



**STATEWIDE FAMILY COUNCIL MEETING  
MINUTES**

Date/Time/Location: May 21, 2016 10:00 – 3:00 Correctional Industries, Tumwater, WA

**MEETING ATTENDEES**

**Department Co-chair:** Carrie Kendig  
**Department Secretary:** Bea Giron

**Family Co-Chair:** Don Gilbert, CRCC

**Family secretary:** Morna Gilbert filling in for Moira O’Crotty

**State Council Representatives:** TERRI CAMPBELL, MCCW  
 WENDY DUBINSKY, WSP  
 PATTY TILFORD WCC  
 VERNA WESTMAN SCCC  
 ELLEN WOODS, AHCC

**Family Participants:** Julie Tackett, MCC/SOU; Melody Simle CCCC; Diane Sifres SCCC; Nicole Scott MCC/MSU; Susan Cooksey SCCC; Shirley Smith WCCW

**DOC guests:** Belinda Stewart, DOC Prisons Division  
 Rob Herzog, Prisons Deputy Director-Command A  
 Dick Morgan, DOC Secretary  
 Devon Schrum, Assistant Secretary – Re-entry Division  
 Alex MacBain; Director – Policy & Legislative  
 Mark Kucza, Advance Corrections Development and Implementation Manager  
 Paige Harrison-Director Research, Data and Analytics

**AGENDA**

**Welcome and Introductions:** Carrie Kendig, Don Gilbert

Topic	Discussion/Key Points	Next Steps
<b>Family Services Update</b> – Carrie Kendig	<ol style="list-style-type: none"> <li><b>New Family Council brochure</b> was distributed. They are ordered and will be made available to distribute once received.</li> <li><b>FC Badges</b> – Steve Sinclair has approved the making and distributing of them to Family Council members to utilize when conducting “business” at your facility (i.e., events, welcoming, etc.)</li> </ol>	<p><i>Family Comment:</i>  <i>Distribute to various facilities</i></p> <p>SFC members were asked to make sure the brochures are available to families and to work with their LFC on location and availability of brochures.</p>

	<p>3. Agenda and minutes from SFC will be available <b>online</b> (“Family and Friends” tab....”Family Support....”Family Council Contacts”)</p> <p>4. Bea and Carrie attended the <b>International Prisoner Family Conference</b> - May 4-5 – very well received – a positive experience. England and NZ are very similar to Washington State in policy, etc.</p> <p>5. <b>Parenting Inside Out Program</b> will be implemented at all prisons by the end of summer – this is an evidence based program for parenting behind bars. Two staff at each facility will be trained to implement this new program</p> <p>6. <b>KUBI camps</b> – Belfair (June 22-24) and Yakima (August 17-19) 120 applicants – room for 40 at Belfair and 30 at Yakima – the Governor and his wife asked to visit KUBI camp– Verna will be camp nurse. Request for FC members to provide menu and budget if interested in providing lunch for the kids upon arrival on June 22 (Wednesday). Contact Bea</p> <p>7. Governor gave a <b>Public Service Award</b> to the Family Services for their excellent outreach to every family new to incarceration – 2500 families were contacted in past 12 months – 75% contact rate</p> <p>8. <b>OBF committee met</b> – 14% of OBF funding is for family events – Wendy was our SFC representative to this committee. She showed a proposal of ideas of events and planned events at the various facilities. Copies of this proposal are available from Bea. Business office of DOC determines the 14% - if you would like to have input in how this is decided contact Diane Doonan – next March/April is when the numbers are discussed/decided. Clearly define what you would like to see done here. Discussion ensued on why salaries are being paid out of the OBF fund which is entirely funded by offender families – Belinda stated that the State Legislature in the 90’s - HB2010 required DOC to take specific reductions including the loss of 50% of our rec staff. The determination was made to fund rec staff at 75 percent so the remainder of those salaries were funded out of OBF. This is also when we could no longer pay for postsecondary education.</p>	<p><i>Family Comment:</i>  <i>Suggestion: next year provide more visibility to family members so they will know of the camps.</i></p> <p>KUBI camp applications are submitted by the incarcerated parent. Next year we will ask facilities to place a camp poster in the public access areas.</p> <p><i>Family Comment;</i>  <i>Events Calendars need to be accurate!</i></p> <p>Carrie will contact CPPCs and ask to update family event calendars.</p> <p><i>Family Comment:</i>  <i>Can events that are happening at other facilities be shared with all of us – so we know some new possibilities at our facility?</i></p> <p>SFC members who want the OBF spreadsheet with the OBF proposals are ask to contact Bea directly to receive a copy.</p>
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<p><b>Rules of RESPECT</b> – Bea and Carrie</p>	<p>Our family policy states that “all SFC members and meeting participants will demonstrate ....the ability to work with respect and courtesy.” Some attending the meeting have not followed this. A discussion was held to define what respect and courtesy means and what it looks like in terms of behavior.</p> <p>Bea led the discussion to define courtesy and respect. Discussion points</p> <p>Meetings are not mandatory.</p> <p>Meetings are not town hall meetings – they are council meetings.</p> <p>Meetings are not a support group – they are a business meeting.</p> <p>Meetings are for creating change that affects all families statewide as a whole, not for specific agendas.</p> <p>SFC representatives and participants were asked to contribute to defining rules of conduct.</p> <p><b>Rules of Conduct</b> for the sole purpose of creating order and efficiency with our time at the meetings were created:</p> <ol style="list-style-type: none"> <li>1. Raise your hand when you want to speak – wait to be acknowledged – have someone keep track of who has raised their hand</li> <li>2. Eliminate all side conversations</li> <li>3. Do not be rude – no eye rolling</li> <li>4. Don't interrupt – stay on agenda/topic</li> <li>5. Use the podium to ask the presenter a question</li> <li>6. Have an inclusive setting – recognize each other as valuable – eliminate the “us” vs. “them” mentality</li> </ol>	

