



FAMILY COUNCIL MEETING MINUTES

Location: Microsoft Teams/Virtual Date: 03/18/2023 Time: 10 am - 3 pm

Teleconference details: MS Teams

MEETING ATTENDEES

Jeffrey A. Uttecht Department/facility co-chair Loren Taylor Family co-chair Sarah Leon Vice-chair(SFC only)

Ramona Cravens Facility/council secretary Vacant Family secretary, if applicable

Members present: Felix D'Allesandro (WCC), Tammev Bertrand (for SCCC), Scarlett Williams (for CRCC), Wendy Dubinsky (for WSP), and Josephine Johnson (for MCC)

Non-council member attendees: Jason Aldana (DOC/DCYF), Melissa Andrewjeski (DOC), Danielle Armbruster (DOC), Jason Bennett (DOC), Booke Colton (DOC), Jeannie Darneille (DOC), Jamie Dolan (DOC), Todd Dowler (DOC), J. Scott Edwards (DOC), Mark Eliason (DOC), Tomas Fithian (DOC), Lisa Flynn (DOC), Eric Jackson (DOC), James Key (DOC), Susan Leavell (DOC), Arminda Miller (DOC), Kristen Morgan (DOC), Trisha Newport (DOC), Paige Perkinson (DOC), Caitlin Robertson (OCO), Scott Russell (DOC), Lynne Scott (DOC), Kathryn Shea (DOC), Nancy Simmons (DOC), Rochelle Stephens (DOC), Sarah Sytsma (DOC), and Dawn Taylor (DOC)

AGENDA

Topic	Discussion/Key Points	Next Steps
Welcome and Agenda Review Jeff Uttecht (DOC) and Loren Taylor	Agenda reviewed. Reviewed how to navigate MS Teams. Introduction of DOC staff and Family Representatives by Jeff Uttecht. Introduction of SFC Representatives by Loren Taylor.	
Secretary/Deputy Secretary Time Danielle Armbruster, Assistant Secretary for the Reentry Division (DOC)	Secretary Cheryl Strange and Deputy Secretary Sean Murphy were unable to attend today. However, Secretary Strange wanted to share her gratitude for the Family Councils and the feedback the Department receives, along with Deputy Secretary Murphy and Assistant Secretary Don Holbrook. The Department has received many emails regarding the state-issued shoes, and we are working on finding a vendor with better-quality shoes—updates will be provided as we know more. Tom Fithian (DOC) is here today to provide an update on the connectivity and the tablets and Securus Grateful for today's meeting and the feedback we receive. - Loren Taylor would like to have a discussion on how to encourage families to participate in the family councils. - Loren also asked to have James Key provide an update on the new mask change coming April 3.	
DOC's Mission and Vision Statement Trisha Newport, Sr. Director of Budget & Strategy, & Kathryn Shea,	Kathryn Shea (DOC) reviewed the eBook regarding the Department's Strategic Plan: https://www.doc.wa.gov/docs/publications/100-PL018.pdf , which includes the Department's Mission, Vision, and Values (MV&V). How the MV&V is provided to staff is very robust. Working on engaging staff face-to-face.	

