

FAMILY COUNCIL MEETING MINUTES

Location: Microsoft Teams Meeting Date: 02/20/2024 Time: 1630

Teleconference details: [Click here to join the meeting](#) Meeting ID: 299 679 970 121 Passcode: Lsj7hL

MEETING ATTENDEES

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

Members present: Dep. Asst Secretary J. Wofford, ASP Figueira, Visit Manager Baccetti, Dr. Carei, HSM3 Clark, Exec. Cravens, Dr. Shabazz, FSM Chastain, ASO Hall, Facilities Manager Holter, AA4 K Jones, AA2 A Chavez, Captain Rio, LFC Gillespie, LFC Moriarty, LFC Horning, LFC Blagsvedt, OCO Kenneman, LFC Schmoker, LFC Schlesinger, LFC Rice,

Non-council member attendees: Tier Reps J. Rice DOC 330005 and L Roberts DOC 406126

AGENDA

Old business

Topic	Discussion/Key points	Next steps
Visitation changes/Updates	Overview: - Andrea Baccetti, the Visit Manager, provided an update on the Extended Family Visit (EFV) Program. - The trailers for the program have been recently remodeled with new paint, dishes, towels, etc., creating a more home-like environment. - Currently, there are 31 participants in the program. Participant Feedback: - Tier Rep Jennifer Rice shared positive feedback about her experience in the EFV program, expressing appreciation for the simple comforts provided, such as drinking coffee from a regular coffee mug. - Others echoed the sentiment, highlighting the importance of the	Melissa Johnson, will look at visitation guidelines and send to Headquarters for final review for the DOC website.

	program and its impact on providing a peaceful break from the regular chaos of the unit. Importance of the Program: - Ms. Baccetti emphasized the significance of the EFV program and expressed a desire to increase participation, making it worthwhile for more individuals to experience. Acknowledgment and Thanks: - Tier Rep Rice thanked Ms. Baccetti, the Administration and the maintenance team for their efforts in improving the trailers and creating a welcoming environment for participants. - ASP Kari Figueira also expressed gratitude for the work done on the trailers. Vending Machine and Card System Issues: - Tier Rep Rice raised concerns about vending machine and card system issues, including delays in refunds for malfunctioning cards. Charlotte acknowledged the concerns and pledged to follow up with the vendor regarding potential solutions. The EFV program update highlighted the positive impact of the recent renovations and emphasized the importance of providing a peaceful and comfortable environment for participants.	
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New business

Topic	Discussion/Key points	Next steps
Introduction & Q&A with Melissa Andrewjeski 15 minutes	Opening Remarks by Superintendent Headley Superintendent Headley began the meeting by expressing regret over the absence of Assistant Secretary Ms. Andrewjeski, who had a prior doctor's appointment. However, she conveyed anticipation for her presence in the next meeting and assured attendees that her support remains steadfast. Introduction of Assistant Secretary Ms. Andrewjeski Superintendent Headley officially introduced Ms. Andrewjeski as the new Assistant Secretary, expressing enthusiasm for her role within the women's division. She highlighted her forthcoming participation in future meetings and extended her apologies for the unavoidable absence. Remarks by Deputy Assistant Secretary Jo Wofford Deputy Assistant Secretary Jo Wofford joined the meeting remotely and conveyed her pleasure in connecting with the group. She affirmed her commitment to collaborating with the women's division and offered her availability for any inquiries or discussions. Closing Remarks Superintendent Headley thanked Deputy Assistant Secretary Wofford for her presence and reiterated the anticipation for Assistant	

