



**FAMILY/ COUNCIL MEETING MINUTES**

Location: AHCC Teams

Date: 8/31/23 Time: 2:30-4:00 PM

Teleconference details: +1 564-999-2000,,728985031#

**Meeting Attendees**

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

Facility/council secretary: Taylor Jordan Family secretary: Michelle Clark

Members present: Sandy Hickey, Bryon Coates, Ellen Hargrove, and San Juanita Boissineau

Non-council member attendees: **DOC/AHCC/OCO Staff present: Anita Kendall, Craig Rinas, James Watkins, Henry Browne, Michael Steenhout, Nicole Freese-Turns, and Kathleen O'Connor**

**Agenda**

Topic	Discussion/Key Points	Next Steps
Secretary Report & Action Items	<p>Action item: MSU Covering: Waiting for approval of capital funds for a cover at MSU.</p> <p>Secretary's report:</p> <ul style="list-style-type: none"> <li>• Commissary accounts</li> <li>• Securus webinar</li> <li>• Body Scanner</li> <li>• Heat mitigation</li> <li>• Tabletop role-playing games</li> <li>• Visitation</li> </ul>	
SFC Report	<p>SFC Report from the July 15, 2023 meeting</p> <ul style="list-style-type: none"> <li>• SFC meets virtually every other month on Saturday 10 am to 3 pm. Everyone is welcome to attend. To join the meeting go to the DOC website, click on Family &amp; Visitors, Family Support, Statewide Family Council, and the most recent Agenda. There is a link to join the meeting. You can read the minutes from previous meetings by clicking on Minutes.</li> <li>• Classification Process &amp; Programming</li> <li>• Commissary issues</li> <li>• Compensation increases for incarcerated individuals</li> <li>• Community Compensation Program</li> <li>• Facility updates and subcommittee information</li> </ul> <p>The next SFC meeting is September 16<sup>th</sup> from 10:00 AM to 3:30 PM</p>	
Tier Rep Minutes Summary	<p>Tier rep Reports: MSU 7/6/23 &amp; 8/3/23</p> <ul style="list-style-type: none"> <li>• ICoach: help prepare I/I for return to the community.</li> <li>• Parental Navigator flyers attached to the minutes and sent to units.</li> <li>• Securus: video visits and phone call concerns</li> </ul>	

	<ul style="list-style-type: none"> <li>• Late night</li> <li>• Flyers for pictures attached to minutes-were they attached to minutes sent to units?</li> <li>• DNR: meals</li> <li>• Fundraiser not planned yet</li> <li>• GRE</li> <li>• Field Day Event</li> </ul> <p>Tier rep Repots: Main 7/20/23 &amp; 8/17/23</p> <ul style="list-style-type: none"> <li>• Securus</li> <li>• TV channels</li> <li>• Yard &amp; recreation fresh air pads, yard schedule, blanket exchange, putting handbook on tablets</li> <li>• GRE</li> <li>• Peer support program and resolution manual being translated into Spanish</li> <li>• Hearings</li> <li>• Commissary</li> <li>• Fundraiser</li> <li>• Mattresses</li> </ul>	
Medical	<p><b>What is the status of the OMICRON booster shots?</b></p> <ul style="list-style-type: none"> <li>• <i>Per HSM2 O'Connor: They are being made available as we get them in and when we receive kites from I/I they get put on a list. Once we receive the vaccine, we put those I/I on call out or go down to the unit to administer them. The new COVID-19 vaccine will be available to I/I once we receive it.</i></li> </ul> <p><b>AHCC Medical Staff have gone through the whole facility to make sure that all I/I have been tested for Tuberculosis. In each I/I birthday month they will be offered the vaccines or testing they need. Flu shots will be available to the population in October.</b></p> <p><b>Will RSV be available?</b></p> <ul style="list-style-type: none"> <li>• <i>Per HSM2 O'Connor: Yes</i></li> </ul>	
DOC Updates/ Announcements	<p><b>iCoach is run by Transition Resource Specialists (TRS) Dennis Mossburg and Sheldon Moore, and they will be meeting with incarcerated individuals at AHCC to help prepare them for return to the community. Two kinds of meetings will occur. Orientation Meetings and Wraparound Meetings. The Orientation Meetings will occur approximately 60 days before the individual's release date. The Wraparound meeting will occur 30 days before release. At the Wraparound meeting, other participants will be invited to attend via video conferencing or in person. Participants may include but are not limited to the Community Corrections Officer (CCO), Classification Counselor, incarcerated individual, community support, and any other identified parties. The meeting will be used to create an individualized plan to include but not be limited to, identifying barriers, needs, and community resources, making community referrals, and orientating the individual to the expectations of the iCoach program, and supervision requirements.</b></p>	