Sr. Strategy Sustainment Manager (DOC)		
<p>Training of Department Staff Regarding DOC's Mission & Vision Statement</p> <p>Jason Aldana, Training & Development Unit Administrator (for DOC, on temporary assignment with DCYF)</p>	<p>When the Mission & Vision statements were first rolled out in 2019, it was immediately implemented into training. The Training Department:</p> <ul style="list-style-type: none"> ▪ Created a course around the Mission, Vision, and Values (MV&V) of pre-service academies (which is reviewed weekly during the 5-week academy) ▪ Created a course for Annual In-Service that all Departmental staff are required to complete ▪ Created a course specifically for agency supervisors and embedded that into the essential skills for supervisors program ▪ Incorporated into the new employee orientation. <p>The Department is looking at a new training model for the pre-service academies, focusing on those working in the facilities. It will incorporate trauma-informed care, gender responsiveness, more emphasis on empathy and compassion, social work & social justice, and enhanced communications, the AMEND principles.</p> <ul style="list-style-type: none"> - Loren Taylor: Families are concerned that staff don't know what the MV&V statement is, that staff state they are there to tell the incarcerated what to do, and if they do not do it, they punish the individual. Provided an example of how she had someone (incarcerated) ask an officer a question and the officer's response. Jason Aldana (DOC): Unable to respond as the incident described should be handled at the facility level. - Family member: (1) If the DOC staff does not follow the training, are there disciplinary actions for the staff, and is there accountability? (2) Does the training involve the history of prisons (the family member states that it was built as a place for slave catchers to put African Americans to control and use as unpaid labor)? Todd Dowler (DOC) - (1) Yes; however, disciplinary actions differ depending on the behavior. The DOC also promotes those who embrace the MV&V of the Department. Jason Aldana (DOC) - (2) The history of prisons will be captured in the Governor-mandated Equity, Diversity, Inclusion, and Respect (EDIR) training that is coming from the Department of Enterprise Services training. Hoping to have it rolled out in July 2024. - Tammey Bertrand: Concerned that existing staff are not given this training. Is it covered during their performance evaluations? Jason Aldana (DOC) Senior staff receive annual in-service every year. A new evaluation form was created, which includes the Department's values. - Family Member: Line staff still seem focused on punishment. Wil. DOC focus on rehabilitation instead of punishment? Katheryn Shea (DOC): DOC is a huge agency where training for new and existing staff is being hit hard. In her 15 years with DOC, nothing she has seen that advocates for a punishment model. Danielle Armbruster (DOC) The agency understands and acknowledges that it has a long way to go. DOC has a culture that has been engrained with punishment. Will take this concern forward to Secretary Strange. 	
<p>Open Public Forum</p>	<ul style="list-style-type: none"> - Family Member: What does the Department do to see how training is implemented for new employees and those who have been with the Department longer? Feels like pat-downs are more intrusive. Visit room staff will stand next to tables where families feel uncomfortable. The word "offender" is still being used. Communication has changed, that families do not receive memos anymore; what is HQ going to do to bridge the gap to ensure families are communicated with? Jason Aldana (DOC): The word "offender" has been removed in training. However, some forms and policies to still have the word in there. Some laws still say "offender," which DOC cannot change. Katherine Shea (DOC): Policies are reviewed every couple of years, and verbiage is updated to the correct phrase, "incarcerated individual." DOC cannot change laws and RCWs. Danielle Armbruster (DOC): All signage that says "offender" is to be changed to "incarcerated individual." It is also a cultural shift that will not happen overnight. DOC has worked with the Legislature to try to change laws and RCWs and will continue to change things in DOC's internal control. 	

- Felix D'Allesandro: Do staff work for DOC, or do they work for the Union? Is the Union in favor of AMEND and Train-the-Trainer? Jason Aldana (DOC): The training department has not had any pushback from the Union regarding the training curriculum; the Union is an active partner. Danielle Armbruster (DOC): Union members have participated in the AMEND training. Again – this is a culture shift, and we will continue to work on this concern. Todd Dowler (DOC): Department staff work for the DOC, not the Union.

- Family Member: Retroactive cancellations of video visits are happening. She mentioned a memo sent out by Don Holbrook in October 2023, stating that the cancelations could not occur during COVID, but coming out of COVID, staff are going back and canceling visits due to something that happened during COVID. Lisa Flynn (DOC): The memo referenced by the family member is regarding disciplinary sanctions. The cancellations are due to violating the visiting policy. An appeal process is available (see [DOC 450.300 Visits for Incarcerated Individuals](#)).

Due to availability, Tom Fithian (DOC) was asked by Jeff Uttecht to provide a Securus update.

Tom Fithian (DOC): Securus Update – three facilities left with implementation activities. AHCC and CBCC have video visits coming this month. WCC had been delayed, as the reception center – is currently scheduled for next week, but this could be delayed again.

There was an issue with State Borders (incarcerated individuals from other states) being able to communicate with their loved ones. This was an IT programming code issue which has been corrected.

Example as to how things are working: as of 11:00 today, since midnight, there have been 5,000 phone calls, 41 video visits, 35 purchases from individuals, and 15,000 pieces of mail have come in and out.

- Felix D'Allesandro: Recently, during/in visitation at WCC, OC (pepper spray) was used on an incarcerated individual who became upset after receiving bad news. What is the protocol for OC use in the visitation room? Lisa Flynn (DOC): This incident is under review. We will have an update after the review is complete.

- Felix: Will families receive an update on the review? Lisa (DOC): We hope to be able to provide an update soon to WCC.

