



**FAMILY/ COUNCIL MEETING MINUTES**

Location: AHCC Teams

Date: 10/26/2022 Time: 2:00- 3:30 PM

Teleconference details: +1 564-999-2000,,924705450#

**Meeting Attendees**

Department/facility co-chair: Kay Heinrich – Associate Superintendent Family co-chair: Ellen Hargrove

Facility/council secretary: Taylor Jordan Family secretary: Donna Jaramillo

Members present: Mary Spense, Denise Bozeman, Lisa Masiello, Erica Youngblood, Leslie Gatherer, Ellen Hargrove, Rebecca Hegewald, Bill Hargrove & Donna Jaramillo

Non-council member attendees: **DOC/AHCC/OCO Staff present:** CUS James Watkins, CPPC Katie Pavao, Sup. Ron Haynes, SS Nichole Montalvo, RN3 Joy Ensminger, Senior Admin. Paige Perkinson, AA3 Nicole Freese-Turns, RN4 Justin Gudvangen, CPM Paul Duenich, Comm Relations Spec. Zach Kinneman, LBA Henry Browne & CS3 Monica Ritter

**Agenda**

Topic	Discussion/Key Points	Next Steps
Secretary Report	<p>Donna Jaramillo summarized the August LFC meeting minutes and discussed the typo in the section of the Local Action Items whereby she had written the following: Individuals coming into the MSU with a disability or during inclement weather will be accommodated in the Main. The last word should have been “they will be accommodated in the MSU foyer”, not Main. We discussed individuals with disabilities and these individuals will be accommodated in both the Main and the MSU foyers.</p> <p>Update on Local Action Items regarding a covering at MSU. Dr. Heinrich reported the new superintendent Ron Haynes, and the maintenance manager is looking at several different options for the MSU covering.</p>	
SFC Report	<p><b>Rebecca Hegewald, the Statewide Family Rep, summarized the minutes from the September 17, 2022 Statewide Family Council meeting:</b></p> <ul style="list-style-type: none"> <li>• <i>Meetings are no longer being recorded due to a lack of storage space and time to upload.</i></li> <li>• <i>Teams meeting for workgroup for Cultural Program Policy Development. Draft to be completed by December.</i></li> <li>• <i>IITS update: WCCW? Have tablets. Men’s prisons roll out in Oct.</i></li> <li>• <i>Q SFCM: Securus only accepts American credit cards, she has Canadian cards.</i> <ul style="list-style-type: none"> <li>○ <i>DCO HQ Staff: will check on it.</i></li> </ul> </li> <li>• <i>EFV standards and policy revision: still working on. Contact Lisa Flynn with concerns.</i></li> <li>• <i>Family Council policy revision: Due to be published in October.</i></li> </ul>	

- *SFCM: Feel like it was a one-sided process and that feedback from families was not included in the draft.*
- *SFCM: We're expected to be given highlights of policy changes. Need to know what policy says about SFC positions.*
- *SFCM: If the policy is approved by November 1, there will be an SFC vice co-chair position. If it is approved after November, that position will not be in effect until the following year.*
- *SFCM: Secretary Strange has not been at SFC meetings or sent out memos lately. She said she was committed to working with Family Councils. Is this no longer the case?*
- *DOC HQ Staff: She still is committed to the importance of Family Councils.*
- *DOC HQ Staff: Secretary Strange is unable to be at meetings because of personal issues. She still feels strongly that family members and family councils are very important to DOC.*
- *SFCM: Is DOC going to provide an outside facilitator for this process?*
- *DOC HQ Staff: No.*
- *Legislative process/updates: Jeannie Darnielle*
  - *The second Monday in January starts and runs 105 days. Sets biennial budget starting July 1, 2023.*
  - *Can sign up for alerts at [access.wa.gov](http://access.wa.gov). Law & Justice Committee.*
  - *Information has been sent out for two legislative issues: EFV fees and unexpected fatalities procedures.*
- *GIPA report DOC HQ Staff: FAQ sent out, will be in minutes.*