	<p><b>The Parental Navigator flyer will be attached to the meeting minutes.</b></p> <p><b>AHCC hosted two Pow Wow's in August one for the main facility and one for MSU. Both events went well.</b></p> <p><b>The Hispanic Heritage Event is September 16<sup>th</sup>.</b></p> <p><b>Day with Dad is September 9<sup>th</sup>.</b></p> <p><b>We have hired a new religious coordinator; he is currently in CORE but will graduate on September 18<sup>th</sup>. We also hired an AA2 for the religious coordinator and she started September 1<sup>st</sup>.</b></p> <p><b>Visitation staff had training on 8/28/23. This training went over the AHCC visiting guidelines, facility rules, and identifying contraband. Visitation is moving from being under the Associate of Programs to Associate of Operations. Captain Matt Marry and Associate Frank Rivera will cover visiting from an operational standpoint and Associate Heinrich will still maintain the admin side of visiting. AHCC is working on revising their visiting guidelines and once updated the new guidelines will go out to the LFC members.</b></p> <p><b>The fundraiser for this quarter was suspended due to an error in pricing and we are working on another fundraiser ASAP. The I/I fund's will be refunded until we have a new fundraiser organized.</b></p> <p><b>AHCC is facilitating two field day events, one for the main on September 26<sup>th</sup> and one for MSU on September 28<sup>th</sup>. To be eligible to attend I/I have to be 1-year serious infection-free.</b></p> <p><b>What is the policy on how long it takes for staff to respond to family members?</b></p> <ul style="list-style-type: none"> <li><i>Per ASP Heinrich: No there is not a policy on this.</i></li> </ul> <p><b>Do you know who is coming in on the chain bus? If so, could you send out a "Welcome to AHCC" to the family members of the I/I who come in on the chain?</b></p> <ul style="list-style-type: none"> <li><i>Per ASP Heinrich: We can try.</i></li> </ul> <p><b>Could you ask to put the LFC as a highlight on the DOC website?</b></p> <ul style="list-style-type: none"> <li><i>Per ASP Heinrich: We can reach out to HQ and see if they would do that.</i></li> </ul>	
<p>Community Compensation Program</p>	<p><b>What is community compensation?</b></p> <ul style="list-style-type: none"> <li><i>Per Senior Director of Business Services Kendall: Washington legislature passed a bill authorizing compensation to SFC and LFC officers for work performed related to their office. Family members who perform work on approved committees can also be compensated. The secretary of the Department is the one who approves groups for compensation.</i></li> </ul>	

	<p><b>Are persons who are not members of an SFC or LFC council eligible to participate and receive compensation?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: At AHCC it is only the LFC members that are eligible for compensation.</i></li> </ul> <p><b>How does a person sign up to participate in the community compensation program?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: Community members are invited to participate by the chairperson. AHCC's chairperson is Dr. Heinrich</i></li> </ul> <p><b>How does someone access the forms to fill out?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: They need to go through the chairperson to do this.</i></li> </ul> <p><b>Can someone be compensated for each program while participating in two or more programs at the same time?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: Yes but not for the same work, an example of this would be if the state-wide family council representative got compensated for the LFC meeting and the SFC meeting. This person would submit forms to the chairperson for each group. We are encouraging our agency staff to not use the same person for every group to promote diversity.</i></li> </ul> <p><b>Who is in charge of the community compensation program at AHCC?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: Dr. Heinrich</i></li> </ul> <p><b>How does someone learn about programs they can be part of?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: We are working with the webmaster to put this information on the website, once it is updated, we will inform you.</i></li> </ul> <p><b>How much is the compensation? How does it work with childcare and travel?</b></p> <ul style="list-style-type: none"> <li>• <i>Per Senior Director of Business Services Kendall: Persons can be paid \$45.00 per hour up to \$200.00 per day. They can also be reimbursed for childcare and adult care costs and travel expenses.</i></li> </ul>	
<p>Office of Corrections Ombuds</p>	<p><b>The Ombuds website reported concern OCO improving the quality of life for I/I in prisons and HQ worked with OCO to make this happen. Are I/I aware of this?</b></p> <p><b>Per OCO website:</b></p> <p><b>Incarcerated individual requests the OCO's support to promote multiple proposals from the population to improve the quality of life and programming for incarcerated people in WA state prisons. Proposals sent to Headquarters will be reviewed by the DOC Correspondence Unit and assigned to the appropriate Headquarters staff for review and response.</b></p> <p><b>Mailing address is:</b></p> <p><b>DOC Correspondence Unit</b>  <b>PO Box 41100</b>  <b>Olympia, WA 98504-1100</b></p>	

