



# FAMILY COUNCIL MEETING MINUTES

Location: WCCW - SKYPE Date: 02/18/2021 Time: 1500

Teleconference details: [Join Skype Meeting](#) Join by phone 1 (360) 407-3825 (DOC)

<b>Meeting Attendees</b>
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Department/facility co-chair: Jo Wofford, Superintendent (SUPT) Family co-chair: Babs Roberts

Facility/council secretary: Melissa Johnson, Administrative Assistant 4 (AA4) Family secretary, if applicable: Janet Moriarty – Not in attendance

Members present: Local Family Council (LFC) Members - Laurie Dawson, Cindy Robinson, Paul Gillespie. WCCW Members Superintendent Jo Wofford, Associate Superintendent Operations (ASO) Paula Chandler, Associate Superintendent Programs (ASP) Bill Swain, Captain Jeff Rio, Correctional Program Manager (CPM) Vaaia Gaines, Local Business Advisor (LBA) Linda Ineman, HQ Members Caroline Melhuish, Ombudsman Angee Schrader, Deputy Director (DD) Jeneva Cotton

Non-council member attendees: N/A

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
<p>Budget Overview – Incarcerated Individual Betterment Fund (IIBF) LBA Linda Ineman</p>	<p>The statewide budget ended December 31, 2020. WCCW was approved for approx. \$3000 for additional comfort items. The report is attached.</p> <p>It was discussed that radios and TVs are being disseminated to the areas that have to have limited resources.</p> <ul style="list-style-type: none"> <li>• Concern with resources for the TEC unit. This population does not benefit from the IIBF fund due to the infrastructure of WCCW.</li> <li>• Superintendent Wofford explained that she has requested to upgrade the TEC Unit, as it is a capital project that WCCW has not received funding for.</li> </ul> <p>Does the family council have any input about the IIBF budget and where money should be allocated?</p> <ul style="list-style-type: none"> <li>• Yes, this budget is reviewed by both council members and DOC Headquarters.</li> <li>• Before COVID hit, Caroline with Family services and CPPC Zimmerman asked for WCCW's</li> </ul>	<p>A copy of the budget will be sent with the minutes.</p> <p>WE will assure that these request are resubmitted with each budget cycle.</p>

	<p>LFC recommendations as to where the money is allocated.</p> <ul style="list-style-type: none"> <li>• Supt stated that the Tier reps give input as to where the money is allocated to as well.</li> </ul>	
<p>In-unit Activities/Cohort - Update</p>	<p>Preventing the spread of COVID is still the primary responsibility.</p> <ul style="list-style-type: none"> <li>• Everything is going well in the units. WCCW staff and LFC members have not heard any complaints.</li> <li>• CUS's continue to meet regularly with the tier reps.</li> </ul> <p>Cohort update: LFC knows that the cohorting model is necessary to reduce the number of women in the day rooms.</p> <ul style="list-style-type: none"> <li>• Is WCCW considering other places that will need to be reduced? ASP Swain stated at this point no.</li> <li>• Supt Wofford reported that she received a cohort plan from education today. Classes will be smaller, and laptops will be used and continue to get the value of their education.</li> </ul> <p>Are we also cohorting staff?</p> <ul style="list-style-type: none"> <li>• As a facility, we have a ton of overtime and need to fill positions. Staff may not be cohorted.</li> <li>• Supt Wofford reiterated that our staff are very clear on expectations of proper PPE. Staff temperatures are checked daily before they come into the facility, and we are still serial testing.</li> </ul> <p>WCCW LFC is in agreement that the cohorting plans are necessary for safety but do not agree that they support the plans.</p>	
<p>Recognition of staff by LFC - Update</p>	<p>The WCCW LFC wants to recognize staff going above and beyond and exemplify the culture and efforts staff have made during this pandemic. We want this to come from the I/I through the LFC to the staff. How do we get this done? What are your ideas?</p> <ul style="list-style-type: none"> <li>• Meet with tier reps</li> <li>• Make a nomination form</li> </ul>	<p>Update will be given at next meeting, as to what the process will be.</p>

