visitation.
89130	FF92	FAMILY FRIENDLY - FAMILY FUN DAY	1,495.00	Monies used to support a family fun day which is geared towards interactive family activities.
89130	FF38	FAMILY FRIENDLY - SCIENCE LAB WITH DAD	1,495.00	Monies used to support a child-focused event intended to strengthen bonds and involve fathers. Intention is to spark interaction and a dialogue about learning/school.
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	923.00	Monies used to support an event to recognize significant persons in the incarcerated individual's life. May include recognizing Mothers/Fathers Day. Expenditures may include include a meal, crafts, and photo for participants to have a memory of the event
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00	Monies used to support recorded video greetings on DVD to send to family member(s). Individuals may read a book, poem, play music, sing, read a letter, etc. May be referred to as Read to me Daddy Program but is designed for any family member.
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	1,820.00	Monies used to support the winter event for families to participate in various seasonal activities to include crafts, decorations, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events.
89130	F107	FAMILY FRIENDLY - VR FREE PHOTOS	1,705.00	Monies used to support 2 free photos to family members during visitation
<b>Report Total</b>			<b>91,460.00</b>	

# Community Compensation Program: Community Member Guide

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WORKING TOGETHER FOR SAFER COMMUNITIES

Anita Kendall, Senior Director Business Services  
Mike Steenhout, Planning and Project Director



# Welcome & Thank You!



We are committed to equitable public policy discussions that include individuals who are currently being impacted or have been directly impacted by the policy or subject matter we are addressing.

Your expertise and experience will greatly improve our work

**Thank you again for volunteering to assist us!**



# Purpose

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This guidance is for community members that participate on DOC groups, such as:

- an ongoing part-time **board, commission, council, committee**, or other similar group established by the DOC to function primarily in an **advisory, coordinating, or planning capacity**; or
- **one-time, low-barrier engagements, such as surveys, interviews, written feedback requests**, or other types of engagement that **do not require a long-term commitment** and/or are **low-intensity efforts**.



# Purpose – Agenda

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- In today's training, we will cover the following:
  - The Why – the Legislation that led to the creation of our new Community Compensation Program
  - The role of the **chairperson** for the DOC group,
  - The availability and requirements of **compensation** for eligible individuals,
  - A walkthrough of the program, including eligibility and approval processes, compensation structure, and forms and job aids

# The Why?

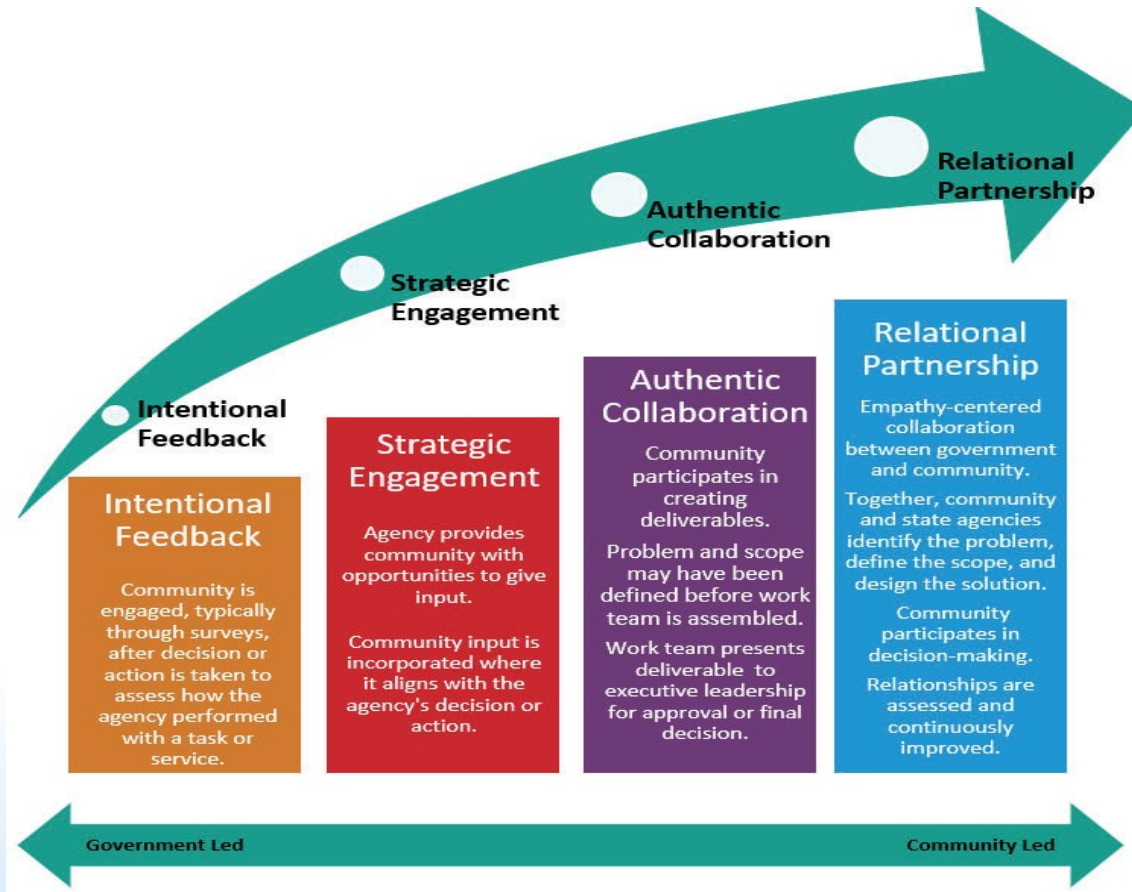
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- During the 2022 Legislative Session, the legislature enacted 2SSB 5793 – Lived Experience with the intent that:
  - Equitable public policy discussions should include individuals directly impacted by that policy
  - To recognize that asking community members with lower financial means to volunteer their time and expertise without compensation ultimately hinders full and open public participation
  - To remove financial barriers for those individuals fosters increased access to government and enriches public policy discussions and decisions, ultimately leading to more equitable and sustainable policy outcomes