Chris Poulos - [christopher.poulos@doc.wa.gov](mailto:christopher.poulos@doc.wa.gov)

- *Former I/I*
- *Goes to prisons and talks with I/I and staff.*
- *Talks with former I/I.*
- *Reads letters from I/I and families.*
- *Brings concerns to division leaders.*
- *Working on Amend.*
- *Gate money is at \$40.00, should be at \$300.00.*
- *I/I should be allowed to work in community and be paid community wages.*
- *Staff should be allowed to give information about an individual seeking clemency if I/I request it.*
- *I/I should be allowed to be involved in community processes.*
- *Former I/I should be allowed to volunteer with DOC.*
- *Soft uniforms for community supervisors when they meet with supervised persons.*

#### Open Public Forum

- *Increase stipend for the indigent.*
- *Increase pay.*
- *DOC Staff: working on creating a commissary account that would be exempt from deductions.*
- *Masking.*

	<ul style="list-style-type: none"> <li>• <i>Stafford re-opened mainline chow hall. DOC HQ Staff: It's going well.</i> <ul style="list-style-type: none"> <li>○ <i>SFCM: said fights break out, and contraband passed. I/I want to continue to grab and go.</i></li> <li>○ <i>DOC HQ Staff is checking on it.</i></li> </ul> </li> <li>• <i>DOC HQ Staff: 12,000 mattresses ordered. 6,000 covered in dark blue fabric. This is a security issue depending on the custody level.</i></li> <li>• <i>SFCM: I/I get 20 minutes to eat. Insulin callout and mainline at the same time. Can cause mixing cohorts.</i></li> <li>• <i>SFCM: We would like to have Covid calls for SFC reps again.</i></li> <li>• <i>More training is needed for counselors involved with the release.</i></li> </ul> <p>Covid update: Dr. Curl</p> <ul style="list-style-type: none"> <li>• <i>I/I on quarantine can go to medical and dental and to off-site medical visits.</i></li> <li>• <i>WA is working with CA and OR corrections regarding Covid procedures.</i></li> <li>• <i>TB and monkeypox information will be added to the minutes.</i></li> <li>• <i>Funds have been allotted for 80 medical persons: nurses, counselors, pharmacy staff, etc.</i></li> </ul> <p>Hobby Craft:</p> <ul style="list-style-type: none"> <li>• <i>Working on single permit for in-cell hobby crafts.</i></li> </ul> <p>Cable TV</p> <ul style="list-style-type: none"> <li>• <i>Each facility has its own TV provider.</i></li> <li>• <i>DOC HQ Staff sent the survey to other states regarding satisfaction with TV vendors.</i></li> <li>• <i>Looking at a single TV vendor for all sites.</i></li> </ul> <p>Open Public Forum</p> <ul style="list-style-type: none"> <li>• <i>Games in PDF formats are being rejected. Checking on this.</i></li> <li>• <i>If persons cannot schedule visits online, they should contact the scheduler.</i></li> <li>• <i>Can people leave EFVs early if traveling? Checking on this.</i></li> <li>• <i>Being allowed to breastfeed in the visiting room. Being checked into.</i></li> <li>• <i>Lack of mental health support in prison and after release.</i></li> </ul> <p>Closing</p> <ul style="list-style-type: none"> <li>• <i>LFC elections in October</i></li> <li>• <i>Nominations for SFC officers are due by Nov. 5.</i></li> <li>• <i>The full Minutes are published on the WA DOC Website under Family Council/Statewide Family Council.</i></li> </ul>	
<p>Unit Rep Minutes Summary</p>	<p><b>Ellen Hargrove – Provided the following update from the Unit Rep Meetings</b></p> <ul style="list-style-type: none"> <li>• <i>There were no tier rep meetings in October.</i></li> <li>• <i>In September, at MSU, some of the main concerns were access to correspondence courses and tablets.</i></li> <li>• <i>Emphasis on the Main what's happening with the phone accounts, visiting questions, when fundraisers would begin again, and what's happening with the commissary prices.</i></li> </ul>	