	<ul style="list-style-type: none"> <li>• Maybe have an opportunity to have the same type of kudos on the external site? Enterprise results director would be involved.</li> <li>• Compliment forms from grievance. These can be forwarded to AA4 to submit to the LFC. Supt Wofford will ask the tier reps if they are okay with sharing the compliment forms.</li> </ul>	
Update on Mailroom/packages-update on Exception to Policy	<p>This will need to be brought to the Statewide Family Council and will not be raised by WCCW.</p> <ul style="list-style-type: none"> <li>• DD Cotton stated as the statewide co-chair that this has never come up at the statewide level.</li> </ul> <p>Cindy Robinson discussed copyright issue with items being returned. How do we know as a family member if there is no copyright information?</p> <ul style="list-style-type: none"> <li>• Supt Wofford stated this is a statewide discussion that needs to happen.</li> </ul>	<p>Please have Jason Rice bring this to the agenda for the next stated meeting</p> <p>Babs will discuss with the LFC to see where they want to take it.</p>

New business

Topic	Discussion/Key Points	Next Steps
Review of December 2020 Minutes	Discussion/Approval	Will be postponed until Janet can see them. Visit of the DOC policy will be done.
Statewide Family Council Meeting Jason Rice	Report/update	Not given
Amend – Update Supt. Wofford	<p>Some members looked at the website but want more information from Superintendent. Wofford.</p> <ul style="list-style-type: none"> <li>• Supt. Wofford reported that she, ASP Swain, and DD Cotton are participating in AMEND classes. They are looking at the way we do business in the United States. She reported that it's not so much corrections, in the true sense of the work but rather to focus out how we can remove barriers to a successful reentry.</li> <li>• We are plan to propose a pilot programs to start down the path that AMEND suggested. AMEND is also doing gender-responsive research. Specifically, here at WCCW, we are looking at ideas to improve outcomes and impact culture in more of our restricted environments like RDC/SEG and IMU.</li> </ul>	Update will be given at next LFC meeting by Superintendent Wofford

	<p>DD Cotton, reported this is ongoing work and that it's not going away.</p> <ul style="list-style-type: none"> <li>• We have legislative representatives, statewide family representation as well as OCO and DRW to work with DOC and are looking forward to getting this information shared as much as we can. This was a robust group that participated in this.</li> <li>• Too early to share the pilots, but we are putting together proposals to lessening the restrictiveness of these environments and additional programming, something other than just punitive. You are all more than welcome as an LFC to bring ideas forward for discussion.</li> </ul>	
<p>GIPA – Update</p>	<ul style="list-style-type: none"> <li>• Supt Wofford stated this work is ongoing. We look forward to outcomes that will look different than current practices.</li> <li>• DD Cotton stated that she has a meeting scheduled for the 1st week of March to plan what this will look like; there is more to come. <ul style="list-style-type: none"> <li>○ We are having these discussions. By the next meeting, we should have a more robust answer for you.</li> </ul> </li> </ul>	<p>Follow up will be given at next LFC meeting.</p>
<p>Additional Scanner/Strip Search Reduction Laurie Dawson</p>	<p>Are the scanner guidelines incorporating gender-sensitive and responsive measures into the DOC search policy?</p> <ul style="list-style-type: none"> <li>• ASO Chandler will have to discuss with HQ</li> </ul> <p>Is there a request for an additional scanner in the budget?</p> <ul style="list-style-type: none"> <li>• Supt Wofford explained that there is a budget request for another scanner. The request for the 2<sup>nd</sup> scanner is on our ready list but was not approved this budget cycle. It did not make it to the Governor's Budget. We will request it in the next budget cycle.</li> <li>• DD Cotton The portion that did make the Governor's Budget is</li> </ul>	<p>ASO Chandler will follow up with HQ about scanner guidelines.</p> <p>Captain will create a team and come up with a mission statement about the scanner for the next meeting.</p>

