



FAMILY COUNCIL MEETING MINUTES

Location: WCCW via MicrosoftTeams Date: 10/16/2021 Time: 1300 / 1:00 pm

Teleconference details: **Join on your computer or mobile app** [Click here to join the meeting](#)

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Meeting Attendees

Department/facility co-chair: Jeneva Cotton, Superintendent Family co-chair: Babs Roberts

Facility/council secretary: Melissa Johnson, AA4 Family secretary, if applicable: Janet Moriarty

Members present: Jason Rice, Laurie Dawson, Babs Roberts, Janet Moriarty, Greg Mansfield, Paul Gillespie, Stefanie Olson-Schmoker, Susan Sherman, LBA Linda Inman, Sgt. Joshua Benson, Family Services Specialist Caroline Melhuish, OCO Carolina Landa,

Non-council member attendees: _____

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Review of Minutes – Melissa Johnson	Approved.	
Statewide Family Council Report/Update Jason Rice	The statewide meeting was good. We had, great discussion. Secretary Strange may be doing the agendas differently to include more open discussions among all in attendance. Elections are coming up in November.	
Visitation – update/clarification Babs Roberts & Sgt. Benson <ul style="list-style-type: none"> • Clarify clothing • Special seats for women • EFV – future for the 2 portables? 	<p>Ms. Roberts explained that the council is seeking clarification on the following topics, and not looking to say things are wrong or right. We want to convey the correct message to others. It's typical as we transition to new leaders. The staff have been very approachable and flexible and have tried to welcome the families.</p> <p>Clothing always comes up. It's interpreted differently by different folks. What is the definition of leggings? Sgt Benson stated they are defined as form-fitting and how thick the material is. No jeggings. Skinny jeans are allowed.</p> <p>Superintendent Cotton pulled up the policy language 450.300 page 5 of 8 and the attendees discussed.</p> <p>Superintendent Cotton will seek clarification on her interpretation of the outer garment. Example of a sweater dress and leggings being worn underneath. It needs to be covered to mid-thigh. We need clarification on yoga pants.</p>	

	<p>Special Seating for Individuals: The chair issue was resolved. The council asked for clarification as to why the individuals are seated in designated seats? As this has not been a past facility practice. Visit Sgt. Benson explained that it was for safety and security. So that the staff can quickly identify who is in the area and control the scope of vision in one direction if there was something taking place within the facility. The individuals would already be able to stand and look away; with the current seating arrangement.</p> <p>Can visitors sit next to their loved ones instead of sitting across the tables? Sgt. Benson explained the facility is trying to maintain social distancing as much as possible but will talk with his staff to allow this. He will advise them that when a visitor comes and are seated at a four-person table and only have two visitors, they can sit next to one another, rather than across the tables.</p> <p>Staffing of the scanner. Superintendent Cotton shared we did finally get permanent funding for this position. With that, we had to update the position description to a bona fide occupational qualification (bfoq, female-specific) with the exception that if a trans individual requests a male, then one of the male staff on the volunteer list will be able to operate the scanner with that individual. We did put it out for bid for seven days. We will pull requests next week; if so, we will slide that person in, which will be that bfoq position. If no one bids, we will have to open up for an open application. WCCW is working with Charlotte Headley for training. All shift commanders will be properly trained, transport staff will be trained, and with this, they will be trainers for future staff. We have certified staff trainers now.</p> <p>Ms. Dawson asked if trauma-informed care would be included in that training? Superintendent Cotton will be sure and ask the vendor as she is not certain. But if not, we will implement that portion as needed.</p> <p>Are the extended family visits (EFV) still going to be separated, and is the hill still considered MI2. Superintendent Cotton explained that Long-term MI3 are still at MSU and will not affect how the EFV is run. The movement of MI3 was well-intended, but it did not get approved at the Headquarters level. We are trying to balance everything with the new classification tool they are working on, and you will see more movement once that work is done. We have currently</p>	<p>Sgt. Benson will look at alternate seating arrangements and discuss with management.</p>
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	<p>moved about 40 women to the MSC campus.</p> <p>EFV Policy: The council asked which policy are we using? Superintendent Cotton explained that we should be using the new policy that went into effect in May 2020. Superintendent stated that she would ensure staff are aware and receive the new policy.</p> <p>Sgt. Benson reassured the council that he is always available if questions about policy or procedure. Or, if there are any issues when checking in with EFV, please let him know.</p> <p>EFV portable, Babs said it's supposed to house 6 (the one on the MSC). The futon is missing. All that's in there are two chairs and a couch so there are no sleeping arrangements for 6 as there is supposed to be. Sgt. Benson will look into this.</p>	
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New business