# Our Journey to Relational Partnerships

"Equitable public policy discussions should include individuals directly impacted by that policy"



# Groups & Community Members



The Community Compensation Program provides authority to provide stipends and cost reimbursement to eligible community members participating in an advisory, coordinating, or planning capacity on a part-time class one board, commission, committee or other similar group once authorized by the Secretary.

**Figure 1 - Process to gain approval to pay compensation**



# Chairperson of your DOC Group

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The **Chairperson** of your DOC group or their designee (including support staff) **is your primary point-of-contact** for:

- The Community Compensation Program Application form and inviting you to be a member of the DOC group.
- Meeting facilitation, including providing you with meeting materials and scheduling meetings.
- Assigning work and pre-approving all work activities of the DOC group.
- For those seeking compensation, providing you with a copy of the Community Compensation Program Member Acknowledgment form, and Community Member Compensation Request form.

# Chairperson of your DOC Group (Cont.)

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The **Chairperson** of your DOC group or their designee (including support staff) **is your primary point-of-contact** for:

- Reviewing and providing pre-approval of compensation requests that are then sent to DOC Business Services for review, final approval, and payment.
- Helping you navigate available accessibility options, including:
  - American Sign Language (ASL), Communication Access Real-time Transcription (CART), and Spoken Word interpretation services.
  - Offering meeting materials in both print and digital form with large print options, and in in available primary languages used by DOC group members.

# Compensation Eligibility

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To be eligible for compensation, an individual **must meet one of the two following criteria:**

- 1. Lived Experience:** Direct personal experience in the subject matter being addressed by the DOC board, commission, council, committee, or other similar group. Lived experience is considered personal experience in the subject matter being addressed by the DOC group.
- 2. Low Income:** An individual whose income is not more than 400% of the federal poverty level, adjusted for family size.\*

*\*The federal poverty amounts are amended annually by the Health and Human Services Department. Refer to the most current year when determining income eligibility for DOC group members. The Office of Equity has adopted the [2023 Federal Poverty Guidelines](#).*



# Eligible Work Activities

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Eligible individuals receive compensation when:

- Work is approved in advance by the Chairperson for,
- Attending official meetings
  - Attending official ongoing full group meetings, subgroup, or subcommittee meetings, community feedback sessions, and related travel time.
- Other statutorily approved work.
  - Reviewing and commenting on a plan, taking a survey, producing or reviewing written content such as research or reports, meeting preparation, traveling to and attending an outreach meeting, conference or training, and other one-time events.



# Otherwise Compensated - excluded

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An individual that is already being paid for their participation in a DOC group by another party is not eligible for compensation under DOC's Community Compensation Program.

- If an individual participating on an ongoing DOC group or in a one-time event is already receiving hourly wages, salary, or any other kind of payment for their participation in the group or event, they are being otherwise compensated, and are therefore ineligible for additional.
- An example of this would be if someone whose full-time job is in policy advocacy and their scope of work at the job for which they are already receiving a salary includes activities such as engaging with government agencies to help inform public policy.