**New Business**

<p><b>Discussion with the new Secretary of DOC Dick Morgan</b></p>	<p>Mr. Morgan is the 3<sup>rd</sup> of 4 generations who are involved in prisons – his sons are also involved.... Long history – all over the state – in 2010 retired – became a part of the Walla Walla City Council –</p> <p>Was asked to be interim Secretary until a permanent Secretary is hired –</p> <p>Safety – security – sensibility does not always agree with families –</p> <p>He has a heart for the mentally ill – has experience extended family challenges</p> <p>He is not a visionary – he is here to be sensitive to the fact that staff will have had 4 Secretary of DOC's in less than 2 years. He does not want to cause</p>	
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	<p>“whiplash” to any of them – if at all possible</p> <p>He sees his biggest challenge- which is to stabilize things within the department</p> <p>Comments from family members:  “be present with us”  “ombudsman should be an option – the family perspective can be an asset”  The “mandala rules” and the “Bangkok rules” were submitted – showing how to operate prisons more effectively  “Family members have a voice and need someone to listen”  Thank you!</p>	
<p><b>Re-entry and the Role of Family Council – Devon Schrum</b></p>	<p>Handouts were distributed –  Flowchart of “Reentry Division”  Executive Order 16-05 – Office of the Governor  Building Safe and Strong Communities Through Successful Reentry</p> <p>Explanation of the various positions within the division – an overview</p> <p>Discussion:  Families vital in the reentry process  Can health care insurance be considered?  Please explain the process needed to prepare for work release – as opposed to “you’ll find out when you get there” (this can be very stressful for someone who has been incarcerated for a very long time)</p>	<p><i>Family Comment:</i>  Ask Devon to come back so we can discuss more specifics with her.</p> <p>Devon will be invited to the SFC 2 of the 6 meetings a year to update families about DOC re-entry programs and efforts.</p>
<p><b>Legislative Update &amp; Ombuds Internal Position – Alex MacBain</b></p>	<p>Handout – “Bills of Interest Passed in the 2016 Legislative session”</p> <p>2016 Supplemental Operating Budget – includes education programs – ends June 20, 2017</p> <p>Various other bills were discussed briefly</p> <p>There are 20 applicants for the Ombuds position – interviews will begin in June – there will be a panel to do the interview process.</p> <p>Panel includes 3 – DOC personnel and 2 SFC family council representatives (one elected by SFC and one appointed by the DOC SFC co-facilitator)</p> <p>Terry Campbell moved that the elected panel participant need not be an elected SFC Representative – Verna seconded it.</p>	<p><i>Family Comment:</i>  Instead of spending DOC \$ on education programs why not give those funds to non-profits who are already doing an amazing job with post education programs – why re-invent the wheel and work with what is already working?</p>