-Sarah Leon: Questions in the Chat: (1) What is being done regarding the shortage of tablets? (2) Will there be a calendar app available for the tablets? Tom Fithian (DOC): (1) The tablet shortage is a nationwide shortage; however, we are receiving them every day. Sara: was this shortage known prior to the agreement with Securus? Tom (DOC): The Request for Proposal (RFP) began four years ago, pre-COVID; after working through a contract with Securus, there were legal challenges that delayed the process another 3-4 months. Then other states contracted with them (i.e. Florida, with 38 facilities and 100,000+ incarcerated), which did not have as stringent COVID protocols as Washington state. (2) Regarding the calendar app, will find out. *Update: WA DOC removed the app due to security concerns. Securus agreed to develop a calendar app without the 'notes' function. Currently in product development.*

- Sara Leon: Which culture groups (BPC, Teach, peer-led) can function? Lisa Flynn (DOC): There are differences in the direction DOC in those groups. Volunteer-led cultural groups – during COVID, the challenge was getting people in, which affected our partnership with them, and we are working on getting them back. Currently, the regular volunteer-led BPC groups are going on at the facilities, and presently working with [Fabians Fund](#) to get them to all 12 facilities. However, DOC requires a volunteer/sponsor in the room for any peer-to-peer group instruction programs. Pre-COVID, we attempted to work with external

	<p>stakeholders regarding annual cultural events with structure –separate from the volunteer-led groups. Sara: when did this policy change? Lisa (DOC): Unknown at this time. Will have it added to the minutes. <i>Update: There have been no changes to volunteer-led cultural groups or how they submit requests for events and activities. The work being done is to develop a policy for DOC to provide opportunities for cultural/multi-cultural annual events.</i></p> <p>- Tammy Bertrand: Securus does not have the capabilities for the incarcerated to send photos. When will this be available? At SCCC the vending machine is not working for families to purchase additional photos. Tom Fithian (DOC): The Kiosks do not have the capability to take photos, but we will look into if it is a feature. <i>Update: Securus is not planning to add this feature – at least at this time.</i> Tammy: The terminals used to have polarized glass, which prohibited others not looking directly into it from seeing her. Tom (DOC): Will look into this. <i>Update: This is not something that Securus provides. However, DOC is looking into whether we can install if a product can be sourced.</i></p> <p>- Family member: WSP families were not made aware of the video visits with the tables; rather the incarcerated individual informed them about it. The Family set up a video visit and paid for everything. When it came time for the visit, the visit was canceled. Securus was contacted, and they said WSP canceled it. Tom Fithian (DOC): cannot speak to specifics of facility issue. Family member: Will folders be available for the tablets? Tom Fithian (DOC): Will ask about this feature. <i>Update: There are no folders and this feature is not planned at this time.</i> Family member: Who communicates how the free video credits work? Tom Fithian (DOC): Will ask Securus and will publish it. <i>Update: The procedures for the video visit coupon is:</i></p> <ol style="list-style-type: none"> 1. <i>The individual gets a promotion code for four (4) free video visits each month.</i> 2. <i>When the individual logs into the Commissary App, the codes are displayed in the upper right button on the menu.</i> 3. <i>The individual gives a promotion code to the visitor(s).</i> 4. <i>The visitor schedules the visit and enters the promotion code. Note: a form of payment must be entered first, then the ability to enter the promotion code will appear.</i> 5. <i>Securus does not publicly send out this process because the individuals get the promotion codes and choose which visitors they want to give them to.</i> <p>- Family member: Will a list be published of “things learned?” Tom Fithian (DOC): He will be having a meeting in April to discuss the lessons learned.</p> <p>-Tammy Bertrand: The incarcerated are not receiving notification about video visits unless they go to the Kiosk. Can it be sent to their tablets? Tom Fithian (DOC): I will add this to the list of Securus. <i>Update: The request has been sent to product development for consideration.</i></p> <p>- Family member: Can the Commissary list be added to the tablets? Tom Fithian (DOC): will look into this. <i>Update: This can be done. However, the products/brands change often and vary by custody level. The Commissary App lists the most up-to-date products available to purchase. We would prefer not to provide a static list outside the Commissary list.</i></p>	
<p>Facility Updates & Subcommittee Information – as reported by SFC Representatives</p>	<p>-Loren Taylor: Finding it difficult to communicate about Family Council meetings, and it is also difficult to share with others about the Family Councils. Would like the families and the Superintendents to come together as a team. Family member: Felt discouraged when she was part of the family council. Would like LFCs to be like the SFC, a partnership.</p> <p>-Tammy Bertrand (SCCC): The SCCC web page now says that all approved visitors may attend a family council meeting; you do not have to be an approved visitor. Suggest placing a link on the facility page on how to join the Family Council to include a link to the agenda. Jeff Uttecht (DOC): The Local Family Councils are vital for a good family council. The key is boundaries and managing expectations; if the expectation is that this group will change how a</p>	

facility operates just by advocating, it will not work. The DOC spends tremendous time explaining to families what it does and how it happens. Family Councils are an opportunity to have conversations: to share how DOC operates, to hear what people think, and to help with some decision-making for future action. One of the reasons personal issues are not addressed during the SFC meetings is that some people are afraid of retaliation.

