



# FAMILY COUNCIL MEETING MINUTES

Location: Washington Correction Center (WCC)/Teleconference

Date: SATURDAY OCTOBER 14, 2023 Time: 9:00 AM – 10:00 AM

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: Theresa Cohn - CPM Family co-chair: Vacant

Facility/council secretary: Sharon Hagenlock in place of Jennifer Allmendinger

Family secretary, if applicable: Vacant

Members present: Theresa Cohn (DOC), Bill Swain (DOC), Jay Jackson (DOC), Sharon Hagenlock (DOC), Larry Reeves (DOC), Felix D'Allesandro, Jasmine Bernardez, Tracy Olson

Via TEAMS – LFC members - Carol Welch, Helen Russell, Wendy Schindler, Rebecca Keenum, Kristel Monte, and Emijah Smith.

Non-council member attendees: \_\_\_\_\_


<b>AGENDA</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Suggestions for IIBF Money	<ul style="list-style-type: none"> <li>• A tummy time mat or play gym would be great for the little ones who are attending (I know there aren't a lot of babies who attend EFV/Visiting) but I think it would be a great way for the fathers to interact with their children. Maybe something that can be sanitized and/or used with a personal blanket.</li> <li>• A new mattress and/or mattress top in the EFV main bedrooms. You can feel every spring, which makes it uncomfortable to sleep at night.</li> </ul>	<ul style="list-style-type: none"> <li>• Cohn is still looking for a suitable tummy time mat.</li> <li>• EFV mattresses have been replaced, there are new highchairs and, an outdoor swing set with an infant swing.</li> <li>• Arriving soon: stainless steel pots &amp; pans, silicone pot holders, and mattresses for twin beds (will order mattress covers/pads once twin mattresses arrive).</li> <li>• PS4's sent the wrong game – Cohn is working to get the game replaced. The PS4's have been delivered so just waiting on the correct game.</li> <li>• Will be replacing the counters and flooring in the upcoming months.</li> </ul>
Supplies in Evergreen	Lack of toilet paper, paper towels, rags and cleaning solution for incarcerated individuals in the Evergreen unit	The TC units are verified the unit has plenty of cleaning supplies available as instructed when they arrive to WCC and they are pro-

	<p>These restrictions are not present in Cedar unit, which are also dry cells. It is unsanitary and inhumane to withhold necessary supplies from individuals for hygiene needs and for keeping their cells clean and as free of germs as possible. This restriction is unfairly visited upon one entire unit.</p> <p>Please reinstate the practice of issuing one toilet roll to each individual who then may return an empty cone to receive another roll. Also, individuals need to have cleaning supplies in their cells.</p>	<p>vided the information on the processes. They all can clean cells starting as early as 0620 until 2140 recall with a request. Items are available throughout the day. Cleaning supplies will not be allowed in cells (i.e., solutions or tools) they are checked in and out for accountability.</p> <p>Individuals are permitted freedom in personal grooming, provided it does not conflict with the institution's requirements for safety, security, identification, and hygiene.</p> <ul style="list-style-type: none"> <li>• Shower daily and perform basic hygiene.</li> <li>• Air out their mattress on laundry turn-in day by folding the mattress in half.</li> </ul> <p>WCC TC Evergreen and Cedar are dry cells. The unit has dry cells and toilet paper is available for all in and near the restrooms. The unit porters clean the restrooms and showers throughout the day. There are plenty of cleaning supplies for sanitation.</p>
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New business

Topic	Discussion/Key Points	Next Steps
Elections	Meghan Longan for Family Co-Chair Kristel Monte for Family Co-Chair	Candidates can send an introduction and some info about themselves. Cohn will share with the council before voting.
IIBF Report – Jay Jackson	Review of report  WCC IIBF Report - FY24 Narratives  What are the details/limits for utilizing the lodging assistance?	Inquire with HQ regarding Lodging Expense details and assistance requirements. HQ manages Lodging Assistance.
Increase participation in LFC	<ul style="list-style-type: none"> <li>• Hold meetings in the visiting room.</li> <li>• Invite tier reps to participate.</li> <li>• Post LFC information in the visiting room.</li> </ul>	Continue to share suggestions/ideas. Cohn will look into logistics and what is permissible.

EFV Date Confirmation	Not receiving confirmation of EFV date finalization in a timely manner.	Sgt. Reeves will send confirmation as soon as the date is set.
Depositing Funds for Commissary	How do we ensure that the funds sent are going toward their commissary account?	To deposit to the "commissary" account, the sender MUST send a money order via US Mail to the facility. The money order MUST have noted on the face of it "commissary". This MUST be on the money order when it comes in, we will not make corrections later.   commissary-deposit s-qa.pdf

**DISCUSSION AND QUESTIONS**

Expired chips	The Father/Son event served expired chips.	Report these issues to Cohn or Joel Nwokike's asap.
Evergreen Vending	<ul style="list-style-type: none"> <li>• Can we find a new vendor??</li> <li>• List with options was sent out – what was that for?</li> <li>• Filling machines on weekends.</li> <li>• Better options.</li> </ul>	<ul style="list-style-type: none"> <li>• Evergreen Vending is our only option.</li> <li>• The list of options is to update choices and offer better options based on the feedback of the families that utilize the vending machines.</li> <li>• There is someone filling the machines on Sundays now, but it is still a staffing issue.</li> <li>• SHARE FEEDBACK – Cohn shares feedback with the WCC Representative as well as a direct contact with Evergreen vending.</li> </ul>

Next meeting location: PLPC1 Date: January 13, 2024 Time: 9:00 am

Comments: \_\_\_\_\_

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