**FAMILY COUNCIL MEETING MINUTES**

**Location:** Washington Correction Center (WCC)/Teleconference  
**Date:** Saturday August 14, 2021  
**Time:** 10:00 am

Teleconference details: Microsoft TEAMS 1-253-372-2181 Conf. ID#432-946-336

<table>
<thead>
<tr>
<th>Meeting Attendees</th>
</tr>
</thead>
</table>
| Department/facility co-chair: Melinda Kupers- CPM  
Facility/council secretary: Vacant  
Members present: Jasmine Bernardez, Candace Kruegar, Wendy Schindler, Amy Miller, Emijah Smith, Monica Ritter, Jenn Bullard, Melinda Kupers  
Non-council member attendees: Dawn Taylor-Family and Volunteer Services Manager, Jay Jackson-WCC Local Business Advisor |

**Agenda**

**Old business**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Key Points</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
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**New business**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Discussion/Key Points</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Jackson: I/I Betterment Fund Spending</td>
<td>Attachment included shows spending for non-restricted and family friendly events. This includes recreation, Television services, EFV spending, Visit room spending and all other betterment fund spending.</td>
<td>See Attachment for detailed list of spending</td>
</tr>
<tr>
<td>Jenn Bullard-Family Friendly Events for 2020</td>
<td>During the COVID-19 pandemic, we were unable to have families join us for family friendly events. Because of this, we had craft events for the population to be able to create items to send home to their families.</td>
<td>See Powerpoint presentation of events and programs we had in 2020</td>
</tr>
</tbody>
</table>
| Dawn Taylor-Introduction of the new structure of the Family Services Unit | The Family Services unit consists of the CPPC's from each facility, myself, Family Service Representatives and Lisa Flynn. We will all be working together to increase meaningful programming to your loved ones. | What we are working on:  
Family Services policy and guidebook-updating it with links online.  
Transition volunteers- volunteers on the outside that will help those who are releasing to find resources  
Updating and finding new reentry resources |
<table>
<thead>
<tr>
<th>Surveys: Will have surveys available before and after events to get feedback from the population and from the families regarding events.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Workshops: These will be done before Family Friendly events to help bridge the gap between the incarcerated parent and their children</td>
</tr>
<tr>
<td>If you would like to participate, please contact the family services unit <a href="mailto:docfamilyservicesunit@doc1.wa.gov">docfamilyservicesunit@doc1.wa.gov</a></td>
</tr>
<tr>
<td>Lodging Assistance Program This program is now online and available! Please go to the link provided to see more information and how to apply! <a href="https://doc.wa.gov/corrections/incarceration/visiting/support.htm#lodging">https://doc.wa.gov/corrections/incarceration/visiting/support.htm#lodging</a></td>
</tr>
<tr>
<td>Visit Clarification Rules:</td>
</tr>
<tr>
<td>1. Is everyone tested if vaccinated? If vaccinated and they show their card, they are not tested. However, if they are not vaccinated or do not show their card, they will be tested.</td>
</tr>
<tr>
<td>2. Can we kiss our loved ones? The guidelines are a brief hug, and no kiss but can hold hands when you are visiting. Will check webpage to confirm the guidelines.</td>
</tr>
<tr>
<td>3. Masks Masks will be worn during entire visit. If test is positive, you will not be permitted to come in.</td>
</tr>
<tr>
<td>4. Food and Vending Will be closed, but water will be available.</td>
</tr>
<tr>
<td>How long will guys yard be taken up by the new RCF? We do not have a timeline at this point. Now we are only getting half of what we were getting initially. CPM Kupers will discuss with Senior Management to try to determine how much of the yard will be taken up.</td>
</tr>
</tbody>
</table>

Next meeting location: N/A  Date:  Saturday October 9,, 2021  Time: 10:00am

Comments: Microsoft TEAMS: 1-253-372-2181 Conf ID#432946336

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 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution:  ORIGINAL - Family council co-chairs
## Department of Corrections

### Incarcerated Individual Betterment Fund (IIBF)

**FY21 YTD Budget to Actual Comparison**

As of June 30, 2021 FM24

### Projected Revenue

<table>
<thead>
<tr>
<th>Gross Phone Commission Revenues</th>
<th>Interest</th>
<th>J Pay Commissions</th>
<th>Recycling</th>
<th>Miscellaneous Revenue</th>
<th>Vending Commission</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY21 Total Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>YTD Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>YTD Actual / YTD Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>YTD Variance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remaining Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

### Budgeted Expenditures (Restricted)

<table>
<thead>
<tr>
<th>Headquartes staff (IIBF Administrator &amp; IT Staff)</th>
<th>Prison Recreation staff (no overtime)</th>
<th>Prison Recreation staff overtime</th>
<th>Prison Stores - Security staff</th>
<th>Prison Visiting staff</th>
<th>Prison WA State Library contract staff - at WSP</th>
<th>Prison Visiting staff</th>
<th>Family Services staff</th>
<th>Prison Project Positions from FY2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted FTE</td>
<td>Actual FTE</td>
<td>Variance</td>
<td>Budgeted FTE</td>
<td>Actual FTE</td>
<td>Variance</td>
<td>Budgeted FTE</td>
<td>Actual FTE</td>
<td>Variance</td>
</tr>
<tr>
<td>1,375</td>
<td>1,975</td>
<td>2,091</td>
<td>100%</td>
<td>116</td>
<td>-116</td>
<td>1,400</td>
<td>1,400</td>
<td>1,720</td>
</tr>
</tbody>
</table>