-Josephine Johnson (for MCC): Was told that commissary prices are a Headquarters issue; bathrooms in the visiting room at MCC are being used for storage; no new programming or education is happening (told they have to wait for volunteers); at the last SFC meeting, asked if the incarcerated could have any input on programming – is there an update? Jamie Dolan (DOC): As the director of Correctional Industries, the commissary system is statewide, with two central distribution centers: eastern (at AHCC) and western (at MCC). Every incarcerated individual at each prison receives the lowest cost possible. Prices for goods outside of prison are increasing, which is a reflection of the cost of goods for those within the prison system. Loren Taylor: Working on a bill with the Legislature to create a separate account for Commissary and hoping to have it on the Governor’s desk by the end of the session. Kristen Morgan (DOC): Classes at MCC (Edmonds College), classes have resumed; not having to social-distance, class sizes of 18-24 students. The Construction Trades apprenticeship faculty position is vacant; however, the business management AAS Degree, computer coding programs, GED Highschool plus programming, and pre-college & reentry programs are running, but they are about to go on quarter break, resuming in the spring quarter. There is also programming in the SOU and IOU facilities. Josephine: what about new programming – CPR and road flaggers? Kristen (DOC): We provide OSHA 10 training. We are working with the Dept. of Transportation (DOT) for a flagger certificate and can ask about CPR. Family member (also for MCC): What about Chemical Dependency, non-violent communication, Community transition, and Thinking for a change? Kristen (DOC): Those are not under Education Services. Danielle Armbruster (DOC): We continue to open up programming to include those mentioned. But it will take some time as we come out of COVID, and it is also a staffing issue. Jamie Dolan (DOC): Correctional Industries also works with the DOT for certifications: OSHA 10, flagger, and forklift. The development team for CI is fully staffed, focusing on the soft skill development classes to come (Making it Work, resume building, mock interviews, etc.). AJACK (a manufacturing academy) is going to AHCC, which will add 27 college credits. Eric Jackson (DOC): AA and NA programs are available at all facilities except for WCCW and LCC.

-Felix D’Allesandro (WCC): Concern about adding members to the family council. WCC had the first in-person LFC meeting. The staff shortages have impacted the incarcerated (yard time/gym time canceled). The vending machines always seem to be a problem with getting stocked; visitors on Friday take up most of the product. Communication has decreased. Family events have stopped since the CPPC has a new position. Trisha Newport (DOC): her department has submitted a decision package called “Improve Stakeholder Communication”; however, she does not think it will end up with the budget this year. Wants to partner with the SFC and LFC to build a plan to improve communication; will put that forward with the Legislature for next year. Will have conversations with Loren later. Eric Jackson (DOC): The facility is working on communication. There have been some management changes, and as things get going, there will be a focus on communication.

-Family member (also for WCC): Being a reception center greatly impacts COVID status. Appeal to implement a protocol for WCC so things are not so restricted. James Key (DOC): two months ago, the DOC took out the intake separation away. WCC is not different from WCCW in getting people from the counties; sometimes, when they come in, individuals have symptoms, and they are put into isolation – no different than any other institution. In the current protocols, they have to go 20 days with no positives to come off of the area outbreak status. Also have to look at COVID response, programming and yard are still

ongoing – the only difference is we have to have masking and once-a-week staff testing.