	Secretary Ms. Andrewjeski involvement in future meetings.	
Education Programs Update Kristen Morgen 15 minutes	Kristen Morgan, Education Services Administrator, expressed gratitude to Superintendent Headley for the opportunity to address the attendees regarding recent announcements from Secretary Armbruster and Assistant Secretary Melissa Andrewjeski regarding education partnerships at WCCW and Mission Creek facilities. • Tacoma Community College (TCC) will conclude its contract with the state board for community and technical colleges on June 30th. • Gratitude was expressed for the longstanding partnership with TCC, and plans are in place to ensure a smooth transition. • Town hall meetings were conducted with students and staff to address concerns about the transition, with a focus on minimizing disruption to education. • The State Board will lead the search for a new college partner, and interested parties will be invited to submit proposals. • Efforts will be made to align programs with the new partner and ensure continuity for students and faculty.	Action Items: • Provide updates on the RFP process and prospective college partners. • Continue communication with students and staff to address concerns and provide support during the transition. • Explore options for retaining faculty members and facilitating transfer pathways to four-year institutions.

	• Updates will be provided as the transition progresses, with ongoing communication with the student population. Tier Representative Ladarion Roberts, representing the Student Voice Council, raised questions regarding the retention of professors and transfer pathways to four-year institutions. • Kristen Morgan assured us that efforts would be made to retain faculty members, but hiring decisions would ultimately be made by the new college partner. • Transfer pathways to four-year institutions, including the University of Washington Tacoma, are being explored through 2 + 2 models, allowing for direct transfer of associate degrees. Additional questions were raised regarding prospective colleges and the timeline for proposals. • The Request for Proposal (RFP) process is pending, with formal proposals yet to be submitted. • The State Board has received expressions of interest from potential partners, and updates will be shared as the process unfolds. • Kristen Morgan emphasized ongoing communication and support for the	
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	incarcerated population throughout the transition process. Kristen Morgan extended an offer to provide assistance and attend meetings to ensure continued communication and support for the students. Closing Remarks: Kristen Morgan thanked the attendees for their questions and reiterated the commitment to transparency and support throughout the transition. Any further inquiries or assistance needed would be promptly addressed.	
ASP K. Figueira LFC - FFF Requests & Pop-up funds 15 minutes	Introduction of ASP Kari Figueira ASP Kari Figueira took the floor to discuss family-friendly requests and pop-up events. She began by sharing the schedule of events planned for the year, highlighting recent and upcoming activities. Overview of Events ASP Figueira shared details about recent events, including a significant others family-friendly event and an upcoming fundraiser involving Girl Scout cookies. She also mentioned partnerships with organizations like the Seattle Clemency Project and highlighted changes in flagger certification courses. Addressing Family-Friendly Requests She acknowledged the importance of accommodating various family structures and expressed openness to include individuals who serve as mother figures to their significant others' children in family-friendly	Action Items 1. ASP Figueira to share updated information on programs and events with the Family Council. 2. Participants to review and provide feedback on the proposed inclusive options for family-friendly events.

	events. ASP Figueira noted the availability of funds for events and suggested exploring inclusive options. Q&A Session During the Q&A session, participants raised questions about accessing programs, continuation of care, and ensuring inclusivity in family-friendly events. ASP Figueira responded with empathy and assured attendees that their concerns would be addressed. Closing Remarks ASP Figueira thanked participants for their engagement and encouraged continued communication. She emphasized the importance of inclusivity and promised to provide updates on programs and events regularly. Next Steps 1. ASP Figueira to explore inclusive options for family-friendly events, considering individuals serving as mother figures. 2. Participants to continue engaging in discussions and providing feedback on program updates. Of note, everyone left this topic with a sense of collaboration and a commitment to fostering inclusivity in future events and programs.	
Mental Health Services & Trauma Care at WCCW 15 minutes	Introduction and Welcome Doctor Carei began by expressing gratitude for everyone's presence and participation in the meeting. She acknowledged the importance of discussing mental health care	Action Items 1. Doctor Carei will work with Melissa Johnson to schedule future meetings for LFC and ASP Figueira for

