



FAMILY COUNCIL MEETING MINUTES

Location: WCC and Teams Date: 2/11/23 Time: 9-10 AM

Teleconference details: _____

MEETING ATTENDEES

<u>Theresa Cohn</u>	<u>Vacant</u>
Department/facility co-chair	Family co-chair

<u>Jennifer Allmendinger</u>	<u>Vacant</u>
Facility/council secretary	Family secretary, if applicable

Members present: Theresa Cohn, Jennifer Allmendinger, Scott Svoboda, Dean Mason, Bill Swain, Heather Marks, Tasha Frazier, Jasmine Bernardez, Via Teams - Felix D'Allesandro, Carol Welch, Carl and Wendy Schindler, and Zachary Kinneman

Non-council member attendees: Visiting Sgt. Larry Reeves

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Outdoor visiting area	Visiting is fully staffed, and outdoor visiting area will be open while visiting is open, weather permitting	
Evergreen Vending		More information in New Business
Family Friendly Events	Quarterly Fact Sheet	CPPC position is currently vacant and Quarterly Fact sheet is not available

New business

Topic	Discussion/Key points	Next steps
Introduce CPM Scott Svoboda	Oversees the Reception Center. Responsible for Initial Classification and Plan Changes	
IIBF	See below for 2 nd Quarter Budget	
Evergreen Vending	<p>CPM Cohn is working closely with them. They report they do not have an employee in Mason County Monday through Friday for delivery.</p> <p>New machines with snacks and or fresh food or ice cream will be added.</p> <p>They have fixed broken machine.</p> <p>They have had a complete turnover in management.</p>	<p>Evergreen is reviewing the prices. Please let Cohn know if they haven't been changed.</p> <p>They are working on getting a driver for the weekends. Expanding other lines of business to be a bigger customer.</p> <p>Cohn working with Evergreen manager to look into machines not full.</p>

	<p>There are 2 different drivers – one for snacks and one for drinks</p> <p>They are commissioned driven.</p>	<p>Governor mandates that 50 % must be healthy choices.</p> <p>Evergreen is going to watch what is selling.</p> <p>Cohn will ask about orange juice and lemonade.</p> <p>Green slips will be made available for suggestion box.</p>
EFV	<p>When will PS4's be placed in the EFV units? There are legislative guidelines on what is in EFV's. Adding a second TV for bedroom. Do not leave anything in EFV. Take home or toss.</p> <p>Replacing what needs to be taken care of 1st, like the floors.</p>	<p>Looking into PS4's, but also heard PS5's will be coming out. IT will be looking into it.</p> <p>Looking into adding air fryers to the list. Cohn will see if list is available to share. Looking into adding a combined Keurig and coffee port machine to EFV units.</p>
Family Friendly and Community Events	<p>Parker has taken a position with Reentry. Interviews for new CPPC is in the process.</p>	<p>Cohn is working with a staff member to get something together.</p> <p>There will be a Juneteenth event.</p>
Yards and weight deck	<p>Contra band is making it hard to open up. Weight deck has opened up last week.</p>	<p>Cohn will get with Rec Manager about a schedule</p>
Event Form	<p>There is a new statewide event form that that needs to go through the Covid liaison and HQ Clinical to be approved or denied. This will replace the Safe Start process. This is a restricted form.</p>	<p>An F & Q write up can be done.</p>

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Seems like WCC is making up their own rules?	We do not, but we are big on following protocols.	
Covid Guidelines	Please see guidelines on website	
May 13	If event is cancelled, a communication to families will be sent.	
Legislative Bills	Felix spoke on the different bills being looked at. 1789 House Bill. There was a power point –	

	Prison Discipline by Mike Hathaway shown at the SW Council meeting.	
Personal Property Matrix	Meeting February 24 th	
Body Scanners	<p>Committee from Dept. of Health meet on February 16th. There are 2 body scanners. There is one in the public access area that is benign. It just shows an outline figure and if someone had something on them, it would show the area on the figure where it would be located.</p> <p>The one in Receiving is problematic. There is no live date for that one to come online. Sometime in March. There will be training on how to read that machine sometime in June. Anyone going into Receiving will go through that machine.</p>	Speaking on radiation from scanner.
LFC meeting format	<p>Families to take more of a leadership role and have the incarcerated take participation and be represented.</p> <p>Have LFC meeting during the weekday</p>	<p>Have tier reps join via Teams with a counselor.</p> <p>Family member of a tier rep cannot be together in meeting.</p>
Events	What can we do while families are here while visiting?	Picture Frames, Family Oriented, Bingo night, Calendar 2/16, Recreation/fundraiser
Visit Staff	Very appreciated. Sgt. Bourne was amazing as acting Visiting Sgt.	
Trauma Informed Training	There will be no visiting that day for this training.	March 13. Visiting staff and release staff will go through the training first. At some point all staff will be trained and it will be part of our CORE training.
Intercom Officer	This person is rude.	This is being looked at with Custody Supervisor.

Next meeting location: WCC or Teams Date: 4/8/23 Time: 9-10 am

Comments: _____

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 16-01, RCW 42.56, and RCW 40.14.

