



# FAMILY COUNCIL MEETING MINUTES

Location: MS TEAMS Date: 09/17/2022 Time: 10:00-3:00 PM

Teleconference details: Microsoft TEAMS

<b>Meeting Attendees</b>
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Department/facility co-chair: Jeff Uttecht Family co-chair: Emijah Smith

Facility/council secretary: Ramona Cravens Family secretary, if applicable: Elise McKinnon

Members present: Gwen McIlveen – CRCC SFC Representative, Felix D'Allesandro – WCC SFC Representative, Michelle Sommers - CBCC SFC Representative, Denise Franklin – LCC SFC Representative, Rebecca Hegewald – AHCC SFC Representative, Megan Miller – WSP SFC Representative

Non-council member attendees: Melissa Andrewjeski (DOC), Hari Aulakh (DOC), Dr. MaryAnn Curl (DOC), Jeannie Darnielle (DOC), Lisa Flynn (DOC), Don Holbrook (DOC), Fred Ivey (DOC), James Key (DOC), Susan Leavell (DOC), Janet Nelson (DOC) Paige Perkinson (DOC), Christopher Poulos (DOC), Monica Ritter (DOC), Caitlyn Robertson (OCO), Tracy Schneider (DOC), Lorne Spooner (DOC), Dawn Taylor (DOC)

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
<p><b>10:00 am – 10:15 am</b>  <b>Welcome/Agenda Review</b>  <i>Jeff Uttecht,</i>  <i>DOC Co-Chair/Deputy Assistant Secretary</i>  <i>and</i>  <i>Emijah Smith, Family Co-Chair</i></p>	<p><b>Welcome to today's meeting.</b></p> <ul style="list-style-type: none"> <li>Instructions were provided on how to raise and lower hand</li> <li>Reminder to mute microphones if not speaking</li> <li>SFC meetings are no longer being recorded</li> </ul> <p><b>Introduction of SFC Representatives (Incoming/Outgoing)</b></p> <ul style="list-style-type: none"> <li>Rebecca Hegewald (for AHCC) and Michelle Sommer (for CBCC)</li> </ul> <p><b>Agenda reviewed. (Attachment #1)</b></p>	
<p><b>10:15 am – 10:45 am</b>  <b>Secretary/Deputy Secretary Time</b>  <i>Don Holbrook,</i>  <i>Assistant Secretary</i></p>	<p>Secretary Cheryl Strange &amp; Deputy Secretary Sean Murphy could not join today's meeting.</p> <p>Introduction of Don Holbrook as the new Assistant Secretary.</p> <p>Don Holbrook (DOC): Moving out of COVID-19 and into a different role, chow hall considerations (population was engaged on whether to use chow hall vs. grab and go. They preferred chow hall.)</p> <p>Elise McKinnon (SFC Family Co-Secretary): Where are Cheryl &amp; Sean? Don Holbrook (DOC): Cheryl wants to be at these meetings but has personal issue preventing her from attending today. Sean Murphy is on his way to Norway today.</p>	
<p><b>10:45 am – 11:00 am</b>  <b>Review of Action Item List (Attachment #2)</b>  <i>Emijah Smith, Family Co-Chair</i>  <i>And</i>  <i>Jeff Uttecht,</i>  <i>DOC Co-Chair &amp; Deputy Assistant Secretary</i></p>	<p><b>On Agenda this afternoon (New Business):</b></p> <ul style="list-style-type: none"> <li>Legal and Regular Mail</li> <li>Hobby Craft purchases by family</li> <li>Cable TV</li> </ul> <p><b>Cultural Program Policy Development:</b></p> <ul style="list-style-type: none"> <li>Nancy Simmons has joined the team in a project position and will focus primarily on the Cultural Policy. The draft policy has been developed. A TEAMS meeting will be set with those who have previously worked on the policy or expressed interest in the policy workgroup. The framework of the policy will be shared, and participants will have the opportunity to provide input and feedback to be considered. The last step</li> </ul>	

will be to gather and consider feedback from the incarcerated through focus groups. Hope to have the draft of the policy submitted to the policy office by December.

**IITS Implementation Update:** All services have been implemented at Mission Creek Corrections Center for Women. As of 9/9/22, Washington Corrections Center for Women has phones and tablets, and this last week: video visiting. The Department is working through a few minor issues with vendor transition and implementing all new services. Once Washington Corrections Center for Women is fully operational, there is a planned meeting between DOC and Securus to discuss an assessment of the **proof of concept** and make decisions about moving to the next phase for the male facilities, beginning in early October. The team is working to improve communication and awareness with incarcerated individuals and families on the next steps & key milestones in the process.

