



# FAMILY COUNCIL MEETING MINUTES

Location: WCCW via Microsoft Teams

Date: 07/10/2023

Time: 1630

Teleconference details: Microsoft Teams meeting

## MEETING ATTENDEES

Charlotte Headley  
Department/facility co-chair

Greg Mansfield  
Family co-chair

Melissa Johnson  
Facility/council secretary

Dina Johnson  
Family secretary, if applicable

Members present: Lt. Dan Jacobs, CS2 M. Johnson, P. Gillespie, Alexis Chavez, Captain J. Rio, ASP K. Figueira, Supt. C. Headley, CPM, S. Alley, C. Robinson, HSM B MacDowell, D. Johnson, S. Sherman, S. Olson Schmoker, AA4 K. Jones, K. Nelson, G. Mansfield, J. Moriarty, FM G. Holter, Z. Kinneman of OCO, J. Rice, FSM H. Chastain, ASO M. Hall, J. Henson, L. Dawson, P. Perkinson, L. Wow, R. Roberts, Asst. Sec. J. Darnielle, D. Blagsvedt, Dep. Asst. Sec J. Wofford

Non-council member attendees: Tier Representatives: Lisa Kanamu of MSU and Tarina Berry of K Unit

## AGENDA



### Old business

Topic	Discussion/Key points	Next steps
Approval of minutes from April 17, 2023	approved	M. Johnson will get these posted online.
ASO Hall Visitation changes/updates (30 min) <ul style="list-style-type: none"> <li>video visitation program changes</li> <li>seating arrangements</li> <li>menu for vending - healthy options updates</li> <li>photo backdrop</li> <li>other questions/concerns</li> </ul>	<ul style="list-style-type: none"> <li>Video Visitation Program, their feedback is that they want this during meal periods and will be responsible for their own meals if they choose to participate.</li> <li>Assign seating based on safety protocol.</li> <li>Menu for vending. This is closed. ASO is meeting with visitation staff, (sgt brown) healthy options is being investigated.</li> </ul>	Will be posted online.

### New business

Topic	Discussion/Key points	Next steps
ASP Kari Figueira Status of craft program 10 minutes	<ul style="list-style-type: none"> <li>Kempton is meeting with other DOC staff to implemented new protocol posted at end of the month.</li> </ul>	ASP Figueira will report out by the next meeting of the findings.
Room Hold Policy & Procedure 15 minutes <ul style="list-style-type: none"> <li>Post-surgery</li> <li>EFV</li> <li>Isolation</li> <li>Dry Cell</li> </ul>	<ul style="list-style-type: none"> <li>Post-surgery, we will hold beds if possible, and will make every effort to do so. If there is a facility need to fill a bed, then it will be on a case-by-case basis due to capacity issues. We will make every effort to put patients back in their beds.</li> <li>EFV, they should not be losing bed for this or isolation reasons.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Dry cell, their placed-on administration segregation pending the investigation.</li> </ul>	
<p>Grievance Process 15 minutes</p>	<ul style="list-style-type: none"> <li>• Co-Chair Greg Mansfield wanted to know the process, because there seems to be a lot of uncertainty of what an emergency grievance is and how it is handled.</li> <li>• ASP Kari Figueira reported according to policy 550.100, individuals are expected to attempt to resolve concerns informally and at the lowest level. The individuals have 20 working days after an incident to file a complaint. Individuals should talk to staff members or others involved, submit kites, letters, kiosk messages, etc. When they do file the complaint, they should let the Resolutions Office know what steps they took and what responses they received. The Resolutions office will often look at the issue and try to answer questions or suggest other processes available to informally resolve an issue. Resolution boxes are located in MSC, CCU, MI campus, RDC, SEG, TEC and IPU hallway. WCCW resolution requests are picked up on Mondays and Thursday unless holidays, training, or institutional needs interfere; then they will be picked up on the next business day.</li> <li>• Emergency complaints are those that involve a potentially serious threat to the life or health of an individual, related to severe pain being suffered by the individual, or involve a potential threat to the orderly operation of a facility, and its resolution would be too late if handled through routine administrative or resolution channels. Suppose an individual believes they have a complaint that is an emergency. In that case, they need to submit it to a staff person immediately after the incident to be processed promptly. For all emergency complaints involving severe medical issues, a licensed medical staff will decide on the need for medical attention. If an emergency grievance is filed during off hours or weekends, those will go through the Shift Lieutenant, and they determine if it is a true emergency. The normal grievance</li> </ul>	