### Budgeted Expenditures (Non-Restricted)

| Per Offender Allocation | Barber Shop - 88115 | Cultural - 88115 | Dog Program - 88120 | Recreation - 88160 | EFy (RECOVERIES) - 88125 | EFy RECOVERIES - 88122 | Family Friendly - 88130 | Gardening - 88130 | Hobby - 88140 | Hobby (RECOVERIES) - 88140 | Law Library - 88150 | Evidence Based Incentives - 88155 | Recreation (RECOVERIES) - 88160 | Television - 88170 | TV(RECOVERIES - 88170 | Unit Activities - 88190 | Visiting - 88190 | Workshops - 88195 |
|--------------------------|---------------------|------------------|---------------------|----------------------|------------------------|-----------------------|-----------------------|-------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|----------------|
| FY20 Total Budget        | 16,090             | 18,090           | 17,082             | 94%                  | 1,008                  | 1,008                 | 1,008                 | 1,008             | 1,008          | 1,008          | 1,008          | 1,008          | 1,008          | 1,008          | 1,008          | 1,008             | 1,008 |

### Subtotal - UNRESTRICTED

- **Total Budgeted Expenditures**: 76,212
  - **Remaining Budget**: 4,556
Due to COVID-19 Restrictions, we were unable to have family attend events with us. To help the population sustain family connections, we had craft events where the population was able to create different crafts to send home. These crafts include cards, homemade items and pictures.

These events were very special to the population and the families and even though they could not see each other, they were able to stay connected in this special way.

We also re-introduced our Read to me Daddy and Video Greeting programs. These programs are a special way for the population to send home a special video home to their families and help bridge the gap between them and their kids and families.
WCC hosted a Back-to-school Backpack drive for our TC unit population school kids on 9/17/20. Participating dads filled out an application with their children’s ages and each child received a backpack filled with school, art and fun supplies for school. With help from our Strength in Families Representatives Tera McElravy and Elaine “Missy” Farr who donated art supplies to include construction paper, crayons, teddy bear foam frames and post-it pads. We also included a picture of their dad to put in their picture frame thanks to our Recreation Specialist Kerry Halvorsen. Working as a team made this event a very special and successful one for the kids to have a great start for the school year.
WCC Hosts Fall Craft Workshop- November 16th-19th 2020

Over 100 Incarcerated individuals at Washington Corrections Center participated in a social distanced fall craft workshop where they had the opportunity to create a photo frame, a craft, take a photo and send home a fall greeting card to their family members for fall.

This event was spread out between 4 days, with no more than 15 participants in 1-hour sessions with social distancing and mask protocols in place.

“They were so beyond appreciative to have the opportunity to send something home to their families during these times. We heard non-stop Thank yous, laughing, and saw so much creativity come out of the room during these 4 days!” says CPPC Jenn Bullard.

“This is why we do this; this is why I love my job- this is the stuff that makes all the work worth it. To bring a little joy to these men during these scary and uncertain times.”

Teamwork makes the dream work- without the help of Religious Activities Coordinator Shawn Carnahan, Office Assistant 3 Aundrea Lund, Recreation Specialist Kerry Halvorsen, Purchasing Staff, Mailroom Staff and Custody staff, this event wouldn’t have been as successful as it was.
During December 2020, WCC was in the middle of a COVID-19 outbreak. This caused our living units to be quarantined either in their living units, Regional Care Facility, Gym, or Infirmary. Because of this, we were unable to do any kind of event for the winter season so we decided to provide cards to the population so they could send home winter themed cards home to their families for the holidays. The cards and postage were covered by Family Friendly funds as this was a great way for the population to have some communication with their families during a very stressful and uncertain time.
During the week of February 1st, Washington Corrections Center hosted a Valentine’s Craft Event for the incarcerated population to have a chance to send home a card and a craft to their Valentines. While adhering to COVID-19 guidelines, CPPC Jenn Bullard and OA Andrea Lund worked hard to assure that each and every of the 120 individuals who signed up had the opportunity to let their creativity fly and create something very unique to send home as a surprise for Valentine’s Day.

“We saw some really amazing things come out of here this week! We will surely have some very happy families!” said CPPC Bullard.

Each session was separated by unit and pod and each table was provided with ribbon, paper, paint pens, glue, wooden hearts, ribbons, and other little trinkets to design their special project. They also got to pick out a special Valentine’s Day card to send home with their project. After each session, each table, chairs and other items were sanitized and cleaned to provide a clean and fun environment for the men to use.