<p>Election of 2023 LFC Officers</p>	<p><b>Rebecca Hegewald is interested in being the family co-chair and Ellen Hargrove nominated herself as the secretary.</b></p> <ul style="list-style-type: none"> <li>• <i>At the direction of the LFC members a vote was held and all 6 members present concurred and no members said no to the vote for Rebecca to be LFC Co-Chair and Ellen Hargrove to be the Secretary.</i></li> <li>• <i>Denise Bozeman volunteered to be the SFC rep and a vote was held, all 6 members present concurred and no members said no to the vote.</i></li> </ul>	
<p>DOC Updates/ Announcements</p>	<p><b>Per ASP Heinrich</b></p> <ul style="list-style-type: none"> <li>• <i>New superintendent</i></li> <li>• <i>Filling staffing issues</i></li> <li>• <i>New visitation schedule that will start 11/4/22. The new schedule will be sent out on 10/27/22 to LFC and all visitors</i></li> <li>• <i>Managing special visits for people who are traveling</i> <ul style="list-style-type: none"> <li>○ <i>Will visitors still need to be RAT tested?</i> <ul style="list-style-type: none"> <li>▪ <i>Yes, we don't know where people are coming from so all visitors need to be RAT tested.</i></li> </ul> </li> <li>○ <i>Are visitors allowed to check in later than 12:30?</i> <ul style="list-style-type: none"> <li>▪ <i>We will look into this.</i> <ul style="list-style-type: none"> <li>• <i>Update: late visitors will be accommodated up until 1 pm (during the 12:30 to 3:30 session) or 6 pm (during the 5:30 to 8:30 session) unless there is an emergent situation, inclement weather or you are late due to public transportation. If you will be late to your visit please notify visitation staff as soon as possible by emailing <a href="mailto:docahccvisitationform@doc1.wa.gov">docahccvisitationform@doc1.wa.gov</a> or calling AHCC at (509)244-6700</i></li> </ul> </li> </ul> </li> <li>○ <i>Is the special visit now 500 miles?</i> <ul style="list-style-type: none"> <li>▪ <i>Special visitors are being accommodated if they have to travel 250 or more miles one way.</i></li> </ul> </li> <li>○ <i>Will the vending machines be available?</i> <ul style="list-style-type: none"> <li>▪ <i>The vending machines are operational, but no outside food can be brought in.</i></li> <li>▪ <i>No, my question was about sandwiches being able to be purchased</i></li> <li>▪ <i>I will check on that.</i> <ul style="list-style-type: none"> <li>• <i>Update: As of Friday 11/4/22, the vending machines will be filled with other foods available besides snack items (ie. Sandwiches, and burritos).</i></li> </ul> </li> </ul> </li> <li>○ <i>Can we extend visits to be open all day and eliminate a break in the middle of visitation?</i> <ul style="list-style-type: none"> <li>▪ <i>I will bring that to the executive board</i></li> </ul> </li> <li>○ <i>Could I/I be in the visiting room first and wait for their visitors?</i> <ul style="list-style-type: none"> <li>▪ <i>The reason why we do that is that in the past we have had I/I waiting at the tables but the families were no-call no-shows. When we start our new process the I/I will be called down when their family is in the lobby of the visitation room after screening and testing are completed.</i></li> </ul> </li> </ul> </li> </ul>	

**Status of distribution of Securus tablets**

- *Per Lisa Flynn: We have until March to be completely live in all of DOC facilities.*

**Advance Pay Accounts with GTL – after accounts are closed will families only have 90 days to remove funds or they will disappear?**

- *Per Ruben Rivera (Chief of Investigative Operations): We are pointing the families and friends to GTL Customer Service for consistent messaging and answers since they will be best able to respond. Since Advance pay accounts are friends and family accounts, they should be working with GTL customer service to get the correct answer. I don't know what the 90-day thing is about, but I think it's reasonable to expect that family and friends close their accounts and request a refund within that amount of time.*