	<p>Nominees were:  Julie Tackett  Terri Campbell – SFC Representative  Melody Simile</p> <p>Melody was then elected as a panel participant.</p> <p>Don Gilbert the SFC Family co-facilitator was appointed as a panel participant.</p> <p>June 2, 7, 9 are optional meeting dates for interviewing prospective candidates</p>	
<p><b>Advanced Corrections and Case Management – Mark Kucza</b></p>	<p>AN EXCELLENT PRESENTATION ON THE ADVANCED CORRECTIONS INITIATIVE –</p> <p>PRIORITIES:</p> <ol style="list-style-type: none"> <li>1. SAFETY</li> <li>2. ACCOUNTABILITY (STAFF AND OFFENDERS)</li> <li>3. RECIDIVISM REDUCTION – THE ULTIMATE GOAL</li> </ol> <p>THESE PRIORITIES ARE IMPLEMENTED USING:</p> <ol style="list-style-type: none"> <li>1. TOOL – STRONG R ASSESSMENT TOOL – WSIPP IDENTIFIED AS MOST PREDICTIVE TOOL FOR WADOC POPULATION FOR RECIDIVISM PREDICTION</li> <li>2. 1(ONE) CONTINUOUS CASE PLAN – FROM BEGINNING OF INCARCERATION TO THE END – TO INCLUDE DATA POINTS AS OPPOSED TO NARRATIVES/CHRONOS (WHICH WERE GOOD AT COLLECTING NARRATIVE BUT POOR AT GATHERING AND REPORTING USEFUL DATA</li> <li>3. SYSTEM EFFICIENCIES (SOFTWARE/TRAINING/BUT....MORE IMPORTANTLY HELPING PEOPLE COPE WITH CHANGE)</li> </ol> <p>DOC IS A RESEARCH AND DATA ORGANIZATION WHICH USES THOSE FACTS TO APPEAL TO THE LEGISLATURE FOR \$\$</p> <p>PRINCIPLES OF EFFECTIVE INTERVENTION – 40 YEARS OF RESEARCH AND SUPPORT - EVIDENCE BASED PRACTICES IMPLY THE FOLLOWING:</p> <ol style="list-style-type: none"> <li>1. THAT THERE IS A DEFINABLE OUTCOME</li> <li>2. IT IS MEASURABLE</li> <li>3. IT IS DEFINED ACCORDING TO PRACTICAL REALITIES SUCH AS RECIDIVISM.</li> </ol> <p>BEHAVIOR OBSERVATION – NEW ELECTRONIC “ON-SITE ADJUSTMENT” BUT ALSO A WAY TO REINFORCE POSITIVE BEHAVIOR. 4 POSITIVES FOR EVERY 1 NEGATIVE INCREASES LIKELIHOOD OF POSITIVE BEHAVIORAL CHANGE</p>	