- Family Member: Does Securus only accept American credit cards? Lisa Flynn (DOC) – has not heard this but will look into it

*Update: Securus indicates they accept multiple forms of payment. If families are having difficulties with credit card payments, they can reach out to customer service at [Contact Us - Securus Technologies](#)*

**EFV Standards & EFV Policy Revision:** Lisa Flynn (DOC)– currently gathering info with SFC; timeline – end of Sept for gathering feedback; Gwen McIlveen (CRCC SFC Representative)– recommendation highlights – DV reconsideration, no marriage required for approval

**Family Council Policy Revision Update:** Assistant Secretary review phase ended on 9/16/22. If there are no concerns, it will go to Secretary Strange for signature, with an anticipated publishing date of 10/21/22.

- Emijah Smith (SFC Family Co-Chair) – Feels improvement is needed from DOC to engage with SFC for policy creation, that families feel left out of the process for dialogue and participation in a feedback loop;

Ramona Cravens (DOC SFC Co-Secretary) – LFC positions remain the same, SFC will be adding Vice Co-Chair, but only if policy is in effect by November 1, 2022;

- Family Member – Feels the Family Council policy process has failed and goes against what DOC is saying they want;
- Family Member – will there be an outside facilitator position added? Jeff Uttecht (DOC) – Not being considered at this time;
- Family Member – what are the Family Council roles? Elise McKinnon (SFC Family Co-Secretary) provided the description of Family Council roles (*See: [DOC 530.155, Family Councils](#) for more information on the positions*)

**DOC Legislative Process/Updates:** Jeannie Darneille (DOC) – provided a brief description of the legislative process. The coming session will have budget talks. DOC is working on budget requests to present to the Governor, which will then go to the Legislature. Legislature gathers information and input from constituents and make decisions on the budget. A Strategic Plan is being developed for the upcoming biennium, which all will be able to see when completed. The DOC budget asks: for more funding for health services. For suggested changes, please reach out to your Legislature. Go to [Leg.wa.gov](#) to sign up for alerts on bills.

- Monica Ritter, Corrections Specialist 3 (DOC) – Families and friends received the information through the statewide and local facility Family Communications Portals. They were sent out

	<p>through the family council distribution lists: 1) requesting feedback on the EFV Fees from <a href="#">RCW 72.09.712</a> to eliminate the fee, and feedback on Unexpected Fatality Reviews (UFR) - we are asking for statutory changes regarding extension of deadlines, clarification on computing time, changes in the scope, and definition of unexpected fatality from <a href="#">RCW 72.09.770</a> (also see <a href="#">DOC Policy 620.200, Death of Incarcerated Individuals</a>).</p> <p>Dr. MaryAnn Curl, Chief Medical Officer (DOC) – for UFRs, they are required for any amount of jurisdiction. The Department would like there to be consideration of whether Community supervision and Prisons should be on the same plane due to the very involved process</p> <ul style="list-style-type: none"> <li>• Elise McKinnon (SFC Family Co-Secretary): When feedback requests are emailed to families, she would like a document or link attached for those who do not understand the legislative process to explain how to read what is emailed and perhaps a link to the law.</li> </ul> <p><b>Gender Informed Practices Assessment (GIPA) Report:</b> Available on the <a href="#">DOC website</a>, the Women's Division is implementing suggested improvements, and the project management team is building a strong foundation to build upon. FAQ emailed to SFC members on 9/15/22 (<a href="#">see Attachment #3</a>).</p>	
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New business

Topic	Discussion/Key Points	Next Steps
<p>11:00 am – 11:30 am Introduction of Chris Poulos, Director of Person-Centered Services</p>	<p>This position was created by DOC, which does not appear to be in any other state. He is looking at policies, practices, and procedures from a human/person-centered lens. In a leadership-type role, Chris is a formerly incarcerated person.</p> <p>Communicates primarily with those who are incarcerated and formerly incarcerated, as well as staff, and people in the community through visits, letters, etc., and taking concerns to fellow leaders at the appropriate division.</p> <p>Chris visited Norway in June 2022 for AMEND. Many incarcerated individuals work in the community and get paid community wages, which go into a trust fund to prepare for reentry and are able to send money out to family</p> <p>Chris has the ability to move between many departments but is focusing on certain projects:</p> <ul style="list-style-type: none"> <li>• Department of Natural Resources (DNR) Wildland Firefighters are currently being paid community wages and want to expand community work opportunities to other employment opportunities (connected to AMEND program)</li> <li>• Gate money: is currently \$40.00. California is \$200, and they are looking to increase that amount. When the \$40.00 was enacted, this was similar to what \$300 would provide. Hoping the Legislature will take it up this year. The first 72 hours after release is the most critical time for newly released individuals for their survival; the amount of money available is vital to good early decision-making.</li> <li>• Clemency: can we allow staff to be involved if an incarcerated person asks? Currently, no, but looking to include their narrative of behavior from staff</li> <li>• The ability for currently incarcerated people to be able to participate more directly in the legislative process. Including participation in community coalition meetings without having to use</li> </ul>	