	<p>process will be followed if it is deemed not an emergency.</p>	
<p>Linda Ineman Budget 10 Minutes</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>WCCW IIBF Budget FY23 FM23 Narrative WCCW IIBF Budget FY23 FM23 Quarterly</p>	<p>Linda shared her screen with those in attendance. She reported that she received WCCW's allocation and that it is an excellent opportunity for the LFC to have input on where the funds will be allocated.</p> <p>Linda reported that WCCW has approximately \$5950.00 that we can allocate to the different activities that are not restricted.</p> <p>Historically, when allocating for the facility, we put most of their money into unit activities, this allows the units to vote and decide whether they want a movie night or want to buy games.</p> <p>We usually give \$1000.00 to recreation so they can buy equipment and replace things that are worn and broken, and they get additional funds as they get recoveries as well. This past year, recreation bought some small exercise equipment like fitness bands, and exercise videos, and the extra they got from headquarters to purchase the rowing machine.</p> <p>WCCW received extra funds for EFV consumables this past year as well. CPM Alley and ASP Figueira did a great job spending money to upgrade the EFV Trailers, so they're much more comfortable for the families visiting. We bought new furniture, linens, and new supplies for the kitchens. Linda is happy to report that WCCW was able to do a lot for our EFV trailers this year.</p> <p>Linda asked the LFC how they wanted to allocate the \$5950.00? Please share your ideas with Melissa by the end of the week, and Linda will ensure your ideas are included in her proposal.</p> <p>Assistant Secretary Jeannie Darnielle shared some historical context about the IIBF budget. She shared that she participated in a meeting late last week on the unexpected revenues coming into the IIBF.</p> <ul style="list-style-type: none"> <li>The IIBF was established in 1981, along with DOC and influential policymakers of that time. They figured that persons who were incarcerated needed activities but that the money from those activities would come from the imprisoned persons themselves. Since then, it's primarily been based on the collection</li> </ul>	<p>LFC Members are to share their ideas with M. Johnson by close of business July 14, 2023, so that she can submit to HQ.</p>

	<p>of funds from telephone calls, and that's been the major funding source.</p> <ul style="list-style-type: none"> <li>• Now, with the change to SECURUS tablets. The income to the fund is quite a bit bigger than it had been when people had to queue up to make calls. Sometimes, individuals were able to call their families, and sometimes they didn't get to because there was a finite number of ways that people could make calls over a limited number of hours. Now that we have these tablets for the population, it's considerably opened. So much so that we have already seen a 50% increase plus interest for the fund; this includes their payment to victims' funds, over \$900,000.00 a year. Also, the original policymakers built that in as well, resulting in this increase of almost \$4,000,000.00 in this year alone!</li> <li>• Now, understanding that we've started a new fiscal year and we haven't even fully implemented the SECURUS tablets in all the facilities, there is an expectation that we will see a more significant amount of money, even than the \$4,000,000.00 in the fund for this next fiscal year.</li> <li>• Asst. Secretary Darnielle also shared that WCCW held its first annual gay pride event on June 30th. She allocated leftover funds from the end-of-year budget cycle to pay for this event. She reported that there is the potential for requesting additional funds from the betterment fund for special occasions as the future unfolds and expand and improve the kinds of programming WCCW has currently.</li> </ul>	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Cable TV update	No update, this is a statewide contract.	
Captain Heat Mitigation	Tabled	Will place on next agenda

Next meeting location: Microsoft Teams Date: 08/21/2023 Time: 1630

Comments: Meeting adjourned at 1803.