	<ul style="list-style-type: none"> <li>• <i>Per OCO Rep Kinneman: In general terms, we post such quality-of-life questions, issues, and updates to the tablets. We have recently started an OCO newsletter to report on our work more frequently and directly to the Incarcerated. Also, we are deploying more of our staff to the various facilities, to discuss issues with the incarcerated, either through tier rep meetings or directly with an individual. Just as a quick example, we have an Assistant Ombuds for Health Care, who has met several times with tier reps at Stafford Creek who want to discuss issues about health care and nothing else.</i></li> </ul>	
Election of SFC Rep	<p><b>Three people expressed interest in being the AHCC SFC representative. Two people were unable to commit to the duties because of work schedules.</b></p> <p><b>San Juanita Boissineau all volunteered to be the state-wide family council representative.</b></p> <ul style="list-style-type: none"> <li>• <i>Hello, my name is Juanita Boissineau I am running to be the AHCC state-wide representative. My husband Herb Boissineau is incarcerated at AHCC. I work in the healthcare field at a Head Start Program as a nurse assistant. In addition, I have a master's degree in criminal justice from Concordia University. I would like the opportunity to be an AHCC state-wide representative because I care about the human rights of all prisoners, and I want to be part of the team that makes positive changes in corrections happen.</i></li> </ul> <p><b>An election was held, and Juanita was unanimously voted as the AHCC statewide family council representative.</b></p>	
Banking	<p><b>Attached is a copy of the deduction matrix.</b></p> <p><b>What is the betterment fund and how is it funded?</b></p> <ul style="list-style-type: none"> <li>• <i>Per DOC Website: The IIBF is a special revenue fund and the funds are used solely for incarcerated individual betterment activities. Revenue from phone commissions, which is the primary source of IIBF revenue, is projected at the level of the previous fiscal year's actual receipts unless information is available that suggests a deviation is necessary.</i></li> </ul> <p><b>How much Is in this fund right now?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: Our total budget for this fiscal year is \$183,926, of which \$101,556 is for cable TV service and \$47,400 is for family-centered activities.</i></li> </ul> <p><b>What has been spent so far?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: Day with Dad event and cable TV have cost the most so far this year.</i></li> </ul> <p><b>Where does the money from the fundraisers go?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: They go to the donation account. I/I order from a restaurant and the extra money goes to a pre-approved local nonprofit charity.</i> <ul style="list-style-type: none"> <li>○ <i>Per ASP Heinrich: We work with the units and the unit reps to select the charity.</i></li> </ul> </li> </ul>	

	<p><b>Did they get outside exercise machines?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: HQ purchased weatherproof outside exercise stations, but I am unsure if they are set up onsite.</i> <ul style="list-style-type: none"> <li>○ <i>UPDATE Per Recreation Specialist Witt: These machines were put out for use in both the main facility and MSU shortly after they arrived onsite.</i></li> </ul> </li> </ul>	
<p>Roundtable</p>	<p><b>Update on commissary account. Why is it more expensive to send money electronically than it is to send a money order?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: We will verify the process and add the deduction matrix and include that in the minutes.</i> <ul style="list-style-type: none"> <li>○ <i>UPDATE Per LBA Browne: DOC is still working with the vendor on the programming needed to fully operationalize the commissary account. There is no timeline at this time on when the job will be completed. It has always been more expensive to use electronic methods than sending a money order. Western Union and JPay are outside entities that charge for using their services.</i></li> </ul> </li> </ul> <p><b>What is the difference between the commissary account and the spendable account?</b></p> <ul style="list-style-type: none"> <li>• <i>Per LBA Browne: The commissary account was mandated by recent legislation and the spendable account has always existed. They are similar in the sense that they both contain monies that the I/I is able to spend. The commissary account, however, is intended to be used only to purchase items from the commissary. At this time, monies designated for commissary are being deposited in the spendable account with no deductions. Once the commissary account is operational, those monies designated for the commissary will be deposited into the commissary account.</i></li> </ul> <p><b>The video visitation cameras were not working and this has happened several times.</b></p> <ul style="list-style-type: none"> <li>• <i>Per Securus Liaison Freese-Turns: I will pass this concern on to Securus, and will help you get credited for the lost video visits.</i> <ul style="list-style-type: none"> <li>○ <i>Securus Liaison Freese-Turns also asked the family member to email her the details of the visits and she will follow up.</i></li> </ul> </li> </ul>	

Next meeting location: Microsoft TEAMS      Date: October 25<sup>th</sup>, 2023, Time: 2:00-3:30 PM

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

**The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.**

Distribution: **ORIGINAL** - Family council co-chairs



## PARENT NAVIGATOR FAMILY REUNIFICATION PROGRAM

***WE ARE HERE TO HELP!***

DO YOU HAVE AN OPEN CASE WITH THE DEPARTMENT OF CHILD, YOUTH AND FAMILIES, (DCYF) OR CHILD PROTECTIVE SERVICE (CPS)? THE PARENT NAVIGATOR IS HERE TO HELP YOU PUT TOGETHER A PLAN MOVING FORWARD WITH YOUR CASE.