	<p>their own phone minutes and having it intentionally supported by DOC.</p> <ul style="list-style-type: none"> <li>• Volunteer policy, with Dawn Taylor, to be expanded to include formerly incarcerated people.</li> <li>• And many other projects.</li> </ul> <p>Attended Correctional Worker Core Academy (a training all Correctional staff attend when hired). Will be asking to change some of the Core curricula, which is being updated 12-24 months.</p> <p>Community Corrections: what does it mean to be under supervision, and what is the role of Community Corrections Officer (CCO): support or surveillance? The uniform for CCOs can cause embarrassment for those on community corrections unnecessarily.</p> <p>Wants to change how the Department is doing home visits and what the officers wear.</p> <p>A newsletter (<a href="#">Attachment #4</a>), sent to the Family Councils before this meeting, will provide additional information on what Chris is working on. His email is: <a href="mailto:christopher.poulos@doc.wa.gov">christopher.poulos@doc.wa.gov</a></p> <ul style="list-style-type: none"> <li>• Emijah Smith (Family Co-Chair) - Equity conversation around policy changes to include more incarcerated and family voices. She was supposed listed to be on the committee for this but never received an invite. Chris Poulos (DOC) – is not well versed in this subject. But will make sure Emijah is invited.</li> <li>• Gwen McIlveen (CRCC SFC Representative) – is gate money available to everyone? Chris – believes it is for everyone, except those released to a special program (i.e. GRE).</li> <li>• Family Member – regarding Chris talking about the Legislative request to increase gate money, can you speak to them about gratuity increases, too? Chris Poulos (DOC)– yes, to talking about gratuity increases. Don Holbrook (DOC) – working with Danielle Armbruster to increase gratuity to include the 55.00 a month.</li> </ul>	
<p>11:30 am – 12:15 pm  <b>Open Public Forum</b>  DOC &amp; Families and Visitors</p>	<ul style="list-style-type: none"> <li>• Family Member – discussion to raise indigent level over \$25? Loren Taylor (a community member)– is working with Senator Claire Wilson to solve this issue. Ms. Taylor states there is work on bills for a commissary account option that wouldn't be taxed. They also want to educate families on how the legislative process works and how to testify, as it can be an intimidating process. Please contact Ms. Taylor if there are more questions about this.</li> <li>• Gwen McIlveen (CRCC SFC Representative) – As it is a choice to test for COVID, is it also a choice to wear a mask? And are there infractions for this? Dr. MaryAnn Curl (DOC) – it depends on the situation (if in medical - a mask is required; their location - outbreak unit, mask required; yard, no mask; County status); Don Holbrook – infractions yes, but encourage conversation before giving an infraction.</li> <li>• Family Member – regarding <a href="#">RCW 9.94A.717 Community Custody – Supervision Compliance Credit</a>: why are Community Corrections Officers not aware of this RCW? And <a href="#">RCW 72.02.110, Weekly payments to certain released prisoners</a>, allows those on supervision to receive \$55.00 per week until gainfully employed. Once employed, CCO has an option to extend for an additional 26 weeks. Why is this not being used, and where did the funding go? Jeannie Darnielle (DOC) – the RCWs are only perfected by appropriations, so in the RCW, it should say "within available resources" or something to that effect. RCWs have not kept up with the budgeting process.</li> </ul> <p>Family Member – how can the public help the Legislature and DOC follow through on these benefits? Jeannie Darnielle</p>	

(DOC) – Every biennium has a new budget. Priorities change, and newly elected officials put money into emergent items or their priorities rather than old RCWs. Let your legislator know that you want funding for these items. Family Member – The Secretary has power over these payments. Jeannie Darnielle (DOC) – The idea is still in place, but funding expires after two fiscal years.