# Compensation & IRS Requirements

- Stipend compensation **for ongoing DOC groups** is set at **\$45 per hour, not to exceed \$200 for each day** during which the member attends ongoing official meetings or performs statutorily prescribed duties approved by the chairperson of the DOC group, based on the following schedule:

Up To & Including 1 Hour	More Than 1 Hour & Equal To 2 Hours	More than 2 Hours & Equal To 3 Hours	More than 3 & Equal To 4 Hours	Over 4 Hours
\$45.00	\$90.00	\$135.00	\$180.00	\$200.00

- Compensation for **one-time events** is set at the flat rate of:

Up To & Including 1 Hour	Up To 4 Hours or Less	Over 4 Hours
\$25.00	\$100.00	\$200.00

# Compensation & IRS Requirements

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- If a DOC group member earns **\$600 or more in compensation (not reimbursements) in a calendar year**, the Internal Revenue Service (IRS) requires DOC to issue a **1099-MISC form**.
- If a workgroup member receives compensation from more than one state agency for participating in multiple workgroups, this \$600 amount is applied per agency and **is not calculated cumulatively**.

# Reimbursements – child/adult care

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Child and adult care reimbursement rates are set at the maximum amount as follows:

- **Childcare:** up to \$25 per hour for the first child and up to \$50 per 24-hour cycle for each additional child
- **Adult care:** up to \$34 per hour for the first adult and up to \$50 per 24-hour cycle for each additional adult

*DOC group members need to submit the bill or invoice received from the provider for child or adult care services or confirmation of payment (e.g. traditional receipt or a screenshot of a money transfer through apps like CashApp or Venmo).*

# Reimbursements - Travel

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- Mileage reimbursement- for simplicity, mileage will be calculated using google maps point-to-point mileage. This equates to OFM SAAM requirements for city-to-city plus vicinity miles.
- In certain cases, reasonable allowances (per diem) can be approved through your DOC group Chair for lodging and meals.
  - The same rules for travel reimbursement for state employees are applied.
  - If per diem is approved, any meals served must be paid for or the meal allowance forgone for that meal.
  - The most current reimbursement per diem rates are available on [Office of Financial Management's \(OFM\) website](#).

*These allowances should not be confused with stipend payments, which are compensation offered in exchange for a DOC group member's time and efforts, as opposed to compensation to cover practical costs incurred in the course of work that require reimbursement.*

# Payment Options

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- There are several options to disburse payments to individuals working on DOC Groups, all of which have different considerations:
  - Direct deposit to your bank account,
  - State warrant (paper check) mailed to your home address,
  - Pre-loaded e-gift card e-mailed to the e-mail address provided.

# Payment Options

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## Statewide Vendor Number

- A Statewide Vendor Number is required whenever payments are made through the state of Washington's Agency Financial Reporting System (AFRS). This includes Direct Deposit and state warrant (check).
  - Requesting a Statewide Vendor Number only needs to be done once by an individual participating on a DOC Group, when seeking payment for the first time.
  - Statewide Vendor Numbers can expire so group members with previously existing Statewide Vendors Numbers should check to make sure their number is still active.
    - You can confirm that a vendor number does not already exist by searching the [Vendor Number Lookup](#).
  - DOC does not have direct access to this information, nor do we see the registration forms.

# Payment Options

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## Statewide Vendor Number (Cont.)

- If no vendor number exists, you can obtain a vendor number by visiting [Statewide Vendor/Payee Services | Office of Financial Management \(wa.gov\)](#), and completing the “Vendor/Payee Registration Form.”
  - For number 3 on the Vendor Registration Form, select the option Lived Experience - Class 1.
  - When completing the form, DOC group members have the option of setting up direct deposit to a bank account or receiving a paper check via mail.
  - Once the form is submitted, an individual’s Statewide Vendor Number will be sent to the email provided within 3-5 business days.





# Payment Options

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- **Direct Deposit**

- Direct deposit into a domestic bank account is the easiest and fastest option for payments.
- An individual must be willing to obtain a **statewide vendor number** (upcoming slide) and share their bank account details with the **Office of Financial Management** (OFM) to receive payment.
- Once a Community Member Compensation Request form is approved and processed, the payment deposited directly into your bank account.