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	1,200.00	Monies use to support family visitor photos
Report Total			90,955.00	

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

FY23 Quarterly Budget to Actual Report: July 2022 thru December 2022 - FM18

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	120.76		2,879.24	Coffee and Creamer for events
88125	NR07	EFV ELECTRIC	700.00	300.11		399.89	Monthly utility bill for EFV trailers
88125	NR08	EFV EXPENDITURES / FEE RECOVERY (\$5 per night)	1,300.00	376.54	(600.00)	1,523.46	cooking oil, sponges, dish soap
88160	NR19	RECREATION EXPENDITURES / FEE RECOVERY (\$7 quarterly)	6,763.00	3,795.46	(3,773.00)	6,740.54	Board games, table tennis table, soccer nets, volleyballs, pool cue chalk, cue tips, barbells, pads, EZ Curl bar, deadlift jacks, stickers for weight equip, replace worn/broken equipment
88170	NR21	TV RENTAL PROGRAM / FEE RECOVERY (\$3 per month)	0.00		(1,256.25)	1,256.25	
88180	NR27	UNIT ACTIVITY	3,100.00	57.53		3,042.47	Lighters for units for smudging
88180	NR27	UNIT ACTIVITY / NETFLIX SUBSCRIPTION (\$13.05 per month)	157.00	78.30		78.70	Monthly Netflix bill
88190	NR30	VISIT ROOM	1,300.00	693.22		606.78	Misc board and card games
89170	OP03	CABLE TV / FEE RECOVERY (\$0.50 per month, per I/I)	28,708.00	18,889.17	(1,908.58)	11,727.41	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	739.66		1,805.34	cardboard shipping boxes, school supplies, postage to mail out backpacks
89130	FF12	FAMILY FRIENDLY - FALL FESTIVAL / MOVIE NIGHT	1,300.00			1,300.00	
89130	FF69	FAMILY FRIENDLY - WINTERFEST	1,820.00	1,087.61		732.39	Craft supplies and shipping costs to mail out projects
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 GREETING PROGRAM	500.00	26.58		473.42	Video greeting books
89130	FF40	FAMILY FRIENDLY - LODGING ASSISTANCE PROGRAM (LAP)	15,000.00	300.00		14,700.00	HQ disbursements
89130	F107	FAMILY FRIENDLY - VR FREE PHOTOS	1,200.00			1,200.00	
89110	SP68	SPECIAL PROJECTS - REC YARDS / WEIGHT EQUIPMENT	16,106.00	15,368.87		737.13	Adjustable weight bench, 55 rubber mats, misc weight equip
		Report Total	90,955.00	41,833.81	(7,537.83)	56,659.02	

**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
		Report Total	88,825.00	23,299.86	(4,155.28)	69,680.42	

Individual Technology Services (ITS) Implementation Schedule
Installation and Service Deployment

1. OCC a. SVC Go-Live: 2/7/23	2. LCC a. SVC Go-Live: 2/9/23
3. WSP a. Tablet Go-Live: 2/7/23 b. SVC Go-Live: 2/23/23	4. SCCC a. SVC Go-Live: 2/28/23
5. CRCC a. SVC Go-Live: 3/7/23	6. MCC a. SVC Go-Live: 3/14/23
7. AHCC a. SVC Go-Live: 3/21/23	8. WCC a. Tablet Go-Live: 2/21/23 (<u>must</u> be last male facility for tablets) b. SVC Go-Live: 3/28/23
9. CBCC a. Tablet Go-Live: 2/14/23 b. SVC Go-Live: 3/30/23	

Tablet Go-Live - will include a phased approach for purchased content application enablement. (i.e., Day 1 enable games downloads, once all games download, move to enable music downloads (Day 1/2), lastly work to enable eMessaging downloads (Day 2+ or once all other purchase content has successfully downloaded).

Why - to reduce degradation and traffic congestion with all individuals downloading content on the wireless access points all at the same time. Premium content will be phased to increase user supportability and reduce user frustration.

Dates subject to change, based on facility operational conditions or unforeseen impacts to equipment status.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

February 6, 2023

TO: All Prison Staff
All Incarcerated Individuals
All Interested Parties

FROM: Tom Fithian, Senior Director – Correctional Operations

SUBJECT: Individual Technology Services Update – Tablets & Video Visits

To date, we have completed the full implementation and Go-Live of Securus phone service at all Prisons facilities. We continue to work through technical issues with vendor transition and implement new services as they occur.

On December 7, 2022, the DOC and Securus project teams began the second of three milestones in this Individual Technology Services (ITS) work - the distribution and deployment of tablets within the Men's Prisons Division, with nine (9) facilities completed, and Washington State Penitentiary, Clallam Bay Corrections Center, and Washington Corrections Center remaining.

On January 19, 2023, milestone #3, Video Visitation, launched at Cedar Creek Corrections Center, with monitoring continuing through the end of January to ensure system reliability.

As each facility has approached their "Go-Live" date, the DOC and Securus project teams have coordinated calls with facilities to walk through expectations and a problem-solving plan. Securus and DOC liaisons have been and will continue to be onsite during tablet distribution and system implementation to answer questions, provide guidance, and mitigate potential issues. The project teams work to continuously improve coordination and communication with facilities and to individuals and families as we approach the remaining tablet deployments and video visiting project milestones.

The attached updated implementation schedule provides the dates for remaining facility "Go-Lives" but may be adjusted in response to unforeseen implementation/equipment issues or facility operational conditions.

A list of frequently asked questions and answers can be found on the ITS website [here](#).

Thank you for your continued support and patience as we complete the remaining implementation milestones.