



FAMILY COUNCIL MEETING MINUTES

Location: WCCW via Microsoft Team Date: 10/16/2023 Time: 1630

Teleconference details: [Click here to join the meeting](#) Meeting ID: 282 962 814 025
 Passcode: peAeoN Or call in (audio only) +1 253-372-2181,,277101166# United States, Tacoma
 Phone Conference ID: 277 101 166#

MEETING ATTENDEES

<u>Charlotte Headley, Superintendent</u>	<u>Greg Mansfield</u>
Department/facility co-chair	Family co-chair
<u>Melissa Johnson, CS2</u>	<u>Dina Johnson</u>
Facility/council secretary	Family secretary, if applicable

Members present: ASP Kari Figueira, OCO Zachary Kinneman, HQ Ramona Cravens, AA4 Kaleena Jones, DAS Jo Wofford, Melissa Johnson, VISIT Andrea Baccetti, FM Gerald Holter, Jason Rice, Paul Gillespie, CAPT Jeff Rio , Stefanie Olson Schmoker, Sgt. Flora Brown, Madisen, CPM Sonja Alley, FSM Hyejin Chastin, DIR OF PCS Megan Pirie, Kay Nelson, Andrew Clark, Susan Sherman, AS Jeannie Darnielle, ASO Maria Hall, LBA Linda Ineman

Non-council member attendees: WCCW Tier Reps: Lani Kraabell of K Unit & Kirsten O'Hara of MSU

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Visitation Changes/Updates 15 mins. <ul style="list-style-type: none"> • Vending machines • Video visit updates • TV • Food service • Other questions/concerns 	<p>Please welcome Andrea Baccetti to her role as the Manager of the Visitation Department. She will be implementing trauma and gender informed initiatives thought the WCCW visitation and extended family visit programs.</p> <ul style="list-style-type: none"> • Sgt. Brown will still be your point of contact for visitation questions and special visits. <p>Vending Machines. There has been progress to ensure we have healthier options in the vending machines and more deliveries.</p> <p>Video Visit updates. Most of the video visit times have been restored except for the 1700-1830 times. They are still working on this issue.</p>	<p>Ms. Baccetti and Sgt. Brown will ensure the television in the visit room is always on during visitation hours.</p> <p>Umbrellas, Ms. Baccetti will investigate this.</p>

	Kudos to FSM Chastain for the wonderful meal Ms. Dawson was able to share with her loved one, the zucchini and noodles were wonderful.	
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New business

Topic	Discussion/Key points	Next steps
<p>Changes to Bra/property rules 10 mins</p>	<p>Deputy Assistant Secretary Jo Wofford is spearheading a project at WCCW to standardize three or four types of bras potentially from vendors like Haynes or Lane Bryant, ensuring quality and support for female individuals. However, DOC policy, personal property, including bras, must be obtained exclusively from approved DOC vendors.</p> <p>While HQ can no longer approve certain vendors, Assistant Secretary Jeannie Darnielle, along with Deputy Assistant Secretary Jo Wofford is actively seeking a secondary vendor and exploring partnerships to address this challenge and provide alternative sources for bras within the prison.</p>	
<p>Election 10 mins</p> <ul style="list-style-type: none"> • The role of LFC at WCCW 	<p>Election Recap:</p> <ul style="list-style-type: none"> • Decision to maintain the current setup with Greg Mansfield as the Co-Chair and Dina Johnson as the Co-Secretary. • Appreciation expressed for their service. Laurie Dawson confirmed the Family Councils decisions. 	
<p>AMEND Update 15 mins</p> <ul style="list-style-type: none"> • Training updates • Current changes • Incarcerated involvement 	<p>Superintendent shared that we have guest from Norway here at the facility for the next couple of days. Their purpose is to training staff and meet with the population.</p> <ul style="list-style-type: none"> • Emphasis on the development process for implementing the Washington Way at WCCW. WCCW is focusing on three approaches. A Commitment to providing opportunities for progression, normalization, and humanization. • We have created an activity team focusing on interaction with the population and reentry 	


discussions. The activity teams focus:

1. The establishment of an activity room for the teams' meetings with the population.
2. Focus on dynamic security, building rapport, and understanding the needs of women in the medium security unit.
3. Contact team concept, interacting with individuals in segregation. The goal is to reduce segregation use, increase out-of-cell time, and engage in activities with women in segregation.
4. Progression initiatives. We are currently working with a woman in the minimum-security unit nearing release and developed a progression plan to familiarize her with the community. Examples include outings, walks, and attending church to prepare her for release. Highlighting the practical aspects of the work being done to facilitate successful releases.

How can we use the Amend concepts in MSU? Will we ever get to a point of one person per room? Making the area nicer? Especially with our MI3 population?