-Tammy Bertrand (for SCCC): SCCC has its first special event today. Vending machines are amazing. Associate Karen Arnold is the new facility LFC Co-Chair, and excited to work with her. Regarding the Goodie Bags, they were told that a survey was to go to the incarcerated as to what they would want, as 16% of the SCCC population is diabetic. Version 2 for inside events has been confusing to understand. Regarding the dishwasher situation, Superintendent informed her it would be ½ million dollars to replace – she would like to know how to move forward due to potential issues (TB, the flu, COVID). Would like to know how to raise the indigent limits from \$25 to \$50. Would like to learn more about photos as families would like more additional printed photos. Questions about the change in policy regarding fundraisers and how to get them back. Ongoing concerns regarding medical: insulin bottles not wiped down with alcohol swabs, kites not being responded to appropriately, follow-up care not being scheduled, lack of basic medical care and dental care. Medical has a regular monthly meeting regarding the TB concern. However, they have not been showing up for the meeting. Can there be an audit for a full accounting of the outstanding medical appointments? Lisa Flynn (DOC): regarding the photos, there was a free photo program during COVID. Secretary Strange was asked to approve a line item with the IIBF to continue the program. This year we're collecting data on how frequently we use the program and tracking requests. Suggested having someone attend the IIBF meeting to have someone explain the program better. Dianne Doonan (DOC): Looking into a way to be able to JPay a photo to family members. We are looking into data. What gets challenging is the free photos and photo coupons, which create more chaos in the visiting room. The DOC is gathering information; if the demand is there, we will look to expand it without making it more complicated or expensive for families. Tammy: asked for a follow-up in the meeting minutes on the mechanics, data, and how decisions will be made regarding photos. Lisa Flynn (DOC): We will be looking at the projected year-end requests made for the free visit room photo program and then researching the best way to offer additional photos the families are asking for in the new fiscal year. Additionally, we are working on a new Fundraisers for Incarcerated Individuals policy to structure the opportunities for individuals while ensuring we are compliant with the ethics and use of state resources policy. We are currently pending counsel from the State Ethics Board for clarity. Danielle Armbruster (DOC): asked Tammy to forward her medical concerns in an email to Danielle, which will be forwarded to someone that can answer them. Will also include her concerns about the dishwasher, Inside Events, and Goodie Bags. Regarding the indigent limits – that is in RCW 72 09 015.

-Family member (for WSP): Not prepared to respond. Has held many positions and tried to get people to participate. At WSP, many people are moving to other facilities or being released, which can affect Family Council recruitment. There is also a retaliation issue. Communication – as a previous LFC Co-Chair, when she received memos or information, she forwarded it on. Securus is an issue and its implementation.

-Loren Taylor: No one here from AHCC or CRCC. However, there were concerns she was made aware of regarding the CRCC yard lights, which she forwarded to Superintendent Andrewjeski.

Loren Taylor: Loren asked Assistant Secretary Jeannie Darneille and Superintendent Arminda Miller for an update on what is happening in the Women's Division.

-Jeannie Darnielle (DOC): The Women's Command is over to two prisons, Mission Creek Correctional Center for Women (MCCCW) and Washington Correction Center for Women (WCCW). Shared the Vision Statement for the Women's Division. The Women's Division has the responsibility for managing

	<p>the programs for transgender individuals. Many leadership changes. We are excited about the AMEND project. For WCCW, working with other states on a residential substance use treatment unit.</p> <p>- Arminda Miller (DOC): within ten months at MCCCW when from 48% staffed to 100%. Now focusing on programming.</p> <hr/> <p>Loren Taylor then asked Caitlyn Robertson from the Office of Correctional Ombuds to speak.</p> <p>- Caitlin Robertson (OCO): the Ombuds will have a public meeting on April 6, 2023. On April 7, 2023, will be going to Twin Rivers to present the meeting to the incarcerated. The OCO has gone to Shelton and WCCW, where statistics and facts were presented, and questions answered. Their public website has published monthly outcome reports and information regarding their public meetings: https://oco.wa.gov/ She reviewed the process of their timelines. Working towards trying to have individuals advocate for themselves, as many do not have an advocate on the outside. They have a small staff of 15 and cannot respond to all complaints immediately. Their priority is responding to the incarcerated population.</p> <p>- Family member: Are the outcomes from the OCO used for training and disciplinary actions, or even terminations? Regarding DOC form 09-242, Release of Information (ROI), does the OCO use it so families can advocate for them, as the OMBUDs are part of DOC? Caitlin (OCO): The Ombuds office is NOT part of DOC, as her office reports directly to Governor Inslee. The ROI form is only for DOC use and does not apply to the OCO. The OCO has an ROI form, which is/will be available on their website. Having someone on the outside advocate for an incarcerated person does not get a faster result; the team has prioritized the requests from the incarcerated. Additionally, the website is more effective, and you will receive a quicker response with an online/submitted request than a phone call.</p> <p>- Tammy Bertrand: Wanted to clarify that families contact the Ombuds because it is faster than the incarcerated doing it. Feels that the process is confusing. Caitlin (OCO): working to improve communication. The OCO is very aware of significant issues at SCCC, has weekly conversations with them, and tracks missed appointments. Her staff discusses daily that there need to be priorities (i.e., do we help people who cannot get their shoes or help people with access to cancer care). There is very little they decline, but it could be one month or six months. Come to the meeting if you still have questions.</p>	
<p>Open Public Forum</p>	<p>- Family Member: Jeff/Loren – will there be training for facility staff (LFCs) on how SFC meetings are run? Loren Taylor: willing to do that. Jeff Uttecht (DOC): Cannot commit. Will need to have a conversation with other staff who are not here today.</p> <p>- Family Member: Have you received any feedback regarding the trauma-informed training visitation staff received? Lisa Flynn (DOC): HQ staff went through the training first, which was very well received. Visiting personnel and additional staff received the training and have responded well / received positive evaluations. Staff are excited about this information and are stepping up, offering to become a trained facilitator to educate others within our agency.</p> <p>- Family Member: Additional comments about the need for more communication.</p> <p>- Felix D’Allesandro: Would like to have in-person SFC Meetings as it has been successful at the local level for WCC.</p> <p>- Family Member: Table-top role-play games have been approved. There is confusion with the mailroom staff as to what is/is not allowed at MCC. The new memo states individual pieces cannot be purchased, but the starter sets can. However, they are rejected at MCC. Would like all facilities to allow the game sets. Jeannie Darneille (DOC): She and Don Holbrook worked on the mentioned memo. Will meet with Don to discuss this, to ensure there is training</p>	