Topic	Discussion/Key Points	Next Steps
<p>MSC/Minimum moves to the hill. What happened and why? Who's direction?</p> <ul style="list-style-type: none"> Receiving to MSU directly – not going through CCU- causing a bottleneck? 	<p>Ms. Roberts asked, what is the point of the second fence on the hill? Superintendent Cotton explained that she understood that in 2019 these discussions started. Assistant Secretary Robert Herzog has retired, Deputy Director Eleanor Vernell has retired, former Correctional Program Manager Angie Hosking is no longer at DOC, and neither is former Associate Superintendent of Programs Felice Davis.</p> <p>These are the ones who started these discussions. There was no actual approval, and no policy exception was made. In searching through this historical conversation, the only thing that was documented was from Senior Director of Comprehensive Case Management John Campbell, in which DOC 300.380 Classification Policy we found was the request expanding MI2 to 4-6 years. That's the only documentation we could find as far as a policy exception.</p> <p>Superintendent explained that she is still looking into this, and she has a long list of things to occur at WCCW. She would like to change the double fence around J-Unit and the Early Headstart building. We need to reign some things in, and she needs to continue the conversation. It was a cost to put it</p>	

	<p>up, and it will be a cost to bring it down. She is not quite sure what the hill will look like in the future.</p> <p>Superintendent explained the following:</p> <ul style="list-style-type: none"> • Close custody is over ½ full there are about 77 women in CCU with 55 open beds and continuing moves each week to slowly move those women out. HQ said, no, we cannot move all those women, as they do not meet the criteria. 	
<p>Custody Classification Jeneva Cotton, Superintendent</p> <ul style="list-style-type: none"> • what is the plan for adjusting women's classification? • Is there potential for tutorial of how classification is done? 	<p>Ms. Olson-Schmoker had a classification question. Moving from RDC to MSU and have heard of a lot of fights. She heard that i/I had to pull people off one another. Why are officers not monitoring the yard and waiting until they see someone with a black eye? It's a dangerous situation, and I am thankful i/I pulled the other i/I of the one who was not fighting back.</p> <ul style="list-style-type: none"> • Superintendent answered, each unit has a yard and can use them when they want to. We don't have posts for the inmate yards. Our response and movement officers have a large zone to cover, and of course, i/I know when. We don't have the staffing for this, unfortunately. <p>As for the plan of our classification tools, Superintendent believes our classification system is going to reflect positively John Campbell and Gary Bohon have been around in classification since the 80s and 90s and are supportive of our gender-responsive women are highly over classified.</p> <p>She explained that we would likely see some significant changes once we get a new classification tool for women. It will reshape how we look at our women in the facility.</p> <p>Ms. Moriarty stated, this is encouraging; MSU, as a result, is a nightmare. It is out of control, so is there a plan to relieve the bottleneck. She explained that in the meantime, even with all the space we have here at WCCW, it is jammed up, and the trauma that happened to the women who had their bags packed and had to be peer-supported and the day they were supposed to move were told no. Then throwing people from receiving into MSU it's a nightmare.</p> <p>Superintendent Cotton stated women going from RDC to MSU is how it should be and that this has been fixed. Our individuals should not go to CCU if not classified as</p>	

	<p>such. Superintended stated that WCCW is screening for graduated reentry (GRE) and believes a good portion will come from MSU and hopefully help open that bottleneck.</p>	
<p>GIPA Jeneva Cotton, Superintendent</p>	<p>The Gender Informed Practice Assessment (GIPA) was an excellent experience. We had five assessors here, all onsite. Spent long hours and facilitating focus groups. There was no rock unturned. They met with the agency's executive staff from headquarters, staff on all shifts, including custody, non-custody, medical & mental health, food services, each living unit, tier representatives, transgender population, village members, and therapeutic community.</p> <p>The out brief showed a lot of great things around the facility and talked about high-level patterns the facility showed.</p> <p>The GIPA team will share their quick initial findings with Secretary and Deputy Secretary. There will be several reports to include external documentation and internal documentation. They stated our culture was positive. That we come into alignment with best practices. Improve the lives of our residents and our staff.</p>	<p>Next agenda option? Classification guest. Mr. Bohon from HQ and someone from the facility.</p>
<p>Staffing Jeneva Cotton, Superintendent</p> <ul style="list-style-type: none"> Is there a plan for potential larger than normal shortages? 	<p>Ms. Roberts would like to understand if we are shifting people from administrative functions to custody functions; if so, how does this work?</p> <p>Superintendent stated I am sure you are all aware governor's mandate goes into effect on Monday. Across the agency, we are 92% vaccinated. Our facility is 92% total 90% CO, 92% 100 food services, 94% classification, and we are sitting well. We have been working on contingency planning going into Monday. And have staff volunteering for overtime, so we are covered staff-wise. Sr. managers are coming in on all shifts to meet with staff. All staff is met with dignity if they have chosen not to get vaccinated. We have not made arrangements to move classification staff into custody positions. If we are short-staffed, we have areas designated, but it does not look like we have to. We are sitting really, really good.</p>	