**I/I Pin Debit Account Monies - DOC Will receive all GTL Funds and Distribute the funds to the incarcerated individuals' accounts.**

- *Per Ruben Rivera (Chief of Investigative Operations): Pin Debit is the money that GTL will refund directly to DOC and that will include a list of individuals that have accounts and refunds coming. I'm still waiting to hear back about when that money will be refunded, but the last answer was when we finish transitioning all facilities.*

**Where is the Q&A on the DOC.WA.Gov Website?**

- *Per Ruben Rivera (Chief of Investigative Operations): Currently friends and families can visit the link below for answers, we do not have a time frame on when/if there will be a Q&A on the DOC website.*
- <https://www.doc.wa.gov/corrections/services/technology.htm#faq>

**Status of kitchen repairs**

- *Per CIM Hoffman: As of Thursday 10/20, The Main Kitchen Drain project is tentatively scheduled to begin construction/repair the week of Nov. 28<sup>th</sup> thru Dec 2<sup>nd</sup>.*

**Status of mattress distribution**

- *Per Warehouse operator Bono: CI is currently not manufacturing mattresses at this time. This was put on hold when somebody within DOC noticed the possibility of using the dark blue fabric from the mattresses and making C/O uniforms out of them. According to CI (Ken Nigh), they changed the color of the fabric to gray but waiting for the fabric to come from China before they can start up operations again.*
- *Per ASP Heinrich: CI is waiting on the new material, and it is not due to arrive until December. We do have some mattresses and we are looking into distributing them.*
  - *UPDATE Per Assistant Secretary Holbrook: Currently we have ordered the material that will arrive in December. The blue mattresses that were made will only be allowed in camps and IMUs. Once the material comes in we will start production in December or January. We will start replacing the blue with the new gray ones in medium and camps. The blue ones that come out*

	<p><i>of facilities will be directed to camps that are in need. We will no longer be making any of the blues mattresses and once we have filled the orders at camps and IMUs we will re-sleeve the blue remaining ones with the new material.</i></p> <p><b>Explain why money from the Incarcerated Individuals Betterment Fund was used to purchase a Scotch Thermal Laminator.</b></p> <ul style="list-style-type: none"> <li>• <i>Per Rec Specialist Witt: The Laminator was purchased for the recreation department and is used for various things specific to the recreation dept.</i></li> <li>• <i>Per ASP Heinrich: The IIBF is used for special events, the laminator was used in the recreation dept, and they used them to make weight deck cards</i></li> </ul> <p><b>Has the covering for MSU been started?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: It is still in the planning stages</i> <ul style="list-style-type: none"> <li>▪ <i>What is the status of fundraisers?</i> <ul style="list-style-type: none"> <li>○ <i>Per ASP Heinrich: We have started the ice cream and once we get that under control, we will get fundraisers started in the next couple of months.</i></li> </ul> </li> </ul> </li> </ul> <p><b>Are LFC Members going to be able to facility tours?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Not at this time.</i></li> </ul>	
<p>Incarcerated Individuals Banking</p>	<p><b>How do I/I establish an account?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: The account is established when they enter the DOC system automatically as part of the intake process.</i></li> </ul> <p><b>What types of accounts can I/I have?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: Spendable, Savings, Medical, Postage, Education and Escorted leave.</i></li> </ul> <p><b>How do I/I add money to their accounts?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: They can add money to their spendable accounts by working.</i></li> </ul> <p><b>How do family and friends add money to I/I accounts?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: By sending money through JPay, western union, cashier's check, or money order.</i></li> </ul> <p><b>Do I/I receive a printed statement showing the balance in their accounts when deposits and withdrawals are made?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: No, they can see real-time information about their account on the kiosk and they can receive a monthly statement upon request.</i></li> </ul> <p><b>When withdrawals are made from their account, do I/I receive a detailed printed receipt showing what the money was used for?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: They receive the duplicate copy of the transfer of funds form after it is processed.</i></li> </ul> <p><b>What is the process for I/I to pay for commissary items?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: They place their order, and the commissary deducts the money from their accounts when the order is placed.</i></li> </ul>	

