



# FAMILY COUNCIL MEETING MINUTES

Location: Washington Correction Center (WCC)/Teleconference Date: Thursday November 17, 2022  
 Time: 7:00 pm

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: Bill Swain – Assoc. Family co-chair: Vacant

Facility/council secretary: Jennifer Allmendinger Family secretary, if applicable: Vacant

Members present: Bill Swain, Theresa Cohn, Jennifer Allmendinger, Felix D’Allesandro, Carol Welch, Helen Russell, Tasha Frazier, and, Curt and Wendy Schindler.

Non-council member attendees: Jay Jackson

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
<b>Elections</b>	Felix D’Allesandro was nominated and elected to stay as WCC Statewide Representative Tasha Frazier and Tamara Light were nominated for Family Co-Chair	Felix D’Allesandro elected WCC Statewide Representative.  Tamara Light decided not to run for WCC Family Co-Chair. Tasha Frazier elected WCC Family Co-Chair.  <b>Congratulations!!!</b>

New business

Topic	Discussion/Key Points	Next Steps
<b>IIBF Budget Report</b>		See document below.
Pre-Submitted Questions	1. Confirming hot water has been restored in Cedar 2. Is the JPay Kiosk repaired in Cedar 3. Are photos still free? If not, what is the cost? 4. When will the vending machines be open?	<ul style="list-style-type: none"> <li>• Yes, the hot water is now working.</li> <li>• Yes, the Kiosk is now working</li> <li>• Photos are still free</li> <li>• Vending machines will be open when we no longer have positive cases and are not wearing masks</li> </ul>

<b>DISCUSSION AND QUESTIONS</b>
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Additional questions	1. We previously had talked about a separation between RC and TC for visiting. Is this	We reached out to HQ and the reply we got was that even though the units are separated, we have TC workers and Staff that go into
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	<p>still something that can be accomplished?</p> <p>2. Could we be introduced to a counselor at our next meeting to learn what they do? A job description would work.</p> <p>3. Is there still testing weekly for individuals and staff?</p> <p>4. When are the JPays being updated?</p> <p>5. Limited Area Outbreak?</p> <p>6. Will the BBQ's for EFV's be available in the winter?</p> <p>7. Will the EFV beds be replaced? You can feel the springs through the one in the 1<sup>st</sup> trailer.</p> <p>We would like to see more people attend the meeting and speak on their position like Recreation and the Chaplain.</p>	<p>the R-Units and so they will treat us as a whole facility and not separated.</p> <p>Swain will look into having a counselor at our next meeting.</p> <p>Only staff are being tested weekly.</p> <p><b>WCC</b></p> <ul style="list-style-type: none"> <li>a. Install: 11/28 – 11/30</li> <li>b. Phones Go-live: 12/7</li> <li>c. Tablet Go-Live: 02/14/23</li> <li>d. SVC Go-Live: 02/28/23</li> </ul> <p>The timeframe to lift outbreak status will continue to be 21 days since the last positive result. The definitions for Limited Area Outbreak, Facility Wide Outbreak and the resulting need for masking and testing will continue at this time until updated CDC guidelines and DOC COVID19 guidelines are updated.</p> <p>They are available all year round.</p> <p>The beds are new. The frames were set up in March and the mattresses were purchased by Sgt. Morris just prior to the COVID shutdown.</p> <p>Bill will look into getting more staff to attend meetings.</p>
<p>Comments/Closing</p>	<p>Tasha is looking forward to being Co-Chair and getting people more interested to attend meetings.</p>	

Next meeting location: N/A Date: December 10, 2022 Time: 10:00 a.m.

Comments: Microsoft TEAMS: 1-253-372-2181 Conf ID#155986375

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Distribution: **ORIGINAL** - Family council co-chairs

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

**FY23 Quarterly Budget to Actual Report: July 2022 thru September 2022 - FM15**

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88115	NR05	CULTURAL / RELIGIOUS	3,000.00	0.00		3,000.00	
88125	NR07	EFV ELECTRIC	700.00	0.00		700.00	Monthly utility bill for EFV trailers - thru May 2022
88125	NR08	EFV EXPENDITURES / FEE RECOVERY (\$5 per night)	1,300.00	0.00	(380.00)	1,680.00	
88160	NR19	RECREATION EXPENDITURES / FEE RECOVERY (\$7 quarterly)	6,763.00	0.00	(2,156.00)	8,919.00	
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month)	0.00		(644.83)	644.83	
88180	NR27	UNIT ACTIVITY	3,100.00	0.00		3,100.00	
88180	NR27	UNIT ACTIVITY / NETFLIX SUBSCRIPTION (\$13.05 per month)	157.00	39.15		117.85	Monthly Netflix bill for Lower R units - thru 9/30/23
88190	NR30	VISIT ROOM	1,300.00	0.00		1,300.00	
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 per month, per I/I)	28,708.00	8,086.83	(974.45)	21,595.62	Hood Canal Communications / monthly billing \$2,695.61
89130	FF95	FAMILY FRIENDLY - SUMMER BBQ	975.00			975.00	
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,545.00	419.77		2,125.23	cardboard shipping boxes, school supplies
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL	1,300.00			1,300.00	
89130	FF69	FAMILY FRIENDLY - WINTERFEST	1,820.00			1,820.00	
89130	FF38	FAMILY FRIENDLY - SCIENCE LAB WITH DAD	1,495.00			1,495.00	
89130	FF92	FAMILY FRIENDLY - FAMILY FUN DAY	1,495.00			1,495.00	
89130	FF61	FAMILY FRIENDLY - SPRING FLING	1,268.00			1,268.00	
89130	FF96	FAMILY FRIENDLY - SIGNIFICANT PERSON DAY	923.00			923.00	
89130	FF97	FAMILY FRIENDLY - SPECIAL ADULT DAY	1,300.00			1,300.00	
89130	FF91	FAMILY FRIENDLY - VIDEO PROGRAM	500.00			500.00	
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	150.00		14,850.00	HQ disbursements
89110	SP68	SPECIAL PROJECTS - REC YARDS / WEIGHT EQUIPMENT	15,176.00	14,604.11		571.89	Adjustable weight bench, 40 rubber mats, misc weight equip
		<b>Report Total</b>	<b>88,825.00</b>	<b>23,299.86</b>	<b>(4,155.28)</b>	<b>69,680.42</b>	