“They were so happy and thankful to have this opportunity to be able to send something home during these times. This really helps them to be able to send home something a little bit special.”
During April and May, WCC hosted a craft event for the Training Center population with a Mother’s Day and Spring craft theme, which was chosen by the population! The event included a special gift those who participated were able to choose to send home to a special lady in their life. They were also able to make and design windchimes, suncatchers, canvas paintings and more! And were able to enjoy popcorn as a special treat to lighten the mood! “The men were so excited and there was some amazing artwork that came out of this room!” said CPPC Jenn Bullard. They were also able to get their picture taken and make a special Mother’s Day card, all while practicing social distancing protocols.

“Even though they cannot see their loved ones, the population are just so grateful and appreciative that they have the opportunity to send home something special during these times of uncertainty. Seeing the smiles on their faces and their creativity fly- this is the reason I do what I do!” said CPPC Jenn Bullard.

A special thanks goes out to my amazing Office Assistant Aundrea Lund, who was the photographer and my counterpart during this event- I couldn’t have done it without her! Also, a special thanks to our Recreation specialist Kerry Halvorsen, for supplying the printer and supplies, Mailroom Sgt. Edgington who shipped these gifts out right away to get them to the families in time for Mother’s day, and to WCC custody staff who made special movement arrangements to assure this event went off without a hitch! Teamwork makes the dream work.
How was Funding Spent?

Family Friendly Funding was spent on supporting each event. For these craft events, the budgeted funding for each event was spent on supplies for each event, postage, shipping supplies, picture and printing supplies, backdrops for pictures, gifts for mother’s day event, and cards to send home.

We also purchased games for future Family Friendly Events! These games will continue to help families have family game time during these events. Each game is extra large sized, which is not only family friendly, but it also helps with getting the families up and moving together in a safe and healthy way. Plus, they are good for indoor and outdoor use!

These Games Include:
- Giant Connect Four Game
- Giant Checkers Foam Game
- Large Domino Set
- The Floor is Lava Game
- Kids Bowling Set
- Turtle Steps Balance Steppingstone Obstacle Course Set
- Sticky Ball Dart Board Set
- Kidzlane Dance Mat
- Hopscotch Rug
- Tic-Tac-Toe Board Game
- Giant Activity Board Game
Family Friendly Programs:
Read to me Daddy and Video Greetings
Video Greeting Program

This program started to help connect the incarcerated population to their families to reduce anxiety and idleness during the COVID-19 pandemic. During these uncertain times, they are unable to have their loved ones come in for visiting- this process will help with this very important missing piece of their lives. This program continues to be successful in the Cedar and Evergreen units. This program is offered each week Wednesday mornings for Evergreen and Cedar on Thursday mornings. Each participate must fill out an application and submit to their counselor to be eligible for this program. Once approved, they are put on the callout to participate. This is a 10-minute video where they can talk about anything positive going on in their life. They are also able to bring in anything they are working on such as a poem, a story, an art piece or even a work project if it is approved through their supervisor and the CPPC. After the video is recorded, it is then burned to a DVD by the CPPC, vetted for program standards, and then mailed out each week.

Items that have been purchased for this program:
- DVD burner (replaced one that was defective from HQ): $437.00
- SD Cards: $50.00
- DVD’s, cases, envelopes: $300.00
- Postage: $72.80
The R2MD program is dedicated to strengthening, expanding and creating everlasting relationships with those incarcerated at WCC and their children at home. When the program is open to the incarcerated population, they sign up for a time slot. Then are placed on the callout to the R2MD room and pick out a book to read to their child. There is a full range of books available from ages 1-18. The incarcerated individual can read the book on camera and send the video home with the book. This program helps bridge the gap between father and child while encouraging the child to read the book along with their father. The child and father build a relationship while he is incarcerated. Visiting the prison for children can be scary so to be able to see their father on film in a comfortable chair with books, a colorful background, and to see him smiling while reading a book, helps foster the father/child relationship in a more relaxed setting.

Items that have been purchased for this program:
- The 5 love languages of Children: $600.00
- DVD’s: $100.00
- Postage: $200.00
- Fatherhood.org Resources: $975.00
Other Programs, Events and Projects (not covered by Family Friendly Funds)

- Bridges to Life Self-Study Program
- TC unit COSTCO Fundraiser: Funds raised for Homeless Backpacks program
- CI COSTCO Fundraiser: Funds raised for Saint’s Pantry Food Bank
- Native American Group COSTCO Fundraiser: Funds raised for Sounds learning center
- Beekeeping Conference: Provided by WSU, Sustainability in Prisons Project, Centralia College, and WCC partnership.
- Community Donations to numerous organizations and businesses around Mason county.
An amazing bench for our children’s burial area in our local cemetery made right here at WCC to give those a special, safe place to sit and visit.
Over 2,000 masks were made and donated to our local hospital during the COVID-19 pandemic. We also supplied local businesses with their masking needs. All were made here at WCC.
Upcoming Family Friendly Events for 2021-2022:

- Summer Craft Event
- Back to School Event
- Fall Festival
- Winterfest
- Science Lab with Dad
- Carnival Day Event
- Volunteer Appreciation Week
- Special Adult Day
- Significate Support Event

I heart family.