	<p>not for an additional scanner but to maintain the current one.</p> <ul style="list-style-type: none"> <li>• We have funding for our current scanner without using other funds.</li> </ul> <p>Cindy Robinson asked if our staff are certified to run the scanner?</p> <ul style="list-style-type: none"> <li>• Staff are trained, but there is no certification requirement.</li> </ul> <p>Cindy Robinson also asked if you have to remove clothing to go through the scanner?</p> <ul style="list-style-type: none"> <li>• If you have additional layers, yes, you are asked to remove the additional layers. But never down to underwear and bra. The I/I is ALWAYS fully clothed as they go through the scanner.</li> </ul> <p>ASO Chandler gave the following example...if the I/I is wearing a sweatshirt, shirt, and coat.</p> <ul style="list-style-type: none"> <li>• They will be asked to remove the sweatshirt and coat. Or if you have sweatpants and shorts on. You will be asked to remove the layered item.</li> </ul> <p>Supt. Wofford reiterated that the scanner is a tool of discovery for WCCW. She explained that this was a pilot program for prisons and was interfered with due to COVID.</p> <ul style="list-style-type: none"> <li>• We have our operational practices but policies generally follow a pilot so we can establish best practices in order to capture that for policy.</li> <li>• We don't strip search at the scanner.</li> </ul> <p>If the legislature would fund an additional scanner, would DOC be able to accommodate and support it?</p> <ul style="list-style-type: none"> <li>• ASO Chandler explained that WCCW would need the FTE support and infrastructure for this request.</li> <li>• Not just the machine itself. We would love to have one in RDC.</li> </ul> <p>Laurie Dawson asked, as we move through the legislature and budget processes, can we continue to work on and address the implementation?</p> <ul style="list-style-type: none"> <li>• Our Captain stated yes and reiterated the safety of our</li> </ul>	
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	<p>population is paramount. He agreed that the goal is to reduce trauma and preventing contraband from coming into the facility, keeping your loved ones safe.</p>	
<p>Transgender transfers to WCCW</p>	<p>LFC proposed the following:</p> <ul style="list-style-type: none"> <li>• A smaller group meeting to try and get some understanding of what is happening and why, to work through what they hear from the population.</li> <li>• How do you keep everyone safe?</li> </ul> <p>Supt Wofford indicated they are working hard to ensure the safety of all incarcerated, regardless of their status.</p> <ul style="list-style-type: none"> <li>• She explained it is WCCW's job to keep everyone safe. Housing protocols are done to ensure safe housing for everyone.</li> <li>• She is willing to have a discussion with you regarding the requirements of individuals and how they identify.</li> <li>• We are very aware that transgender women that have been housed in male facilities for many years are going to come and need to adjust to our population.</li> </ul> <p>Babs, we fully support the movement to be gender-responsive as they identify regardless of gender assigned at birth.</p> <ul style="list-style-type: none"> <li>• Babs would like to participate in the transgender staff meetings.</li> </ul>	<p>AA4 Melissa Johnson will schedule meeting to speak about the transgendered things going at WCCW and ensure Deputy Director Cotton can attend.</p>

**Roundtable open discussion**

Next meeting location: Microsoft Teams Date: April 15, 2021 Time: 1500 hrs

Comments: Future meetings will be held via Microsoft Teams. AA4 Johnson, will send out new calendar invites reflecting this change.

