



FAMILY COUNCIL MEETING MINUTES

Location: WCCW via Microsoft Teams

Date: 08/21/2023

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: AA2 Chavez, ASP Figueira, Executive Assistant Cravens, Jason Rice, Paul Gillespie, Lt. Jacobs, Assistant Secretary J. Darnielle, Dina Johnson, FSM H. Chastain, Capt. Rio, CPM Alley, FM G. Holter, Janet Moriarty, Stefanie. LBA Ineman, Susan Sherman, Laurie Dawson, Madisen W. ASO M. Hall, Deputy Assistant Secretary Jo Wofford, Stefanie, Kay Nelson, AA4 K. Jones

Non-council member attendees: Tier Representatives: Vatsana Muongkoth of J Unit and Ilene Erwin of CCU

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Approval of minutes from July 10, 2023	Minutes approved by attendees.	M. Johnson will get these posted online.
ASO Hall & Sgt. Brown Visitation changes/updates (30 min) <ul style="list-style-type: none"> • video visitation program changes • menu for vending - healthy options updates • other questions/concerns • sign in sheet 	Associate of Operations Maria Hall addressed the video visitation program changes. The video visit schedule changes are reflected on the iDOC website. Changes include adding the 1130-1300- and 1700-1830-times slots. ASO Hall also addressed the healthy options that will become available in the MI visit room. She reported that Sgt. Flora Brown and LBA Linda Ineman have contacted the vendor to discuss healthy snacking and drink options low in sugar, fat, and calories. Examples include energy bars, nuts, whole grains, baked or veggie chips, cheese and fruit trays, egg salad, tuna salad sandwiches, etc. <ul style="list-style-type: none"> ○ Jason Rice asked if it is possible to have the vending machines restocked at least twice a 	ASO will find out from Securus how best the company can notify loved ones of a scheduled visit. Captain will see if securus can give a 24-hour advance notification of scheduled visits. Or once the visit is scheduled their program would automatically notify the parties. Lt. Jacobs will work with Sgt. Brown regarding the restocking of the vending machines twice a week.

	<p>week? Maybe a Monday and a Saturday so that there is enough food in the vending machines for the entire weekend.</p> <p>ASO reported the WCCW institution visitor sign-in form, visit room log, and visit processing logs have all been updated to state "incarcerated individual" rather than the offender.</p> <p>other questions/concerns</p> <ul style="list-style-type: none"> ASO Hall and Captain Rio are going to meet regarding the bathroom locking mechanism so that it is easier for the visitors to get out of the bathroom once they're in. Is it possible to have other chair options available for those with a handicap or who may need a chair with arms, a chair that is a bit higher or even wider? Policy states there should be some provisions for such cases. Will outdoor seating be available any time soon? If not when? 	<p>ASO Hall & Captain Rio will look into these questions.</p>
<p>ASP Figueira (5 mins) Status of Craft Program</p>		

New business

Topic	Discussion/Key points	Next steps
<p>Upcoming Election (5 mins) Greg Mansfield</p> <ul style="list-style-type: none"> Role of family council at WCCW 	<p>Co-Chair Greg Mansfield reported that he and the superintendent had a conversation. She asked Greg to keep her informed and that they agreed to keep the co-chair and co-secretary positions the same.</p>	
<p>TC and RSAT (15 mins) ASP Figueira</p> <ul style="list-style-type: none"> Intro to program/how it works? Updates with RSAT 	<p>ASP Figueira reported that the Department of Health has awarded WCCW a grant to house a Residential Substance Abuse Treatment (RSAT) program. The program aims to treat individuals with co-occurring disorders (substance abuse and trauma-related disorder).</p>	<p>ASP Figueira stated, as the program progresses, we will potentially look into having motivational speakers come and speak to the participants of the RSAT program.</p>

Superintendent Headley, I, CPM Alley and CUS Afalava went to Nevada to see how this type of program worked. We liked that there was a therapeutic community with a mental health treatment, specifically trauma treatment component to their program. This is perfect because both substance abuse and trauma go hand-in-hand. With that said, we believe more than 80% of MI2 women would benefit from RSAT treatment. WCCW would dedicate one living unit to a therapeutic community environment which provides separation from the general population that the grant requires and creates a clean and sober living environment where incarcerated can receive intensive, life-changing treatment in order to prepare for reentry.