	<p><b>What is the process for I/I to send funds to pay for correspondence courses and textbooks?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: The same way they send any other funds, by sending a transfer of funds form but they must be preapproved by education and the counselor.</i></li> </ul> <p><b>What is the process for I/I to pay for items ordered from Union Supply Direct?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: By sending a transfer of funds form.</i></li> </ul> <p><b>If a check is sent to pay for correspondence courses, textbooks, and Union Supply orders, do I/I receive a copy of the check for their records?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: No, they receive the duplicate copy of the transfer of funds form showing the check number.</i></li> </ul> <p><b>What mandatory withdrawals can be made from an I/I account?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: I have attached the deduction matrix; deductions are different for different types of deposits. For money sent by family and friends, the usual mandatory deduction is 20% for the cost of incarceration, 10% for savings, and 5% for crime victims' compensation (totaling 35%). The policy is on the DOC website it's number 400.00</i></li> <li>• <i>Per AA3 Jordan: I will send out a copy of the deduction matrix to the LFC members when I send out the meeting minutes so they can view it.</i></li> </ul>	
Programming	<p><b>Do you plan to figure out a way to keep programming running in the event of another Covid shutdown? Most of the I/Is in programming are on a time-sensitive schedule for release and this is affecting their release.</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Justin answered this and we are expecting new guidelines from the governor's office we are able to increase the capacity of programming but how we do it is up to HQ. AHCC is preparing just in case we have another outbreak so no I/I lose the treatment they are in.</i></li> </ul> <p><b>Why is getting started in programming so long? What plans do you have to help get into programming happen faster and more efficiently?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Each program is run differently, and they all have their own assessments on screening and who qualifies, this is done independently for each program. I/I need to work with the classification counselor to see when they can get in. Sometimes it takes longer due to the waiting list and capacity and some of the programs wait until the last 24-18 months to admit I/I into programming.</i></li> </ul>	
Medical	<p><b>At the 9/17/22 SFC meeting, Dr. Curl stated that the Covid Omicron vaccine is available at all DOC facilities. When will the I/I get the Omicron shots?</b></p> <ul style="list-style-type: none"> <li>• <i>Per RN4 Gudvangen: I am unsure if this has arrived yet, omicron booster shots are in the process of being scheduled.</i></li> <li>• <i>Per RN3 Ensminger: The bivalent vaccine is here and available. The clinic will be on Monday and Tuesday.</i> <ul style="list-style-type: none"> <li>○ <i>UPDATE Per RN3 Ensminger: AHCC does not carry the covid booster shots at this time. We brought in Birds Eye Medical for a COVID booster clinic to meet the needs of those <u>who had requested this vaccination</u>. There is no date set at this time for an additional booster clinic, but we are gaining ground on other vaccinations that are important to our population.</i></li> </ul> </li> </ul>	