- Family Member – directed towards Don Holbrook: mainline/chow hall concerns – at Stafford Creek Corrections Center (SCCC), were you told by SCCC staff or did you hear directly from the population that they wanted to open chow hall? Don Holbrook (DOC) – Don was told by facility staff. Family Member – tier reps expressed major concerns from every unit the day before chow hall opened. Are you willing to conduct a facility-wide survey of all incarcerated to find the true desire for mainline? Don Holbrook – Will look into and follow up with the facility. If it warrants a survey, it will be discussed within the Department. Family Member – historically, fights, staff conflicts, etc. happen in the chow hall. Are all facilities going to chow hall? Lorne Spooner (DOC) – SCCC is the only facility currently back to the chow hall. If numbers are decreasing, we will look at it. Family Member – numbers are irrelevant because people need to eat. There has already been a fight over the amount of time available to eat (20 min). Requesting a full survey of the incarcerated population.

*Update: Due to outbreak status, SCCC is currently on grab-and-go meals. Once the facility is no longer in outbreak status, it will return to using mainline for serving meals, which allows for more out-of-cell activity.*

*Tier reps reported that the incarcerated population dislikes mainline in the dining halls due to restrictions and feeling rushed. However, this creates an additional security risk for the facility. Additionally, there are issues with the trays used with the grab-and-go meals not being returned, costing the facility thousands of dollars; trays often go missing/are thrown away/used for other things in-cell. Furthermore, mainline is often stalled due to insufficient trays to feeding the population, and they must stop mainline to wash trays.*

- Family Member - SCCC concerns: The gratuity is low. Are mattresses continuing to be handed out? She stated that those incarcerated and sentenced to Life Without Parole must wait five years to have "hub clearance." Don Holbrook: regarding mattresses, there has been concern about the color of mattresses. The original was grey, and the new ones are dark blue, where the dark blue is a Security Threat Group concern. We are working with Danielle Armbruster to obtain new colors. Family Member – when will they be going out? Don Holbrook (DOC) – approximately 6000 have been produced so far for 12,000 recipients. He will be reaching out to the Superintendents. Lisa Flynn (DOC) – Please reach out to SCCC Associate Superintendent Gina Penrose, the LFC Department Co-chair, and CPM Rob Schreiber first to see if there is an Operational Memorandum into this practice – if a family member cannot get answers, please reach out to Lisa Flynn. This includes information about hub access.
- Family Member – meal count for chow hall is not an appropriate metric. Email received on SCCC chow halls stated no staffing issues, but the yard has been impacted because of staffing issues. The facility also has issues with mixing cohorts with COVID and TB. The incarcerated have 20 minutes to eat, and insulin is only offered during chow time, but people should not

	<p>eat within 20-30 minutes of taking insulin. Don Holbrook (DOC) – yes, we should explore SCCC</p> <ul style="list-style-type: none"> <li>• Family Member – Further chow hall concerns at SCCC – the benefit to grab and go is that people can fix the meal in a way they enjoy.</li> <li>• Family Member – Some incarcerated cannot get food outside of meals. Food is denied when they have only five minutes to get their food. Her loved one at AHCC is denied food when he has a video visit scheduled.</li> <li>• Gwen McIlveen (CRCC SFC Representative) – The Department used to have COVID calls for SFC representatives to address some of these issues. Please ensure all counselors are trained on Graduated Reentry (GRE) steps. Counselors are giving wrong information, and people are missing GRE due to counselors not being educated. Susan Leavell, Senior Administrator (DOC) – Counselors have the forms, and the policy explains all the steps. Statewide training was offered to Classification Counselors, Correctional Unit Supervisors (CUS), and Correctional Program Managers (CPM), and we continue to work with staff.</li> </ul>	
<p><b>12:30 pm – 12:45 pm</b>  <b>Covid Update</b>  <i>Dr. MaryAnn Curl, Chief Medical Director; and Don Holbrook, Assistant Secretary</i></p>	<p>Dr. MaryAnn Curl (DOC) Clinical update – Dr. Alonso Pezos-Salazar, Director of Infection &amp; Prevention Control (DOC), provided an update on COVID, TB, and Monkeypox to Dr. Curl. TB and Monkeypox questions can be answered during the Open Forum.</p> <p>Out of the last two waves of COVID-19, only one hospitalization occurred for dehydration, not low oxygen. The decrease is due to several factors: increased vaccinations and native immunity. Additionally, although Omicron seems more contagious, it is less severe.</p> <p>CDC guidance has changed, but not yet for correctional settings. DOC is updating practices in collaboration with the Department of Health and looking at how other states' correctional departments manage COVID. Most COVID protocols have been modified to follow current CDC Guidelines.</p> <ul style="list-style-type: none"> <li>• Low/Green levels in the community &amp; local facilities, we can, for example: make the use of masks voluntary, removing the need for testing, allowing for increased time in visitation and food consumption, allowing for outdoor activities, indoor recreation (with appropriate cohorting), increased size of programming classes, food served in dining rooms, etc.</li> <li>• We are working towards continuing to progressively allow more free movement.</li> <li>• If a unit is in quarantine, we are providing ways for those people to be seen in the clinic and to attend offsite medical appointments.</li> <li>• Vaccination – New Bivalent booster is approved, tailored to protect against the Omicron sub-variants.</li> <li>• Wastewater program – water comes out of a unit and is tested for COVID to survey levels of COVID without having to test the individual. We are still waiting for the machines to arrive to implement this program.</li> </ul> <p>Don Holbrook (DOC) - Operations Update – The Safe Start version 33 was published in August. There have been challenges with moving to yellow requirements when facilities have been in green levels; managing outside events to continue good morale has been challenging, especially when we experience a COVID uptick on the day of events. The Department still focuses on quarantine and isolation Units. We are working to fill staff vacancies proactively.</p>	