- Dina asked, with regard to other incarcerated individuals “raising awareness” to their peers. How will this benefit those in the program, without it being a power-play over another person?
 - ASP Figueira stated, she understood the concern. That this RSAT program will be rolled out methodically and that that feedback can come from a peer or a staff member, and it would be in a positive feedback way versus “I saw you talking to someone you shouldn’t. The conversation would be, “hey, I saw you walk away from someone who’s trying to talk to you when you weren’t supposed to talk to them, good job!
 - ASP Figueira stated, it is a more supportive and empowering environment, not punitive.
 - Dina stated, thank you, I just don’t want anyone to have to take backward steps when they are so close to being released. I love the recognition piece; I think it’s extremely awesome. There

	<p>are some incredible women at WCCW. Is there opportunities to have motivational speakers to come and present at WCCW to the participants in this program to help build these women up?</p> <ul style="list-style-type: none"> • Janet asked about the quality of the mental health counselors because there are bad ones out there. <ul style="list-style-type: none"> ○ ASP Figueira stated that Dr. Carei, WCCW's Psychologist 4 and supervisor of the WCCW Mental Health Department has oversight of her master's level counselors and ensures they are following the curriculum. • Assistant Secretary Jeannie Darnielle addressed those in attendance about the TC and RSAT programs. She reported that she meets monthly with an advisory team made-up of women from the Therapeutic Community. They report that they are concerned about the fidelity of the program, and she understands why. But encourages the advisory team to remain encouraged, because the concept of the RSAT program is proving to be very beneficial in other states to women who are incarcerated. Jeannie suggested we invite Dr. Carei to a meeting to address any concerns the LFC may have. 	<p>ASP Figueira will have a conversation with Dr. Carei and invite her to a future LFC meeting.</p>
<p>MSU Changes/updates (15 mins)</p> <ul style="list-style-type: none"> • Positive developments! • Process to get to MSU. • New restorative housing? 	<p>Greg mentioned in recent months we have had conversations about the negativity in MSU and we just wanted to share that since there have been some changes in leadership in the unit, the unit is a lot better. It's been described and calmer and more peaceful and that the officers are smiling again.</p> <ul style="list-style-type: none"> • ASP Figueira reported that the tone of a living unit is set by the sergeant and the CUS and it's a night and day difference. As for the process of going from Receiving, to CCU then MSU. This is true, because we saw 	

	<p>the impact of people moving too quickly to a unit like MSU where we have a lot of long-term people who have routines and such.</p> <p>So far WCCW is having success in bringing people through CCU to give them time to acclimate and get to know the facility. We are also able to better identify those that are ready to go to MSU.</p> <p>We are in the process of making a progression pod for those people who are having trouble in general population, giving people an opportunity to demonstrate that they are ready and gives us the opportunity to do more focused programming, like behavior management plans and trauma treatments before returning someone to an environment that they are not ready for.</p> <ul style="list-style-type: none">○ What is the timeline for this progression pod and when do you think that would be put in place? <p>Superintendent Headley stated we have to have a capacity request submitted and have permission to do this, knowing we already have the support of our WPD Assistant Secretary and Deputy Secretary. We are also trying to garner some cognitive behavioral support for it as well. I cannot give you a specific date, I can tell you that we are in the planning stages of how that would look, because what we don't want is to just open up a pod. We want to soften the environment. I can also share that there is a lot of agency support for unique strategies because we don't want to place women in segregation. Our goal is to break the cycle of the behaviors that an individual is showing and that impacting others ability to do well in the units.</p> <ul style="list-style-type: none">● Laurie Dawson asked, will the peer mediation and peer support programs come back to WCCW?	
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	<p>ASP Figueira answered, yes, we are working with Kim Alness, the WCCW social worker. She is working on having the dispute resolution center coming in and training our peer mediators.</p> <p>Also, the WCCW HOPE team, which consists of medical staff and incarcerated individuals, focuses on the aging & elderly population living in our clinic. They realize that our elders need help to get out to program areas and be able to participate in some of the events. So, the HOPE team brings different hobby ideas to them or interacts with them, so they are connected. It's great to see the women come together to support this community in this environment. There is a strong focus on sisterhood, healing, and community; having staff and individuals committed to this population is lovely.</p> <p>Deputy Secretary Wofford stated to the group, that wonderful changes are happening within the WPD. Right now, the Department is contracting with some policy writers to assist with gathering data, talking with stake holders and others so we can ascertain that we are truly being gender responsive and trauma informed in all our policies and procedures, there are 388 policies to date.</p> <p>Assistant Secretary Darnielle stated she is very determined to get us to a place where we have policies that belong to the WPD. She gave examples of how a policy is reviewed and having to talk with the stakeholders of a policy from the family programs side of the house, and how they were reviewing the visitation, marriages, and special event policies.</p>	
<p>Food Service (15 mins) Fac. Mgr. Holter & Food Svcs. Mgr. Chastain</p> <ul style="list-style-type: none"> • Update of MI kitchen • Quality and inventory issues. 	<p>The MI Kitchen project is moving along, we hope to have it up and running by the end of October.</p> <p>Quality of food and inventory issues. Recently there has been complaints about the quality of the food being served. We have messaged the</p>	

