



# FAMILY COUNCIL MEETING MINUTES

Location: WCCW via MicrosoftTeams

Date: 04/16/2022 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: Charlotte Headley, Superintendent Family co-chair: Babs Roberts

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

Members present: Charlotte Headley, Chrislee McConnaughey, Karin Arnold, Hyejin Chastain, Caroline Melhuish, Janet Moriarty, Paul Gillespie, Lethaniel Ray, Greg Mansfield, Paula Bond, Susan Sherman, Linda Ineman, Jason Rice, Jo Wofford, Laurie Dawson, Joshua Henson

## Agenda

### Old business

| Topic  | Discussion/Key Points   | Next Steps  |
|--|---|---|
| <b>Crafts/Mailing items out</b><br>Associate Superintendent of Programs<br>Karin Arnold  | <p>Craft items being mailed out process. Why can't multiple items go into the same box. ASP Arnold, said there was an issue with the craft items being shipped out. Mr. Z is following policy. He reached out to other facilities to ensure we were only allowing contact with approved people they are hopeful to have contact with.</p> <p>Janet one other thing, people without craft permits don't get to send out craft items. Before, staff would know who would have a permit or who didn't have a permit some things are slipping through.</p> <p>ASP Arnold clarified she would send out a memo breaking down the process for craft items and remind the population that letters cannot be sent in the same box as craft items either.</p> | <p>Memo to units and kiosks about process will be done by Karin Arnold.</p> |
| <b>GIPA Report</b><br>Jo Wofford <ul style="list-style-type: none"> <li>Plan for distribution of the report, planning around the report recommendations and how can the LFC support them?</li> </ul> | <p>Not completely finalized yet. The secretary wants a good through review with the core associates who did the report. Highlights include:</p> <ol style="list-style-type: none"> <li>Bring in more gender responsive programming. This will solidify what we already know.</li> <li>Data breakdowns and ideas for corrections. Looking at our disciplinary process.</li> <li>Focus groups will be formed to include formerly incarcerated, staff, the LFC members, family members, partners in the community, Rotarians, colleges and churches.</li> </ol>  |   |

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|   | <p>4. Darnielle is working on an advisory panel with key government leaders.</p> <p>5. As a result of the GIPA report, Jo has already been able to go to Secretary Strange and plead the case of getting a gender informed risk needs assessment tool. It's the only one in the nation that is documented to have solid results, data driven results, around reducing recidivism for women and assuring that we do not over classify them and assuring that we are focusing on our programming through that gender responsive, trauma informed lens. The tool is called WRNA! Jo has found as she has searched throuout the country and throughout the world, there are not a whole lot of programs that are indeed proven that are specific to women, that are evidence-bases. When there is not a lot of evidence, that mens that we ned to be good data gatherers so that we can be sure that we can create that evidence for us.</p> <p>Questions:</p> <p>Janet Moriarty asked, when you were talking about discipline and doing it in a different way, a more restorative way, what comes to mind is WCCW looking really heavily at beefing up mental health help? Maybe building a super strong mental health foundation for our women would be beneficial?</p> <p>Jo, responded there is not a person in this room either for DOC or on the family council right now or anyone at headquarters that doesn't believe that we need more care around helping women unpack their trauma and deal with that. We all know that it is very important to Jeanie Darneille, she very much wants to look at a social work model of how we can bring in just therapists. You know, that can do group therapy, that can do individual therapy, just for women who are maybe not mentally ill but struggling, and need someone to talk to.</p> <p>Secretary Strange also has a focus for extensive training for our new staff that are coming on board. She is hoping to partner with Evergreen College who has a humanistic focus and course work that will include a humanistic approach to corrections.</p> <p>As for timeline, we are not sure what this will look like yet, but these conversations are happening. 😊</p> |  |
| <p><b>Scanner Discussion</b><br/>Superintendent Charlotte Headley</p> | <p>Superintendent Headley reported there is a new bill signed by governor called "drug free</p>   |  |