# Payment Options

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- **State Warrant (Paper Check)**

- Another payment option is to request a paper check.
  - Obtaining a paper check as payment also requires that an individual obtain a **statewide vendor number**.
  - The paper check option often takes longer for payment due to mailing time.
  - The Office of the State Treasurer (OST) has an agreement with US Bank to cash state warrants for individuals at US Bank branches in Washington State (note: US Bank may charge the payee a \$10.00 fee per paper check cashed).
  - Other companies such as Fred Meyer, Walmart, and others offer check-cashing services for a fee. Recipients must present valid identification at the branch when cashing the paper check.

# Payment Options

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- **One-Time Event E-Gift Cards**

- E-Gift cards that effectively operate like a debit card may be an option of compensation for DOC group members that are unbanked, or for compensation for one-time events.
- Once a member reaches \$600 in compensation or an additional payment will put them over the threshold, a Statewide Vendor number or IRS W-9 to DOC is required.
- Electronic gift cards will be emailed.
- DOC is not able to offer multiple use debit cards at this time. This will be a future enhancement of the program.

# Eligibility & Amounts Impacted

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Federal and state income-based programs such as those that provide assistance with housing, health care, and money for food and other living expenses typically require reporting of any earnings by the recipient of said assistance. Many people are enrolled in more than one of these programs.

- **Please be aware that stipends and e-gift cards are considered income and could impact these benefits programs. Contact the benefit agency for more information.**

# Eligibility & Amounts Impacted (Cont.)

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- As allowable by federal and state law, state agencies have been directed to minimize, to the greatest extent possible, the impact of stipends and reimbursements on public assistance eligibility and benefit amounts.
  - However, please be aware of possible benefit impacts, and encourage you to **contact these respective agencies for any needed benefits counseling.**
  - Retired state employees who receive stipends may need to consult with Retirement Services to make sure there are no potential impacts on retirement payments.

# Public Records Act (PRA) & Public Disclosure

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Please be aware that the work of any state or local government agency is subject to the requirements of the Public Records Act (PRA), RCW 42.56.

- All records created, owned, used or maintained in the conduct of DOC business must be provided upon request and is subject to release under the PRA, unless there is a specific legal exemption that applies.
- This includes records such as **emails from community members participating on DOC groups sent to their chairperson and any attached documents.**



# Forms and Resources

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Initial Community Compensation Program forms and guide that is provided to community members selected to participate on a DOC group:

- [Community Compensation Program Application form](#)
- [Community Compensation Program Member Acknowledgement form](#)
- [Community Member Onboarding and Orientation Guide](#)
- [Community Member Compensation Request form](#)

## Office of Equity Guidelines

- <https://equity.wa.gov/people/community-compensation-guidelines>



# In Closing

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Thank you again, we deeply appreciate having your expertise and experience on our DOC group.

- The DOC is committed to public policy discussions that involve individuals who are being or have been impacted by that policy or subject matter.
- Our policy development and decision-making processes will be much stronger with the involvement of community members.
- **Please remember to work with your chairperson if you are seeking compensation and to help remove any barriers to your participation, including addressing accessibility needs.**





# Questions?

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# Washington State Department of Corrections

## WADOC Heat Mitigation Efforts in Prisons

Published May 10, 2023 – Updated May 15, 2023

In preparation for the coming warmer months and with hotter weather on the forecast earlier than usual, the Washington State Department of Corrections is now implementing its heat mitigation efforts for prison facilities across the state. Throughout the warmer months, we will update this information as needed to provide the most accurate and up to date information.

The following are general efforts facilities may take during warmer months if necessary to mitigate any excessive impacts in our facilities; mitigation efforts do vary by facility due to each facility's unique layout, makeup and needs. Facilities will communicate with incarcerated and staff when the need arises to implement the following efforts. However, the consistent approach at each facility is to ensure the safety and well-being of the incarcerated and our staff.

- Ice water is made available for everyone. Ice machines have been inspected for the season and are working. Plans are in place to address if problems arise.
- Ice will be made and frozen at night while people sleep to keep up with the demand during the day.
- Areas are identified for cooling stations should the need arise, misting stations will be available in the yards.
- Shorts and t-shirts will be allowed outside of units; Incarcerated persons will be allowed to wear shower shoes with no socks.
- Incarcerated individuals will be allowed to wear wet towels to mitigate the heat.
- Sunscreen has been purchased by DOC and will be made available to individuals wanting to access the yard.
- Extra movement may be established for recreation for population to leave yard early.
- Medical staff are looking at locations where patients can be housed if temperatures cannot be controlled in the infirmary.
- Facilities should also consider alternative options for heat mitigation in visit areas. These options may include (but are not limited to) additional access to water, ice where available, additional fans, etc.