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

## FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting:</b> <b>Key Points/Discussion: Description of issue</b> <b>Update: Update from each meeting till closed</b>	<b>Owner of Issue</b>	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
IIBF Budget	TEC Resources, due to infrastructure. Ensure budget request is submitted each budget cycle. Updated annually.	Supt. Wofford	02/18/2021	06/01/2021	
LFC Staff Recognition	WCCW LFC wants to recognize staff for their hard work. Update from each meeting until closed	ASP Swain	02/18/2021	04/17/2021	
Mailroom/Packages	Exception to policy discussion to be brought forward to statewide family council. Update from each meeting until closed	Jason Rice	02/18/2021	04/17/2021	
AMEND Workgroup	An update about the AMEND work being done at WCCW will be updated at each meeting until closed.	Supt. Wofford	02/18/2021	04/17/2021	
GIPA Update	An update about the GIPA work being done at WCCW will be updated at each meeting until closed.	Sharese Jones	02/18/2021	04/17/2021	
Scanner Information	Scanner Guidelines discussion with HQ. Update each meeting until closed	ASO Chandler	02/18/2021	04/17/2021	
Scanner Mission Statement	Create a team and mission statement about the scanner. An update will be given each meeting until closed	Captain Rio	02/18/2021	04/17/2021	

Transgender Discussion	LFC wants to meet as a small group to discuss transgender population.	AA4 Johnson	02/18/2021	03/04/2021	
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Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy

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Workshops - 88195						
<b>Subtotal - UNRESTRICTED</b>		8,730	8,730	4,062.33		4,668
<b>Total Budgeted Expenditures</b>		55,680	8,730	4,062	47%	4,668
						51,618

Family Friendly -Hotel Voucher Program						
Family Friendly- Supplemental Pop-up						
Family Friendly- SFC Travel & Meeting Supplies						
Family Friendly- Communication support (July/Aug)						
Family Friendly- Communication support (Sept)						
Family Friendly- Communication support (Oct)						
Family Friendly- Communication support (Nov)						
Family Friendly- Communication support (Dec)						
Family Friendly- Incarcerant Comfort Items						
Family Friendly- Future Deployment						
FOSA						
<b>Total Family Friendly</b>	<b>18,248</b>	<b>18,248</b>	<b>4,554</b>	<b>24.96%</b>	<b>0</b>	<b>13,694</b>
Motion Picture License						
Supplemental Motion Picture License (placeholder)						
<b>TV Systems</b>	<b>28,702</b>	<b>28,702</b>	<b>16,874</b>	<b>59%</b>	<b>11,828</b>	<b>11,828</b>
Law Library Subscriptions, Books, & PC Lease						
Law Library Additional Publication Through Thomson Reuters						
<b>Total Other Spending</b>	<b>28,702</b>	<b>46,950</b>	<b>21,428</b>	<b>45.64%</b>	<b>25,522</b>	<b>7,274</b>
Supplemental Emergent Spending Requests (placeholder)						
<b>Subtotal-Restricted Spending</b>	<b>46,950</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>46,950</b>

<u>Budgeted Expenditures (Non-Restricted)</u>	<b>FY20 Total Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>		<b>YTD Variance</b>	<b>Remaining Budget</b>
<b>Per Offender Allocation</b>	<b>8,730</b>	<b>8,730</b>	<b>4,062</b>	<b>46.53%</b>	<b>4,668</b>	<b>4,668</b>
<b>Unrestricted Program Index Breakdown (Expenditures)</b>						
Barber Shop - 88110				#DIV/0!	<b>0</b>	<b>0</b>
Cultural - 88115						
Dog Program- 88120						
EFV - 88125						
<b>EFV (RECOVERIES) - 88125</b>						
Family Friendly - 88130						
Gardening - 88135						
Hobby - 88140	1,000	1,000	237.05			
<b>Hobby (RECOVERIES) - 88140</b>						
Law Library - 88150						
Evidence Based Incentives - 88155						
Recreation - 88160	2,600	2,600	1,653.48	64%	<b>947</b>	<b>947</b>
<b>Recreation (RECOVERIES) - 88160</b>						
Television - 88170						
<b>TV(RECOVERIES) - 88170</b>			-1,031.81			
Unit Activities - 88180	4,130	4,130	3,203.61	78%	<b>926</b>	<b>926</b>
Visiting - 88190	1,000	1,000		0%	<b>1,000</b>	<b>1,000</b>