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| <ul style="list-style-type: none"> <li>• Policy/Procedures surrounding use. As expansion of scanner use was approved this session, we assume the policy/procedures developed by WCCW will inform basis of a statewide scanner policy?</li> </ul> | <p>prisons”, this brings another scanner to the facility.</p> <p>We need to enhance our search processes. This is adding another layer of security and stopping contraband entering into the facility. The intent of the scanner is that all staff, visitors, volunteers and anyone entering the secure perimeter would go through the scanner as part of the search process.</p> <p>The Agency will be purchasing 3 scanners, two will go to Shelton for the receiving units and 1 will come here for our public access area. They are produced in Germany and it will take 8 months to be built. In the meantime a redesign of the area will be taking place, there will be construction happening in that area, making it more welcoming that incorporates the new equipment for searches.</p> <p>BFOQ positions will be the ones operating in the visit area. Gender can be chosen so dignity can be had for folks. WCCW is also bringing in the vendor to do some recertification of folks and enhance our training and knowledge as well as develop a full curriculum that can be used statewide. This means we will be informing the policy as well as the training associate with the equipment.</p> <p>Dawson question – there could be a scanner put into receiving as part of this effort? When we come through public access, if the women are being scanned after visit, are the searches randomized? What about those transferred to MCCCW, having to be stripped searched.</p> <p>Supt. Headley said nothing has been decided yet. The agency has not fully developed their stance on that piece on how we implement the equipment. More to come on that. Will welcome deeper discussions for policy input. The scanner has allowed us to lesson the strip searches and the trauma associated with it and have saved women’s lives from overdosing. When I think of the body scanner, I think of saving lives! I am happy to have that extra tool.</p> <p>Paula Bond, reminded those in attendance that the intent of the bill 5695 and remind all of us, there are two intents in the body of the law. One is Drug Free Prisons, the other is elimination of strip search! Ms. Bond reiterated that she is hopeful that in the absence of a scanner for RDC, that WCCW is going to continue to look at more creative ways, more gender-informed, trauma responsive solutions to check people</p> |  |
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|   | <p>without having them subject to additional trauma.</p> <p>Ms. Bond will send the bill to Missy for distribution.</p>   |  |
| <p>Communications Discussion<br/>Laurie Dawson</p> <ul style="list-style-type: none"> <li>What WCCW leadership sees this to be &amp; what FC would like.</li> </ul> | <p>Ms. Dawson stated, our council has worked on various frameworks on communication, coming up with a vision and mission statement. How do we as a council achieve our goals and objectives within our policy? How do we become stronger communicators about why we exist? We also want the tier representatives present at our meetings as well.</p> <p>Charlotte said she and Babs had a discussion about a new “safe start corrections” document, which hopefully will allow us to meet in person at some point. That we will communicate our notes and share them with the population so that all are aware of the outcomes of some of our discussions.</p> <p>Ideas shared include:</p> <ul style="list-style-type: none"> <li>Janet Maybe create a subcommittee, include I/I to participate.</li> <li>Lethaniel, using TV’s is a great idea. Just need to make the font bigger.</li> <li>Dawson, how do we communicate with Jeannie Darnielle.</li> <li>Wofford, telemed cart for I/I to participate.</li> </ul> | <p>Melissa will ask for the minutes to be posted in the units, once voted, and approved.</p> |

New business

| Topic  | Discussion/Key Points  | Next Steps |
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| <p><b>Statewide Family Council Update</b><br/>Jason Rice</p> | <p>Talked about EFV. Working out logistics for payments.</p> <p>Met dr. Marianne carol chief medical officer. Very encouraging.</p> <p>Update on vendor contract and talked about mental health and cell housing assignments. Minutes have not been posted yet.</p> <p>Paula, we are working with Jeff Uttecht on working new family council policy and the secretary has given us a deadline and we are super excited! Mandala rules. Care and custody. So, we are excited about this and hope what we have recommended comes through.</p> <p>Charlotte - Concern about scheduling EFV issue or concerns with scheduling process?</p> |            |

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|   | <p>Trailers under maintenance and will there be a delay in the process?</p> <p>Schedules are getting done, new items have been purchased and stocked up.</p> <p>Thank you, Sgt. Henson, for making them comfortable for folks, and new paint.</p> <p>Maintenance will be done quickly and done as soon as possible.</p>  |  |
| <p><b>Budget Overview</b><br/>Linda Ineman</p>  | <p>Visits are now paid by the incarcerated and is now only \$5 per night. If you already had a two-day weekend scheduled, we would take \$10 and refund you \$20.</p> <p>For recreation they purchased more activities for the gym.</p> <p>New chairs were purchases through operations.</p> <p>Discussion was had about hotel stays for families traveling over 150 miles. This is such a great program!</p>  |  |
| <p><b>Solicitation of Ideas for family friendly events for fiscal year 2023</b><br/>Chrislee McConnaughey</p> | <p>I had hoped to have the document, we must send our proposals for 2023 family events. Wanted to offer you the opportunity to give consideration. Mother's day we have a craft going out. Free photo was done.</p> <p>Jason - Fundraisers, why have they not been happening. Tier reps are soliciting the units and its due to Chrislee this week for voting. First one will be in May.</p> <p>Janet – suggested the 2021 fundraisers be used for 2022 as they were approved during covid.</p> <p>Chrislee, because we were in lockdown, we were not able to pull them together. We are doing May for April and an additional one for the January one that was missed.</p> <p>Karin Arnold did receive some kiosk messages regarding fundraisers. She responded and met with tier reps in March. She reminded the tier reps the items need to be consumed in one sitting...</p> <p>Tier reps can send Karin the food category and she will be reaching out to local businesses.</p> |  |
| <p><b>EFV Visits</b><br/>Sgt. Henson</p>  | <p>Trailers are going to be deep cleaned, painted, and restocked with new items. Examples include rice cookers and Nintendo switches have been purchased for the trailers.</p>   |  |
| <p><b>LFC Structure</b></p>   | <p>Tabled, need to have a subgroup.</p>  |  |