	<p>Lorne Spooner, Associate Superintendent at CBCC, is currently assigned to Headquarters and the Emergency Operations Center (DOC) - Lorne and another staff person, Eric Mainio, are the COVID Liaison for the facilities. They work directly with clinical staff to develop protocols, including the protocol for the pow-wow at WSP. Will be working on a document for other religious programs and some cultural programs.</p> <p>James Key, Deputy Assistant Secretary (DOC) – is now in the role previously held by Don Holbrook. Based on three days on the job, the collaboration between medical and operations is occurring.</p> <ul style="list-style-type: none"> <li>Family Member – Is there a plan to follow up on the SCCC issue with Labor and Industry for violations? Don Holbrook (DOC) – Department staff are following up on this. Family Member – will you update the contractors that are listed under the WA DOC under L&amp;I? UBI 636 005 963.</li> </ul> <p><i>Update: The Department is actively looking into this concern to see if a correction needs to be made</i></p>	
<p><b>12:45 pm – 1:00 pm</b>  <b>Visitation Update</b>– Can visits be increased to 4-5 a month</p> <p><i>Don Holbrook,</i>  <i>Assistant Secretary</i></p>	<p>The Department is working on getting the mask guidelines and following the green, yellow, and red protocols. One of the concerns was vending machines – getting vendors online for each facility to provide food options that won't go bad if the facility goes into yellow community COVID status.</p> <p>The Department is working on increasing the number of visits each month and the duration of visits. Having to balance, for example, some units being on outbreak status vs. the community or facility being in green status.</p> <ul style="list-style-type: none"> <li>Family Member – pow-wows are allowed, public tours coming in, but single visitors are not allowed in? Don Holbrook (DOC) – If it had been an indoor activity, the pow-wow would not have happened. We are encouraging outdoor activities is how some of that is moving forward.</li> </ul>	
<p><b>1:00 pm – 1:15 pm</b>  <b>Legal Mail and Regular Mail</b></p> <p><i>Tracy Schneider, Correctional Manager;</i>  <i>Christopher Stone, Corrections Specialist 3; and</i>  <i>Janet Nelson, Corrections Specialist 3</i></p>	<p>Lisa Flynn (DOC) – introduction of her staff: Tracy Schneider, Chris Stone, and Janet Nelson – who manage the processes for mail, the law and recreational libraries, legal access, and general recreation</p> <p>Tracy Schneider, Corrections Manager (DOC) – The Department is going through revisions in the mail policy, working with the Office of the Correctional Ombuds (OCO).</p> <p>What is Legal Mail? It is from appropriate entities noted on DOC policy <a href="#">450.100, Mail for Individuals in Prison</a>, and must be legal in nature unless it comes from the courts (e.g., Superior Court), it must be marked as "Legal/Confidential Attorney-Client." If inadvertently opened by staff, it will be documented and delivered to the individual with a notice of opening.</p> <ul style="list-style-type: none"> <li>Emijah Smith (SFC Family Co-Chair)– If it comes from the Prosecutors office, is that not Legal Mail? Tracy Schneider (DOC) – yes, but it must be marked: "Legal/Confidential." Emijah - how are requirements for legal mail being communicated to legal entities? Tracy Schneider (DOC) – This is noted in Policy 450.00; Lisa Flynn (DOC) – The Department communicates with the Courts, the Prosecuting Attorneys Association, the Office of Public Defense, and other people across the state, providing brochures, newsletters, additional information about attorney-client privileges and communication. And we also reach out to specific offices if needed. Emijah Smith (SFC</li> </ul>	