	<p>Ms. Roberts stated, there are tons of rumors out there. I am worried about staff burnout, which leads to bad situations.</p> <p>Superintendent stated the good news is, our hiring freeze has been lifted. She and her team greet new staff and thank them for coming aboard. We have been pretty fortunate compared to other areas in the state.</p> <p>Ms. Moriarty shared that WCCW staff have performed a miracle without staff causing an outbreak in the facility. She will forever be grateful for that.</p>	
<p>Elections Babs Roberts</p> <ul style="list-style-type: none"> • SFC – Jason Rice (need exception) • Secretary – Janet Moriarty 	<p>Ms. Roberts, in terms of WCCW LFC representation, with the changes that are happening at DOC, we feel we need continuity at the statewide family council and would like to ask for an exception for Jason Rice to stay at the level at a time of significant change.</p> <ul style="list-style-type: none"> • Superintendent received approval from Lisa Flynn, SFC Co Chair, to allow one extra year for Mr. Rice. <p>Ms. Moriarty agreed to an additional year. Ms. Roberts explained remaining the Chair is interesting because it depends on whether her daughter is released. Babs will continue along with Lethaniel Ray as an alternate.</p> <ul style="list-style-type: none"> • Superintendent Cotton stated we would have to do another election if Ms. Roberts stayed and left due to her daughter's release. <p>Term starts in January 2022.</p> <ul style="list-style-type: none"> • All voted and agreed. <p>Ms. Roberts asked if we could have the MCCCW members attend the WCCW meetings?</p> <ul style="list-style-type: none"> • Superintendent will ask Lisa Flynn; local should be specific to your facility. The only person that can go to both is the statewide Chair. • Ms. Dawson stated it's really about helping one another and being cohesive. Superintendent can ask the question and with the new women's division and continuity. 	

	<ul style="list-style-type: none"> • Caroline Melhuish stated that maybe an MCCCW staff member or Superintendent could be invited as a guest to the WCCW meeting? • Superintendent replied we are increasing the opportunity for services at MCCCW with the new division; things will change. MCCCW is genuinely supposed to be our reentry center. These changes take time. I was hoping to have many more options for those at mission creek. 	
<p>Budget Linda Ineman.</p>	<p>Local Business Advisor Linda Ineman explained what WCCW's current budget looks like thru December. We don't budget for our revenue; that is done at the HQ level.</p> <ul style="list-style-type: none"> • Our budget was smaller this year and is based on population. • We have budgeted \$20,000 for family-friendly events. • Video Greeting Program CPPC Zimmerman purchased some equipment. <p>Ms. Roberts the money for visiting, what is this for?</p> <ul style="list-style-type: none"> • LBA Ineman responded funds are allocated for activities and games for the children's area and if visiting has small improvement needs. <p>Ms. Roberts asked whether we have a sense of when we can ease covid protocols.</p> <ul style="list-style-type: none"> • Superintendent stated there was no solid concrete answer she could give. As you all know, we do things agency-wide, and similar to this time last year, we are hitting the holidays; I don't see them easing restrictions through the winter. This does not mean it's accurate. I have not heard of any changes yet. Her guess is that we don't see them cutting back on covid protocol due to the spikes. She understands everyone is tired of it, but it's working in our facility. She hopes that we get through the rough winter months and see what we can do in the spring. <p>Ms. Dawson asked if we have more clocks installed in the visit room?</p> <ul style="list-style-type: none"> • Jeneva stated we could look into that. 	<p>Budget will be included in minutes for further review.</p>

Next meeting location: MicrosoftTeams Date: 12/18/2021 Time: 1300 / 1:00pm

Comments: adjourned 2:54 pm Jeneva/Melissa - is it possible for the LFC to have someone come to our next meeting to give an overview of how classification happens currently? Family Services update from Melhuish? She will keep everyone posted.

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

<u>Budgeted Expenditures (Non-Restricted)</u>	FY20 Total Budget	YTD Budget	YTD Actual		YTD Variance	Remaining Budget
Per Offender Allocation	7,890	1,388	-489	-35.25%	1,877	8,379
Unrestricted Program Index Breakdown (Expenditures)						
Barber Shop - 88110					0	0
Cultural - 88115						
Dog Program- 88120						
EFV - 88125						
EFV (RECOVERIES) - 88125			-555.00			
Family Friendly - 88130						
Gardening - 88135						
Hobby - 88140	1,000	100				
Hobby (RECOVERIES) - 88140			-12.98			
Law Library - 88150						
Evidence Based Incentives - 88155						
Recreation - 88160	1,900	150	280.73	187%	-131	1,619
Recreation (RECOVERIES) - 88160			-511.00			
Television - 88170						
TV(RECOVERIES - 88170			-87.50			
Unit Activities - 88180	3,990	738	396.48	54%	342	3,594
Visiting - 88190	1,000	400		0%	400	1,000
Workshops - 88195						
Subtotal - UNRESTRICTED	7,890	1,388	-489.27		1,877	8,379
Total Budgeted Expenditures	52,160	10,629	9,839	93%	790	42,321