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| <p>LFC Member</p> <ul style="list-style-type: none"> <li>• Discussion of plans for the interaction of WCCW and MCCCW.</li> <li>• Plans to bring tier reps back to the meeting</li> <li>• Length and time of the LFC meetings</li> </ul> |               |  |
| <p><b>Women's Division Overview</b><br/>Jeannie Darnielle</p> <ul style="list-style-type: none"> <li>• Plans and updates on the women's division policy review and development.</li> </ul>  | <p>Tabled</p> |  |

**Roundtable open discussion**

Next meeting location: Microsoft Teams Date: June 18, 2022 Time: 1300 / 1:00pm

Teleconference details: **Join on your computer or mobile app** [Click here to join the meeting](#)  
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Distribution: **ORIGINAL** - Family council co-chairs

**Washington Corrections Center for Women (WCCW)  
Incarcerated Individual Betterment Fund (IIBF)**

**FY22 Quarterly Budget to Actual Report from July to March 2022 - FM09**

| Account Code | Budget Category | Proposed Name - Programs/Events                | Total FY22 Budget | Expenditures     | Fee Recovery      | Remaining FY22 Budget | Brief Description of Expenditures to Date   |
|--------------|-----------------|--|-------------------|------------------|-------------------|-----------------------|---|
| 88125        | NR08            | EFV EXPENDITURES/FEE RECOVERY (\$15 per night) | 0.00              | 586.98           | (965.00)          | 378.02                | Replacement Futon   |
| 88140        | NR03            | CRAFT SUPPLIES AND RECOVERY                    | 700.00            |                  | (12.98)           | 712.98                |   |
| 88160        | NR17            | RECREATION EQUIPMENT REPAIRS                   | 400.00            | 0.00             |                   | 400.00                |   |
| 88160        | NR18            | RECREATION SUPPLIES                            | 1,050.00          | 858.70           | 0.00              | 191.30                | DVD player, resistance bands, dip and push up bar, barbell neck pad, ab machine, workout DVD's Volleyball set, exercise mat |
| 88160        | NR19            | RECREATION RECOVERIES                          | 0.00              | 0.00             | (896.00)          | 896.00                | Weight fees   |
| 88170        | NR24            | TELEVISION RENTAL FEE                          | 0.00              | 0.00             | (481.50)          | 481.50                | Television rental fees - used to purchase add'l rental TV's   |
| 88180        | NR27            | UNIT ACTIVITIES                                | 2,952.00          | 2,656.03         |                   | 295.97                | Irons; holiday decorations, paint, paper, led lights, games and puzzles, candy, popcorn cocoa, hygiene items for prizes     |
| 88190        | NR30            | VISIT ROOM                                     | 1,000.00          | 83.26            |                   | 916.74                | Jumbo sticks, shamrocks, adhesive dots, craft for visit room  |
| 89130        | FF06            | FAMILY FRIENDLY - BE MY VALENTINE              | 1,138.00          | 851.78           |                   | 286.22                | Cards, envelopes, stickers, paper, colored pencils  |
| 89130        | FF01            | FAMILY FRIENDLY - BACK TO SCHOOL               | 1,888.00          | 1,408.13         |                   | 479.87                | Postage for mailing backpacks/supplies to families  |
| 89130        | FF12            | FAMILY FRIENDLY - FALL FAMILY EVENT            | 1,138.00          | 167.38           |                   | 970.62                | Photo ink and paper   |
| 89130        | FF40            | FAMILY FRIENDLY - MOTEL VOUCHERS               | 6,200.00          | 0.00             |                   | 6,200.00              | Hotel Vouchers  |
| 89130        | FF42            | FAMILY FRIENDLY - MOTHER'S DAY                 | 0.00              | 412.48           |                   | (412.48)              | Notebooks, washi tape, stencils, photo corners  |
| 89130        | FF69            | FAMILY FRIENDLY - WINTER EVENT                 | 1,788.00          | 374.88           |                   | 1,413.12              | Ornament kit, goody bags, greeting cards, photo ink and paper   |
| 89130        | FF91            | FAMILY FRIENDLY - VIDEO GREETINGS              | 410.00            | 185.97           |                   | 224.03                | Software for video greetings  |
| 89130        | FFFD            | FAMILY FRIENDLY - FUTURE DEPLOYMENT            | 2,750.00          | 2,640.00         |                   | 110.00                | Treat bags for Superbowl  |
| 89170        | OP03            | TELEVISION SERVICES                            | 18,202.50         | 31,545.06        |                   | (13,342.56)           | Cost of providing television services - monthly fees  |
|              |                 |  |                   |                  |                   |                       |   |
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|              |                 |  |                   |                  |                   |                       |   |
|              |                 | <b>Report Total</b>                            | <b>39,616.50</b>  | <b>41,770.65</b> | <b>(2,355.48)</b> | <b>201.33</b>         |   |