	<p>Family Co-Chair) – Do regular mail and legal mail go to two different locations to be processed? Tracy Schneider (DOC) – no, it is all processed in the mailroom at each facility. How and where it is delivered depends on the facility. Emijah Smith (SFC Family Co-Chair) – there was a specific incident where legal mail was rejected as there was court information in the letter, and it was rejected, with the reason being that it needed to come from the courts. Tracy Schneider (DOC)- on rejection notices, the comment section must paint a picture of why the rejection occurred (including the staff member's last name who processed it) in JPay and USPS rejections. Legal mail cannot come from family/friends. If there are specific issues that come up at a facility, please email Tracy: <a href="mailto:tischneider@doc1.wa.gov">tischneider@doc1.wa.gov</a></p> <ul style="list-style-type: none"> <li>Family Member – repeated failure to deliver regular mail to incarcerated individuals without rejection notices. What happens with rejected material, including planners or journals? And what do you do to get those items to our loved ones? Chris Stone (DOC) - <a href="mailto:castone1@doc1.wa.gov">castone1@doc1.wa.gov</a> - please email him directly, and he will look into the issue.</li> </ul> <p><i>Update: The Department is now allowing journals and planners. All rejection reasons per DOC 450.100 still apply.</i></p> <ul style="list-style-type: none"> <li>Felix D'Allesandro (WCC SFC Representative) – regarding the Courts' e-file system – incarcerated individuals are not receiving e-filed communications and are missing important notifications. Janet Nelson (DOC) – She will reach out directly to Felix on this specific issue.</li> </ul> <p>Lisa Flynn (DOC)– Office of Corrections Ombuds initiating rejection revision (see <a href="#">OCO Mail Negotiated Outcomes Report FI-NAL_08112022.pdf (wa.gov)</a> and <a href="#">News Spotlight: Mail Services Workgroup Summary   Washington State Department of Corrections</a>), which has helped with reducing the number of rejections. The photocopying mail is also allowing us to deliver mail that may be concerning and possibly rejected due to the type of paper or materials (<a href="#">Attachment #5</a>). Chris Stone (DOC) – if it's not a safety/security issue, we shouldn't stop it, so copying reduces the risk of contraband while still delivering mail.</p>	
<p><b>1:15 pm – 1:30 pm</b>  <b>Hobby Craft purchases</b>  Tracy Schneider, Correctional Manager; Christopher Stone, Corrections Specialist 3; and Janet Nelson, Corrections Specialist 3</p>	<p>Lisa Flynn (DOC) - Looking at religious, hobby, and recreation policies all govern this.</p> <ul style="list-style-type: none"> <li>In-cell programs – working to create a single in-cell hobby permit instead of three different ones for each policy.</li> <li>Purchasing hobby-craft items is still in process – continuing to look at vendors and families being able to order directly.</li> </ul> <p>DOC is not at the point where families can order directly.</p> <ul style="list-style-type: none"> <li>Elise McKinnon (SFC Family Co-Secretary) – copyright issues where gaming PDFs (Dungeons &amp; Dragons game) are denied. Chris Stone (DOC) – will look into this.</li> </ul> <p><i>Update: The Department is working on allowing other games through the property policy; this should eliminate any game rejections concerning books, games, and copies of PDFs. However, this is all still in the works, and nothing is final yet.</i></p>	<p>Add the mailing of PDFs from books to Action Item list for the next meeting.</p>
<p><b>1:30 pm – 1:45 pm</b>  <b>Cable TV</b>  Tracy Schneider, Correctional Manager; Christopher Stone, Corrections Specialist 3; and Janet Nelson, Corrections Specialist 3</p>	<p>Chris Stone (DOC) - A national survey in progress – what are other states using for tv programs, who are providers, ease of maintenance, channel packages, etc. Survey to Incarcerated Individuals will follow the nationwide survey</p> <p>Lisa Flynn (DOC) – a paper survey was sent to the incarcerated population a few weeks ago, along with family input, and is currently being utilized. We are looking at different satellite providers for channel lineups. The national survey that went out was to see</p>	