*Research shows “positive engagement” early in the dependency process leads to better outcomes!*

To qualify for the program, you must be the biological or legal parent to the child and have an open legal dependency case matter. If this is you, and you would like some support from the parent navigator, please fill out an application, and give it to you classification counselor, so they can make a referral to the program. You will be contacted for an appointment once the Parent Navigator receives your referral. We look forward to working with you soon!

There are many opportunities for *“positive engagement”* while incarcerated. The Parent Navigator can make referrals to or get you connected with the programs listed below

PARENTING INSIDE OUT

KUBI CAMP

PARENT TEACHER CONFERENCES  
IN SPRING AND FALL

SOBER SUPPORT  
GROUPS

GIRLS SCOUTS BEYOND BARS

RELIGIOUS PROGRAMS

Positive engagement includes a positive mindset and attitude. You might be faced with many challenges in life to include being incarcerated. It’s up to you to decide how you want to respond to each of them. Remember, attitude is everything! Choosing to do the NEXT RIGHT things isn’t always easy, but it is worth it if you want your outlook and your life to change for the better! You and your child or children are worth it, and we are here to help and encourage you along the way!

## DEDUCTION MATRIX

TYPE OF DEPOSIT	LFO	CVC	SAVINGS	DCS	COI	PLRA	CIVJDG	DEBT	Notes*
<b>NON-EXEMPT</b>									
Class I compensation	20%	5%	10%	-	20%	20%	20%	-	1
Class II compensation	20%	5%	10%	15%	15%	20%	15%	20%	1
Class III compensation	-	5%	-	15%	-	20%	15%	20%	-
Class IV compensation	-	-	-	15%	5%	20%	15%	20%	-
Reentry Center paycheck	10%	-	12%	-	-	20%	-	20%	-
Workers' Compensation benefits	100%	5%	10%	-	20%	20%	-	20%	1, 2
Lawsuit settlement	20%	5%	10%	-	20%	20%	20%	20%	1
Lawsuit settlement - Life Without Parole (LWOP)	20%	5%	-	20%	20%	20%	20%	20%	
Inheritance	20%	5%	10%	100%	20%	20%	20%	20%	1, 3
Other deposit not listed above	20%	5%	10%	20%	20%	20%	20%	20%	1
<b>PARTIALLY EXEMPT</b>									
Protected tribal funds	-	-	-	-	-	20%	-	-	4
Veterans Affairs/Social Security Administration (VA/SSA) benefits	-	-	-	-	-	20%	-	-	-
42 U.S.C. 1983 lawsuit settlements	20%	-	-	-	-	20%	20%	20%	-
<b>EXEMPT</b>									
Education subaccount	-	-	-	-	-	-	-	-	-
Medical subaccount	-	-	-	-	-	-	-	-	-
Postage subaccount	-	-	-	-	-	-	-	-	-
Escorted leave/funeral/deathbed visit	-	-	-	-	-	-	-	-	5
Community Service Revolving Fund (CSRF) subaccount	-	-	-	-	-	-	-	-	-
Vendor refunds	-	-	-	-	-	-	-	-	6
Voided checks	-	-	-	-	-	-	-	-	-
Personal property tort claims - when received from the Department of Enterprise Services (DES) stamped as exempt	-	-	-	-	-	-	-	-	7
United Parcel Service (UPS) or Federal Express (FedEx) damaged property settlements - when damaged during shipment from or between Department facilities	-	-	-	-	-	-	-	-	-

\* Notes are only applicable to the row or column in which the note appears



## DEDUCTION MATRIX

### NOTES:

1. Individuals sentenced to LWOP or whose earliest possible release date is beyond life expectancy and have been approved on DOC 06-070 Mandatory Savings Account Exemption are exempt from the savings deduction.
2. For Workers' Compensation benefits paid per RCW 51.32.080 only, Debt and Prison Litigation Reform Act (PLRA) will only collect after the Legal Financial Obligation (LFO) has been paid in full, or the Department's authority to collect has expired.
3. Cost of Incarceration (COI) will only collect after the child support obligation (i.e., Division of Child Support) has been paid in full.
4. Individuals must provide their tribe with DOC 07-011 Request for Information Regarding Tribal Deposits. The tribe must submit the completed form and either reference the law or identify the source of funds to qualify as exempt from deductions.
5. Escorted leaves/funeral/deathbed visits paid for by an outside party will be processed through the individual's savings subaccount, exempt from deductions. A withdrawal will then be made to reimburse the costs of the escorted leave/furlough to the general fund liability ledger.
6. Vendor refunds are only exempt when the purchase originated from the individual's trust account.
7. Personal property tort claims are only exempt when stamped by DES. Personal injury or personal restraint tort claims awarded are subject to full deductions.