	and trauma care within the group. Overview of Mental Health Care Structure Doctor Carei provided an overview of mental health care structure, highlighting its significance in the context of the facility. She emphasized that approximately 80% of women in the facility receive some form of mental health care, underscoring the gender disparity in mental health access. Challenges and Efforts in Providing Mental Health Care Acknowledging the staffing limitations, Doctor Carei expressed the desire to reach more individuals with mental health services. Despite challenges, she highlighted the facility's commitment to providing evidence-based treatments and its recognition as one of the top facilities nationwide for mental health care. Focus on Trauma Care Doctor Carei discussed the importance of trauma care, particularly for incarcerated women who often have experienced significant trauma. She emphasized the facility's dedication to helping individuals heal and recover from trauma through various evidence-based treatments. Treatment Modalities and Continuation of Care She elaborated on different treatment modalities available, including cognitive processing therapy, survivors healing abuse recovery through exposure	invitation of mental health staff to the quarterly tier rep meetings. 2. Participants to continue engaging in discussions and advocating for mental health awareness within the facility.
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	(SHARE), and intergenerational trauma treatment. Additionally, she assured continuity of care for individuals with underlying mental health diagnoses post-trauma treatment. Q&A Session During the Q&A session, participants raised questions about access to providers, continuation of care, and the possibility of including mental health in monthly meetings. Doctor Carei responded with empathy and transparency, addressing each question thoroughly. Closing Remarks Doctor Carei concluded the meeting by expressing gratitude for the engagement and promising further discussions on related topics. She reiterated the facility's commitment to providing comprehensive mental health care. Next Steps Melissa Johnson will work with the group to schedule future meetings and explore the possibility of including mental health in bi-monthly meetings. This portion of the meeting e meeting adjourned with a sense of collaboration and commitment to improving mental health care within the facility.	
Overview of Job Assignments ASP Kari Figueira 10 mins	Overview of Job Assignment Process ASP Figueira explained the multidisciplinary screening process for job assignments, involving various stakeholders such as classification counselors, program managers,	

	and medical staff. She highlighted the criteria considered for job suitability and the referral process for job placement. Addressing Concerns Participants expressed concerns about job assignments and accountability in decision-making processes. ASP Figueira assured attendees of responsiveness to individual cases and emphasized the importance of avoiding conflicts in job placements. Offer of Assistance ASP Figueira offered her email address for attendees to reach out with specific inquiries or concerns regarding job assignments. She acknowledged the challenges faced by individuals in accessing employment and promised to address individual cases promptly. Closing Remarks ASP Figueira thanked participants for their engagement and encouraged them to reach out with any further questions or requests for assistance. She reiterated the commitment to improving the job assignment process and ensuring fairness for all incarcerated individuals. Next Steps 1. Attendees email ASP Figueira with specific inquiries or concerns regarding job assignments. 2. ASP Figueira to continue efforts to fill the vacant job coordinator position	
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	and improve the job assignment process. Action Items 1. ASP Figueira to respond to individual inquiries and provide updates on job assignments. 2. Participants to follow up with ASP Figueira regarding specific cases or concerns.	
Reentry Programs & policies at WCCW • Work release/community custody • Halfway houses for women • Other questions 15 mins	Overview: The discussion focused on reentry programs and policies within the Women's Correctional Facility (WCCW), with an emphasis on supporting individuals transitioning back into society. Key Points: 1. Cross-Divisional Collaboration: • There is a need for collaboration between different divisions within the facility, particularly between the Women's Division and Reentry Division. • Initiatives are underway to foster cross-divisional partnerships, with a focus on seamless transitions for individuals moving from incarceration to community reentry. 2. Family Council Involvement: • Concerns were raised about the lack of support from the Family Council once	Action Item: • Cross-Divisional Meetings: Superintendent will have discussion with Reentry Management at HQ level to discuss the potential of facilitating meetings between the Women's Division and Reentry Division leadership to discuss strategies for enhancing collaboration and support for reentering individuals.