	<p><b>TIMELINE FOR IMPLEMENTATION:</b>  <b>9/2015 – CASE PLAN FACE PAGE CREATED</b></p> <ul style="list-style-type: none"> <li>• WHAT IS THE PERSONAL GOAL OF EACH OFFENDER  THIS STARTS DIALOGUE-  NON-JUDGMENTAL EVEN IF NOT REASONABLE;  INTRINSIC MOTIVATION</li> <li>• MOTIVATION – INTUITIVE AND PERSONAL</li> </ul> <p><b>2/2016 – HIGH RISK SITUATION</b>  EVERY CASE MANAGER (CLASSIFICATION COUNSELOR) WILL ASK FOR THE <u>OFFENDER’S</u> VERSION OF THEIR CRIME</p> <p><b>9/2016 – CASE MANAGER CONTACTS</b>  CASE MANAGERS ARE BEING PROVIDED WITH SKILLS AND TOOLS TO BE A “HELPER” IN ADDITION TO BEING AN ENFORCER, WHICH IS ALSO A NECESSARY ROLE BALANCE IN THE APPROACH AND USE OF POSITIVE AND NEGATIVE CONSEQUENCES TO ADDRESS POSITIVE AND NEGATIVE BEHAVIOR  IMPORTANT TO BRING BALANCE BETWEEN THE USE OF NEGATIVE AND POSITIVE CONSEQUENCES. APPROACHES: SWIFT &amp; CERTAIN IS THE EMPHASIS ON CONSEQUENCES ASSOCIATED WITH VIOLATION BEHAVIOR; POSITIVE CONSEQUENCES ASSOCIATED WITH POSITIVE BEHAVIOR ALSO NEED ADDRESSING</p> <p><b>12/2016 – NEEDS/GOALS/OBJECTIVES</b></p> <p>NEEDS ARE RISK AREAS THAT CAN CHANGE  GOALS ARE LONG TERM ACHIEVEMENTS IN REDUCING RISK  OBJECTIVES ARE SHORT TERM ACHIEVEMENTS THAT BUILD TOWARD GOAL ACHIEVEMENT</p> <p><b>STRONG-R ....VALIDATED RISK TOOL (LIKELY TO RE-OFFEND) – 106 QUESTIONS = PREDICTIVE TOOL OF RECIDIVISM</b></p> <p><b>3/2017 – TRAINING OF STAFF</b></p> <p><b>6/2017 – NEW PLAN FOR EVERY ONE – ASSESSING EVERYONE CURRENTLY INSIDE PRISON OVER TIME AND THOSE JUST COMING IN</b></p>	
<p><b>Facility Updates</b></p>	<p>Carrie/Bea – 2600 new children’s books were ordered and sent out to the facilities – books will refurbish the visit rooms children’s areas and the “Read to me Mommy/Daddy” programs</p> <p>Verna – SCCC – no hot meals</p> <p>Terry – WCCW – tour – was great! Staff did a great</p>	<p>Rob Herzog was encouraged to look into SCCC issues</p>

<p><b>Subcommittee Updates</b></p>	<p>job of explaining, etc.</p> <p>Patty – WCCC – construction is done Vending – no water/juice just pop</p> <p>Ellen – AHCC – 6/18 tour planned</p> <p>Wendy – WSP – April meeting cancelled – tour is planned</p> <p>Don – CRCC – tour was last month – next meeting 6/4. 26 family members attended last LFC, Don is recruiting families in public access areas and letting them know about the “first to check in”</p> <p>Melody – Cedar Creek – split visitation = no food for the 2<sup>nd</sup> visit in vending machines</p> <p>Julie – SOU – Monroe – Tour was excellent Meeting cancelled due to room changes – in need of consistency in meeting time/location</p> <p>Belinda Stewart shared about the Visit subcommittee decisions/actions:</p> <p>Committee has met 3 times – <b>upcoming change:</b></p> <p>As of 8/1/2016 hard copy visitation applications will no longer be accepted (except for children’s applications needing notary – may be scanned or mailed) All applications will be done online – electronically</p> <p>Main reason: electronic apps are trackable</p> <p>If someone needs help then family council members may volunteer to help family members do the application process: Julie volunteered for Monroe Morna will volunteer for CRCC Susan Cooksey-SCCC</p> <p>In 2015 24,000 electronic apps were processed 16,000 hard copy applications were processed</p> <p>Spanish version is available online</p> <p>The visitor will receive an email letting them know their approval/denial</p> <p>In the future: Centralize the application process through the department as opposed to each facility doing their own – Monroe will be the pilot program – 2 temporary personnel have been assigned this job</p>	<p><i>Family Comment: Family Event and Activity Calendars are not all up to date</i></p> <p>Carrie will look into the “Family Council Member Application” on the website- it is not linked as it should be</p>
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<p><b>Potential Agenda items</b></p>	<p>JPAY – can someone bring a JP5 so we can see what it is like – plus come prepared to answer lots of questions</p> <p>Offender Grievance Process</p> <p>Uniformed Staff – what is the hiring policy, core training, bid system</p> <p>Food issues – quality of healthy food (or not) for offenders – CI person</p> <p>Don closed the meeting with thank you' s to everyone for participating -</p>	<p>Jpay person for July's meeting</p> <p>Carrie will ask the HQ person in charge of Offender Grievance Process to present</p> <p>Rob Herzog will find a presenter on this in July</p> <p>CI issues go through CI sub-committee</p>
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**Next Meeting Date: July 16, 2016**