	<p><b>At the 8/13/22 AHCC LFC meeting, Zina Blanchard stated that the shingles vaccine is offered to anyone who is 50 years old or older, I/I need to kite medical and request the vaccine. My loved one has sent multiple kites requesting the shingles vaccine but still has not received it.</b></p> <ul style="list-style-type: none"> <li><i>Per RN3 Ensminger: My name is Joy Ensminger, I can help with this concern as Zina has retired. The Infection Prevention Department is working to update all immunizations that our population requires. I am not aware of whom you are speaking of, but I would like to help. We receive many kite requests for vaccines and have been working to meet this need. Please ask the I/I that you are concerned about to send me a kite in medical. Have them send it to Joy Ensminger RN3 IPN or just Infection Prevention. Our department is always excited when we get a chance to update a patient's vaccinations.</i></li> </ul> <p><b>When will the flu shots be given?</b></p> <ul style="list-style-type: none"> <li><i>Per RN4 Gudvangen: The clinic is being scheduled for November.</i></li> <li><i>Per RN3 Ensminger: We are tentatively scheduling this for 11/15 then breaking for the holidays and resuming in December</i></li> <li><i>UPDATE: Per RN3 Ensminger: November 15<sup>th</sup> we saw units L, M, and K. These were patients that were on the high-risk list and those who requested the immunization. We will be doing the same for S, T, N, and MSU in December.</i></li> </ul> <p><b>The Covid Omicron vaccination can be given at the same time as the flu vaccination?</b></p> <ul style="list-style-type: none"> <li><i>Per RN4 Gudvangen: Yes, but due to different tracking requirements this may be done at separate clinics. All vaccines are logged in the Washington state vaccine record.</i></li> </ul> <p><b>When are we going to treat covid like the flu/cold?</b></p> <ul style="list-style-type: none"> <li><i>Per RN4 Gudvangen: We are following the DOH and the CDC guidelines. The CDC has specific guidelines for DOC, and they are pretty strict but I think that they will update that shortly.</i></li> </ul>	
<p>CPPC Updates</p>	<p><b>Updates Provided by CPPC Kathleen Pavao</b></p> <ul style="list-style-type: none"> <li><i>Programs that are currently going are the adult gratitude journals (31 I/I signed up). The journals will be filled out and sent to families</i></li> <li><i>I/I choose the stuffed animal program so they will stuff them and record a message for their child (42 kids are signed up)</i></li> <li><i>November craft activity (18 and under) includes turkey stickers and a gratitude journal</i></li> <li><i>Gift bags will be given out in December to families</i></li> <li><i>Volunteers are slowly increasing</i></li> <li><i>We have hired a new religious coordinator, Kevin Opatz who will start on 11/1/22</i></li> <li><i>BPC is a contract, and we are trying to get that up and running</i> <ul style="list-style-type: none"> <li><i>Update: The BPC contracted staff will be visiting the facility to help get this program going again</i></li> </ul> </li> <li><i>LFCM: Is there any update on the redemption program?</i> <ul style="list-style-type: none"> <li><i>It is on our radar, but we are unable to get this going at this time.</i></li> <li><i>LFCM: This is an important program and is instrumental when</i></li> </ul> </li> </ul>	



	<i>the Indeterminate Sentence Review Board (ISRB) is determining when I/Is are participating in therapeutic programs.</i>	
<b>Topic</b>	<b>Discussion/Key Points</b>	<b>Next Steps</b>
Roundtable	<p><b>Toastmasters and AA have started back up but why does BPC need a contract?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: HQ requires a contract, and we are on the contractor's list, and we did have something scheduled but they canceled so we will meet with them once they come back to AHCC.</i> <ul style="list-style-type: none"> <li>○ <i>Update Per CPPC Katie Pavao: BPC Contractors will be visiting the facility on 11/21/22</i></li> </ul> </li> </ul> <p><b>When will Friday Jumma start up again?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: This will happen once we have a religious coordinator and once, we can get a contract Muslim Chaplin we can work on this.</i> <ul style="list-style-type: none"> <li>○ <i>UPDATE Per AA2 Lloyd-Owen: This should be starting back up in the next month or so and it will stay in cohorts with KLM getting the 1<sup>st</sup> and 3<sup>rd</sup> Friday and NRT getting the 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month.</i></li> </ul> </li> </ul> <p><b>Can we have the LFC Meetings on Fridays instead of Wednesdays so the visiting room SGT can be on the call?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: We can look into it but a lot of other staff will be gone on Fridays.</i></li> </ul> <p><b>Would Monday be a better day to have LFC Meetings?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Mondays would not work for the institution.</i></li> </ul> <p><b>Will in-person meetings be starting again soon?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: I will have to talk to Lisa Flynn</i></li> </ul> <p><b>The next AHCC Local Family Council meeting will be December 12/17/22 at 9:00 AM. This is a Saturday meeting.</b></p> <p><b>The next State Family Council meeting will be on January 21 from 10:00 AM – 3:00 PM. This is a Saturday meeting.</b></p>	

Next meeting location: Microsoft TEAMS      Date: 12/17/22      Time: 9:00 AM

Comments: \_\_\_\_\_

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