	individuals transition out of the facility. • Participants emphasized the importance of revising policies to ensure ongoing support for individuals under community supervision, potentially integrating them into the Family Council umbrella. 3. Policy Review and Input: • Plans are in place to review and update existing policies, with opportunities for community members, including Family Council representatives, to provide feedback. • Suggestions were made to incorporate language that facilitates continued support for individuals in the reentry phase within the policy framework. 4. Continuum of Care: • The concept of a continuum of care, spanning from incarceration to community reentry, was highlighted as essential for holistic support. • Participants expressed interest	
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	in exploring how Family Council can contribute to and be integrated into the continuum of care model. 5. Upcoming Events and Partnerships: • Information about an upcoming event on March 15th, focused on pathways and collaboration in reentry efforts, was shared. • Participants expressed appreciation for opportunities to engage in discussions and partnerships aimed at improving reentry outcomes. Action Items: 1. Policy Review and Revision: • Continue the process of reviewing and updating policies related to reentry, ensuring inclusivity and support for individuals transitioning to community supervision. 2. Cross-Divisional Meetings: • Facilitate meetings between the Women's Division and Reentry Division leadership to discuss strategies for enhancing	
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	collaboration and support for reentering individuals. 3. Family Council Integration: - Explore ways to integrate Family Council involvement into reentry support initiatives, potentially through policy revisions and collaboration with relevant stakeholders. 4. Community Engagement: - Encourage participation in upcoming events focused on reentry pathways and partnerships, fostering dialogue and collaboration among stakeholders. Conclusion: The discussion underscored the importance of comprehensive support for individuals transitioning from incarceration to community reentry. By fostering collaboration, revising policies, and engaging stakeholders, WCCW aims to enhance its reentry programs and policies to better serve the needs of individuals and their families.	
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Roundtable open discussion

Topic	Discussion/Key points	Next steps
Policy Development Updates	Superintendent provided an update on policy development, indicating that policies are being developed within the division instead of using a contracted	

	vendor. Policies will be posted for public comment, and feedback will be sought from Family Council representatives.	
Securus Issues & Connectivity	Superintendent addressed issues with Securus connectivity, emphasizing the importance of submitting help tickets to report connectivity issues. She encouraged both staff and visitors to utilize the help ticket system for timely resolution.	Superintendent and ASP will look into the K Unit system that is no working.
Parking Lot Solutions	Superintendent updated the group on efforts to address parking challenges at WCCW. She mentioned that 24 students are now attending CWC off-site, which may alleviate some parking issues. Additionally, Charlotte discussed the possibility of implementing a park-and-ride system to address parking constraints.	Superintendent and Facilities Manager Holter are continuing to work with Capital projects at HQ to find solutions.
Cable Television and Swank Movie Productions	Facilities Manager Jerry Holter informed the group that HQ is working on a contract for improving cable television services. Swank movie productions on Channel 3 are scheduled to continue, with movie schedules provided for visitor convenience.	FSM Holter will provide movie schedule to each CUS so that it can be posted in the living units.
Suboxone Line and Gym Space	Tier Representative Rice brought forward concerns of the suboxone line interfering with I/I gym schedules. Superintendent Headley addressed concerns about the suboxone line's location in the gym. While acknowledging the	Superintendent Headley encouraged those in attendance to bring their ideas forward as to another potential location.

	challenges, she explained that the gym offers the best space for proper observation and security. Alternatives, such as relocating to the clinic, present safety and security risks.	
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Next meeting location: Microsoft Teams Date: April 15th Time: 1630

Comments:

The action item review covered various ongoing initiatives and challenges within WCCW, including policy development, connectivity issues, parking solutions, entertainment services, and operational concerns. Participants provided feedback and raised additional issues for further consideration, demonstrating a commitment to addressing the needs and concerns of both staff and visitors at WCW. The meeting concluded with a sense of collaboration, support of both staff and the LFC and a commitment to addressing issues related WCCW.

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