- Superintendent shared MSU as the facility's highest population, capacity is 256 and we are nearly full at 250. She would like to explore other housing arrangements for our long-term minimum population (MI3). She is hopeful that when the WRNA is implemented it could alleviate some of this pressure.
- WCCW has been collaborating with the University of Washington

	<p>for beautifying the grounds and refurbishing green spaces. That would be anticipated to be completed by next summer.</p> <ul style="list-style-type: none"> • Kristin, tier rep of MSU would like to reimplement late night incentives and movie nights for those in MSU. She stated that they need incentives. She has been here almost six years and never had a major infraction, and her minors are low. She feels like there is nothing different for her other than being a tier representative and she loves it. There is a lot of those who are trying to change and progress and move out of WCCW and feels hampered, we need acknowledgement for the good things we are doing. We need HOPE. <ul style="list-style-type: none"> ○ Greg shared that he hears from others that the only ones that receive incentives are those that act out and have severe mental health disturbances that there is never any recognition or advancement opportunities for those that do not get in trouble. ○ Superintendent asked for ideas to be brought forward to her or her CPM for consideration. She is open to new ideas. 	
<p>Securus issues 10 mins</p> <ul style="list-style-type: none"> • Phone connection issues • Kiosk repairs 	<p>Phone connection: Greg Mansfield said that they are still having issues with the sound. It sounds like people are underwater when they talk, especially if they are making the call from their cell and the call breaks in and out. It's been easier just to make the calls on the regular living unit phones.</p> <ul style="list-style-type: none"> • Lt Simons has been in contact with Securus and believes the issues will be resolved. • 85 units of new tablets are due to be delivered to WCCW. 	

	<ul style="list-style-type: none"> • Superintendent reported Securus has restored the music and photos on the tablets. This is great news. She also stated that Securus has an agreement with the state that speaks to if we bring attention to an issue that something is not working, they have a certain time frame to respond and correct the issue. if you have an issue, please contact officer Wilde in the mailrooms she's the facility liaison to securus , • Regarding kiosk concerns, please have your loved ones bring it to the attention of unit staff so that way we can reach out and figure out what the next steps will be to resolve the issue. 	
<p>Budget 10 mins</p> <ul style="list-style-type: none"> • IIBF follow up 	<p>The attached IIBF budget report is through September 2023</p>  <p>WCCW IIBF Budget FY24 FM...</p>	

Roundtable open discussion

Topic	Discussion/Key points	Next steps
Other matters	<ul style="list-style-type: none"> • October Minutes Approved • Ms. Dawson thanked Melissa for the tour, several of us really appreciated it and feel its an important part of staying connected with the facility and loved ones. 	Post Online
<p>Mental Health Services 20 mins</p> <ul style="list-style-type: none"> • Overview of services at WCCW • Trauma care options • Potential impact of MCCCW move 	This was tabled until the December 18 th meeting.	
Presbyterian Church Donations	Will they be able to donate Holiday treats as they have done in years past?	Supt. will discuss with her team.

Next meeting location: Microsoft Teams Date: 12/18/2023 Time: 1630

Comments: _____

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Distribution: **ORIGINAL** - Family Council Co-chairs

Washington Correctional Center for Women (WCCW)
Incarcerated Individual Betterment Fund (IIBF)
FY23 Quarterly Budget to Actual Report from July to June 2023 - FM24

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
88125	NR08	EFV SUPPLIES	0.00	0.00	75.00	(75.00)	Fees refunded for EFV visits after July 23
88160	NR03	CRAFT SUPPLY	100.00	285.16	(14.00)	(171.16)	
88160	NR19	RECREATION EXPENDITURES/FEE RECOVERY (\$7 quarterly)	1,400.00	229.24	(469.00)	1,639.76	
88170	NR24	TV RENTAL PROGRAM	0.00	0.00	(212.00)	212.00	Used to purchase TVs for the rental program (fee recovery)
88180	NR27	UNIT ACTIVITY	4,000.00	1,179.23		2,820.77	Games for J Unit, movie night popcorn, dvds
88190	NR30	VISITING ROOMS	450.00	0.00		450.00	
89110	EFVC	IIBF SPECIAL PROJECTS - FACILITY EFV	2,250.00	2,250.00		0.00	Replacement items for EFV to include silverware, consumables
89110	SP68	IIBF SPECIAL PROJECTS - WELLNESS ENHANCEMENT	0.00	0.00		0.00	
89110	SP69	IIBF SPECIAL PROJECTS - EFV AND VISITING IMPROVEMENTS	0.00	0.00		0.00	
89130	F106	FAMILY FRIENDLY - VALENTINE'S EVE	1,125.00	0.00		1,125.00	
89130	F107	FAMILY FRIENDLY - IIBF FREE PHOTO	2,400.00	161.93		2,238.07	Photo paper and printer cartridges
89130	FF01	FAMILY FRIENDLY - BACK TO SCHOOL	2,675.00	1,391.19		1,283.81	Table decorations, backpacks, snacks and supplies to include school supplies, goldfish crackers, hand lotion
89130	FF12	FAMILY FRIENDLY - FALL FAMILY EVE	2,363.00	0.00		2,363.00	
89130	FF40	FAMILY FRIENDLY - MOTEL VOUCHER	10,000.00	400.00		9,600.00	Hotel Vouchers
89130	FF41	FAMILY FRIENDLY - MOTHER CHILD	2,212.00	0.00		2,212.00	
89130	FF69	FAMILY FRIENDLY - WINTER FAMILY	3,450.00	0.00		3,450.00	
89130	FF91	FAMILY FRIENDLY - VIDEO GREETING	500.00	0.00		500.00	
89130	FPOP	POP-UP ALLOTMENT	0.00	0.00		0.00	
89170	OP03	DIRECT TV/FEE RECOVERY (\$0.50 per month, per I/I)	45,548.00	10,484.28		35,063.72	Direct TV paid monthly. Approximately \$4k per month.
		Report Total	78,473.00	16,381.03	(620.00)	62,711.97	