	<p>what other companies might be able to meet our population's different/specific needs. We are also working on an online survey tool that will allow incarcerated individuals to participate.</p> <ul style="list-style-type: none"> <li>• Elise McKinnon – will the incarcerated individual online survey be truly anonymous when logging in using biometrics? Lisa Flynn (DOC) – unsure, will look into it and send out the answer via the family portals.</li> </ul> <p><i>Update: It will not be anonymous. The individual logs in with their biometrics, which are attached to their names.</i></p> <ul style="list-style-type: none"> <li>• Emijah Smith (SFC Family Co-Chair)– when will channels be updated while awaiting national survey results? Lisa Flynn (DOC) – Currently, 12 prisons use four or five different vendors for cable. The goal is to find a vendor that will provide improved services, a better channel lineup, diverse channels, and ease of changing channels; we want to ensure the providers' information and availability is complete before launching. Early spring is the goal for larger provider options based on survey results. However, the individual facilities can work with their current provider to see what is available.</li> </ul>	
<p><b>1:45 – 2:45 PM Open Public Forum</b></p>	<ul style="list-style-type: none"> <li>• Gwen McIlveen (CRCC SFC Representative) – visitation – 1) there is confusion with the new protocol that was sent out. It said to schedule up to two visits, but we can schedule three online. Lisa Flynn (DOC) – that's two in one day. Gwen - 2) Can we look at special visits, especially for those who spend money on plane tickets? 3) Is there a dress code update? Lisa Flynn (DOC) – dress code standards will be looked at when the Visitation policy is reviewed.</li> <li>• Emijah Smith (SFC Family Co-Chair) – is there an option for those without online access to register for visits online? Lisa Flynn – staff available through the online scheduler. Persons should reach out to the facility visitation Sergeant first; they can connect people to the online scheduling staff. If that does not work, please reach out to Liz Hainline/Lisa Flynn.</li> <li>• Emijah (SFC Family Co-Chair) – can accommodations be made for those who drive during the winter months to allow them to leave early so they don't have to drive on the icy roads? Lisa Flynn (DOC) – will add to the agenda at the next visitation meeting, which will be towards the end of October.</li> <li>• Emijah Smith (SFC Family Co-Chair) – any update to going back to normal visiting? Don Holbrook (DOC) – cohorting is still restricting ability right now</li> <li>• Elise McKinnon (SFC Family Co-Secretary) – breastfeeding issues with visitation as it is a federal right to breastfeed in public. Currently, having to leave the room and deny the right of the father to see the child. Lisa Flynn (DOC) – The Department is balancing the needs of visitors/children, along with a safe environment for those participating in visitation. DOC continually evaluates what we can do appropriately to not impact others in the same room. Don Holbrook – In the workplace, pumping happens in designated locations. We haven't had this conversation before but will look into it.</li> <li>• Family Member – Work release/GRE – feels these programs are frequently forgotten about – According to <a href="#">390.590 Graduated Reentry (GRE)</a> policy, DOC is holding GRE people for extra 30 days in case of infraction despite no coverage for that in the policy. Susan Leavell (DOC) – The Department is looking at this issue. Parent sentencing alternative was original, and infractions most likely in initial home confinement time; the 30-day wait was implemented to prevent sending people back to prison. We are aware that does not work for everyone.</li> </ul>	

Additional note: GRE has transitioned from Prisons Division to the Community Corrections Division.

- Family Member – work release visitation – visitation is less than those within the prisons; before COVID, socials happened three times per week for 10 hours, but these are not expanding now. Susan Leavell (DOC)– inconsistencies exist, and county levels are an issue. However, we will work on this issue.
- Family Member – Is the new booster available to all? Dr. MaryAnn Curl (DOC) – yes. Vaccine clinics have been rolled out.
- Family Member – food during visitation – what is the statewide policy on incarcerated individuals receiving meals during visits, specifically at AHCC? Don Holbrook (DOC) – meals should be provided for incarcerated individuals who attend visits. Don will look into this.

*Update: The incarcerated individuals have time to get to mainline and back before any scheduled visits. Visitation hours at AHCC are Friday – Monday, 12:30 pm – 3:30 pm and 5:30 pm – 8:30 pm. Mainline occurs at 11:30 pm and 5:00 pm. The incarcerated individuals called to mainline have five (5) minutes to move from their assigned living unit to mainline, where they pick up their grab-and-go meals. It is the individual's responsibility to make it to mainline in a timely manner.*

- Family Member – legal visits at SCCC – RCW 72.09 requires legal services to be available. She was told lawyers could only visit on family visit days, meaning that family members would have to relinquish a visit for a legal visit to occur. Lisa Flynn (DOC) – valid concern and needs to follow up with other visit Sergeant and the facility Legal Liaisons. Family member to follow up with Lisa.