	<p>individuals here at WCCW and asked them to bring the food in question to a staff member so that we can take a photo and address the issue.</p> <p>Superintendent Headley is also looking into healthier options for the population, i.e., a salad bar. She would also like to use the vegetables from the gardens here at WCCW and implement more into the menu while still following the state dietitian guidelines. In the meantime, Superintendent Headley recognizes that having decayed food is unacceptable.</p> <ul style="list-style-type: none">• Tier Rep Vatsana said she understands that sometimes something could be missed, because we are served in a assembly line. But if we bring it to the AC cooks attention, they often fix it. Another example, if we happen to get a moldy muffin, we tell the AC cook and they apologize and replace it. Her question is, those that participate in the “lighter fare” option are often leaving hungry, and don’t have the resources others do by supplementing their meal with their commissary.• Ms. Chastain replied, we will look into this, but we are instructed to follow the dietitian guidelines. The kitchen staff are always willing to correct or add when something has been brought to their attention.• Ms. Vatsana stated to the group “Ms. Chastain, we see you and appreciate all that you do and have done for us. I would love to see more fresh vegetable options and if Ms. Chastain could have the freedom to purchase fresh options instead of pre-packaged food. She goes on to say, she sees Ms. Chastain’s food from her cooking classes that she teaches to the population.•	
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	<ul style="list-style-type: none"> • Superintendent Headley praised Ms. Chastain on her efforts and would love to expand the cooking classes to the entire population rather than just the minimum custody individuals participate. • Ms. Vatsana asked if we could potentially receive condiments on the side so that food does not get soggy, i.e.. Coleslaw, being cabbage and sauce separately. Having condiments on the side, would also allow more control of calorie intake. 	
Budget (10 mins) LBA Ineman <ul style="list-style-type: none"> • IIBF follow up 	Attached   WCCW IIBF WCCW IIBF Budget Narrativ...Budget FY24 FM...	
Heat Mitigation Captain Rio (10 mins)	Tabled	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Cable TV update Fac. Mgr. Holter	Tabled	
Securus	Tabled	
Mail	Tabled	

Next meeting location: Microsoft Teams Date: 10/16/2023 Time: 1630

Comments: Meeting adjourned at 1818

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

Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)
FY23 Quarterly Budget to Actual Report from July to June 2023 - FM24

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 SUPPLIES	0.00	0.00	(30.00)	30.00	
88160	NR03	CRAFT SUPPLY	100.00	0.00	(7.00)	107.00	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,400.00	0.00	(196.00)	1,596.00	
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(55.75)	55.75	Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY	4,000.00	79.98		3,920.02	Games for J Unit
88190	NR30	VISITING ROOMS	450.00	0.00		450.00	
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	0.00		2,250.00	Replacement items for EFV to include silverware, consumables
89110	SP68	IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT	0.00	0.00		0.00	
89110	SP69	IIBF SPECIAL PROJECTS - EFV AND VISITING IMPROVEMENTS	0.00	0.00		0.00	
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,125.00	0.00		1,125.00	
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00	0.00		2,400.00	
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	0.00		2,675.00	
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVE	2,363.00	0.00		2,363.00	
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	100.00		9,900.00	Hotel Vouchers
89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	0.00		2,212.00	
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	0.00		3,450.00	
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00	0.00		500.00	
89130	FPOP	POP-UP ALLOTMENT	0.00	0.00		0.00	
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	45,548.00	3,491.52		42,056.48	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	78,473.00	3,671.50	(288.75)	75,090.25	

**Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)**

FY24 Budget Narratives

Account Code	Budget Category	Programs/Events	FY24 Budget	Brief Description of Program Objective
88125	NR08	EFV EXPENDITURES	0.00	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	NR03	CRAFT SUPPLY	100.00	Monies generated by fee supported craft programs and will be used to support craft activities. Items include, but are not limited to: crochet, knitting, quilting, sewing, painting
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,400.00	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 used to purchase TV's, when necessary to support the WCCW TV Rental Program.
88180	NR27	UNIT ACTIVITY	4,000.00	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	450.00	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 - FACILITY EFV	2,250.00	Monies provided in addition to the approved budget to purchase replacement items for the EFV's to include consumables such as linens, silverware, plates, dvds
89110	SP68	IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT	0.00	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	0.00	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	1,125.00	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	2,400.00	Monies to support free photo's in the visit room for family members and friends
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	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 FAMILY EVE	2,363.00	Monies to support a day for the incarcerated individuals to gather with adults who support them and visit over a Fall meal.
89130	FF40	FAMILY FRIENDLY - MOTEL 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 CHILD	2,212.00	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 FAMILY	3,450.00	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.
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	0.00	Monies allocated as requested and approved to provide funding to support additional activities at the facility.
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	45,548.00	Monies allocated statewide to provide cable TV programming to the incarcerated population. The required user fee recovery offsets the cost of providing cable TV services.
		Report Total	78,473.00	