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

Account Code	Budget Category	Programs/Events	FY23 Budget	Brief Description of Program Objective
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	300.00	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.
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,200.00	Monies generated by fee supported recreation programs and will be used to support Incarcerated Individual wellness activities. Items include, but are not limited to: recreation prizes; board games, puzzles, exercise bands, pickleball paddles.
88170	NR24	TV RENTAL PROGRAM	0.00	Monies generated by the TV Rental Program and the purchase of new TVs and/or repairs to support the program. Monies will be used to purchase TV's, when necessary to support the WCCW TV Rental Program.
88180	NR27	UNIT ACTIVITY	3,400.00	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; board games; holiday decorations; etc.
88190	NR30	VISITING ROOMS	400.00	Monies to support consumable items provide in the visit rooms and are intended to support a positive visiting environment. Items may include: games, coloring books, crayons or toys.
89110	SP68	IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT	3,971.00	Monies provided in addition to the approved budget to purchase recreation equipment to encourage wellness in the facility
89110	SP69	IIBF SPECIAL PROJECTS - EFV and VISITING IMPROVEMENT	1,277.00	Monies provided in addition to the approved budget to purchase items to enhance EFV's for family visits
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	748.00	Monies to support an event which focuses on sharing time with loved ones designed to gather with your significant other or an adult visitor that has been a major support to the Incarcerated Individual throughout their life. Activities may include, a photo booth, games, and refreshments.
89130	FF07	FAMILY FRIENDLY - IIBF FREE PHOTO	1,200.00	Monies to support free photo's in the visit room for family members and friends
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,737.00	Monies to support back to school events which positively impacts 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	FF15	FAMILY FRIENDLY - FALL GATHERING	1,138.00	Monies to support a day for the incarcerated individuals to gather with adults who support them and visit over a Fall meal. Due to continued COVID restriction, a craft mailing was approved for up to four loved ones on approved visit list to receive a Fall door decoration created by Incarcerated Individual.
89130	FF40	FAMILY FRIENDLY - HOTEL VOUCHER	10,000.00	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	FF41	FAMILY FRIENDLY - MOTHER'S DAY EVENT	1,918.00	Monies to support two events to accomodate both mothers with children and women with only adult support. The event reinforces the importance of a positive female role model and supports relationship building and continued communication between the family and the incarcerated. Events will include a crafting and planting session, outdoor and indoor games and a meal. Each session will also provide flowers for the mothers.
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	2,038.00	Monies used to support the winter event for families to participate in various seasonal activities, to include crafts, decorations, gift exchange, meals or refreshments. Winter traditional holiday celebrations which may include winter movie or game events. If COVID restrictions continue, an alternate proposal would be to send children/grandchild of incarcerated parents from their approved visit list ages infant to 17 years old a no sew - stuffed bear created by the incarcerated individual with a recorded greeting inside bear, along with a drawstring backpack, as the gift wrapping and photo of individual and holiday greeting card.
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	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 the as Read to me Mommy Program but is designed for any family member.
89130	FPOP	POP UP ALLOCATION	531.00	Monies allocated as requested and approved to provide funding to support additional activities at the facility

**Washington Correctional Center for Women (WCCW)**  
**Incarcerated Individual Betterment Fund (IIBF)**  
**FY23 Quarterly Budget to Actual Report from July to June 2023 - FM23**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88125	NR08	EFV EXPENDITURES/FEE RECOVERY (\$5 per night)	300.00	347.05	(535.00)	487.95	Replacement silverware, handmixers
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,200.00	2,499.15	(1,029.00)	(270.15)	Recreation prizes, exercise videos, bands Used to purchase TVs for the rental program (fee recovery)
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(991.25)	991.25	Snacks for MSC activity, jigsaw puzzles, games, holiday decorations, candy, hygiene items, holiday meal enhancements, coloring activities for TEC, Photo printers and cameras, visit room supplies
88180	NR27	UNIT ACTIVITY	3,400.00	3,340.50		59.50	
88190	NR30	VISITING ROOMS	400.00	400.00		0.00	Purchase of two rowing machines
89110	SP68	IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT	3,971.00	3,970.42		0.58	Enhancements for visiting and EFV's
89110	SP69	IIBF SPECIAL PROJECTS - EFV and Visiting Improvement	1,277.00	616.70		660.30	Supplies for paint and sip includes, watercolors, cocoa, brushes
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	748.00	556.40		191.60	Purchases of photo paper, ink and supplies to provide free photos for visitation
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	1,200.00	828.41		371.59	Backpacks, school supplies and postage for mailing backpacks/supplies to families
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	1,737.00	1,526.66		210.34	Crafts mailed to families, postage
89130	FF15	FAMILY FRIENDLY - FALL GATHERING	1,138.00	510.24		627.76	Hotel Vouchers
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	432.00		9,568.00	
89130	FF41	FAMILY FRIENDLY - MOTHER'S DAY EVENT	1,918.00	1,081.72		836.28	
89130	FF69	FAMILY FRIENDLY - WINTER EVENT	2,038.00	1,700.79		337.21	Teddy bears, voice recorders, bags and postage
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00	115.51		384.49	Backdrops for use in video recording
		POP-UP ALLOCATION	531.00	0.00		531.00	
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	42,522.00	41,786.03		735.97	Direct TV paid monthly. Approximately \$4k per month.
<b>Report Total</b>			<b>72,880.00</b>	<b>59,711.58</b>	<b>(2,555.25)</b>	<b>15,723.67</b>	