*Update: At this time, attorney visits are scheduled for periods when the visit rooms are open to allow dedicated staff to process in the professional visitors. This is a fairly standard process across the state. However, we will be working to see if additional options can be made available in the future.*

- Family Member – insulin during visits – incarcerated individual must leave to get his medicine which disrupts the visit. Lisa Flynn (DOC) – will follow up and work with Dr. Curl to solve this issue.

*Update: We are working with the Director of Nursing to identify a procedure to support those who are insulin dependent to come to the visit room for services.*

- Gwen McIlveen (CRCC SFC Representative) has medical concerns and lack of support. It feels like there is no COVID mental health support for the challenges of those inside the prison. When are we getting out of the cohorts? Dr. MaryAnn Curl (DOC) – we are trying to liberalize requirements without going outside of the CDC requirements. Mental health is a challenge, but we want to open up safely within a congregational setting. As a team, we meet daily. We don't want people to be re-traumatized by this. We were approved for approximately 80 additional Health Services staff (pharmacy, medical, mental health, nursing personnel, etc.) and are hiring as fast as possible. We are looking at how we can create a team to help those re-entering while suffering depression/addiction/substance use.
- Felix D'Allesandro (WCC SFC Representative) – what is the plan to address staff shortages? People miss out on visitation, yard, education, work, etc. Don Holbrook (DOC) – We are actively recruiting. We've asked all facilities to work, educate, and adapt processes to engage the population.

	<ul style="list-style-type: none"> <li>• Elise McKinnon (SFC Family Co-Secretary) – ideas of promoting incarcerated individuals to correctional roles to close staff gaps. Don Holbrook (DOC) – previously used in medical care issues. Dr. MaryAnn Curl (DOC) – mentors in the skill-builders unit at SCCC, is a good example of supporting needs. Want to build peer-support programs. Training issues with that, but we need to enhance this role strategically. James Key (DOC)– Visiting the infirmary from incarcerated individuals has benefited both the mentor and mentee. Dr. MaryAnn Curl (DOC) – The AMEND hospital/palliative care program includes incarcerated support systems.</li> <li>• Family Member – ensuring to include work release individuals and GRE in conversations. Mental health support is lacking through relapse and mental health breakdowns of individuals. Susan Leavell (DOC) – when individuals move to partial confinement, by statute, DOC can no longer support them. However, they are set up for community resources so that people can establish medical care, mental health care, dental care, and employment. 30-days prior to transitioning, those Health Services staff get them connected with DSHS. Dr. MaryAnn Curl (DOC) – we need to keep working on collaborative planning with the incarcerated patient, family, DOC, CCOs, community partners, etc. Medical services the incarcerated individuals have right now will not follow them to the outside.</li> </ul> <p>Family Member – how do you prepare someone for release when they've had no control over their lives for so long? She spoke with a former Family Council member whose loved one was released, and they are struggling. Jeff Uttecht (DOC) – If you have the names of those families, and if they are willing, have them reach out to us; maybe it can be a topic for later.</p>	
<p>2:45 pm – 3:00 pm  <b>Closing &amp; Review of New Action Items</b>  <i>Emijah Smith, Family Co-Chair</i>  <i>And</i>  <i>Jeff Uttecht, DOC Co-Chair</i></p>	<ul style="list-style-type: none"> <li>• LFC Elections - must be conducted by October 31, 2022</li> <li>• SFC Elections - to be completed in November. Please have names to Ramona Cravens, <a href="mailto:rcravens@doc1.wa.gov">rcravens@doc1.wa.gov</a>, by November 5, 2022.</li> </ul> <p>For the next meeting per Jeff Uttecht (DOC):</p> <ul style="list-style-type: none"> <li>• Cultural Policy Development</li> <li>• IITS update</li> <li>• EFV Standards and Policy Revision</li> <li>• Family Council Policy.</li> </ul> <p>Elise McKinnon (SFC Family Co-Secretary): Breastfeeding issue for action item list</p> <p>Jeannie Darneille (DOC) - Strategic planning process update</p> <ul style="list-style-type: none"> <li>• Felix D'Allesandro (WCC SFC Representative) – has there been any family participation in that plan? Jeannie Darnielle (DOC) – The input has been from divisions throughout Department; no family input in that plan</li> </ul> <p>Emijah Smith (SFC Family Co-Chair)- Updates for the legislative process at the next meeting.</p>	

Next meeting location: MS TEAMS Date: 11/19/2022 Time: 10:00-3:00 PM

Comments: Please submit any future requests for topic items through your LFC and/or SFC.

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.

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