	<p>for the mailroom staff, and to improve the implementation of this new policy. Lisa Flynn: This will also be reviewed by Tracy Schneider and Brandon as it falls under them.</p> <p>-Family Member: Wants to know if the Cable TV channels are determined at the HQ level or each facility. Dianne Doonan (DOC): Lisa's team is working on having one provider. The difficulty is that different providers service different areas. Some facilities do not have TV. Tom Fithian's group was contacted to see if the tablets could provide TV access.</p> <p>-Family Member: How are things going to look come April 4, 2023, when there are no more masking requirements? Will it be the same for all facilities? James Key (DOC): We have returned the response to the institutions and reentry centers. The institutions are doing well. Protocols are at the HQ level, where each institution follows them, and we have weekly meetings between HQ and the institutions. We are dealing with three things: 1-HQ clinical (they are protecting the incarcerated and protecting staff; 2- DOH recommendations; and 3- L&I, following their protocols. Protocols were changed for events. We have had two meetings with the DOH with HQ clinical and staff, and looking at how things will look on April 4, 2023, trying to step down as much as possible. We have to factor in keeping the incarcerated and families safe while looking at the CDC guidelines Vs. the DOH Vs. our protocols. He hopes to have something come out by April 3, 2023.</p> <p>-Family Member: It's a privilege for staff to enjoy their life, families, and work without a mask. The staff are bringing in COVID; Families are not because we are tested going in and going out of visitation. But for the incarcerated, it feels like they are punished for something they do not have control over. Please consider this regarding the upcoming change on the 4th.</p> <p>-Family Member: Where does testing come into play for visitors (before and after visits)? James Key (DOC) Testing is still happening. Do not know if that will change. Family Member: Told if families test positive after a visit, the incarcerated is guaranteed. James Key (DOC): The incarcerated is isolated but not quarantined.</p> <p>-Family Member: As staff are only tested once a week, but there is rigorous masking and testing on the incarcerated and visiting families, will you please consider this for April 4, 2023? James Key (DOC): the mandate from the DOH has to do with masking. Testing and other subjects are in the conversations with the DOH, L&I, etc. Staff testing is related to the status of the institution. All will be looked at. The DOH announcement was all over the board and interpreted differently by different people. We do want to step down the protocols.</p> <p>-Family Member: She thought there was going to be an announcement regarding an email going out to families, to bring a volunteer from each facility to assist with the IIBF meetings regarding the IIBF budget. Jeff Uttecht (DOC): It was the hope that the volunteer from each facility LFC. He is not aware if DOC (HQ) reaches out to each individual visitor/family member as there was concern from families about their personal email being sent out to everyone. We will need to continue to have a conversation to see how we can reach out better.</p>	
<p>Review of Action Items – Ramona Cravens (DOC)</p>	<p>There was no time left in the meeting to review the action items. It will be added to the notes. <i>(Attachment #1)</i></p> <p><i>EFV Standards & Policy revision – Action Item Due Date: May 2023</i></p> <ul style="list-style-type: none"> o <i>Update: EFV policy is scheduled for release for public comment on Friday, March 17, 2023. A new EFV Resource Guide for Families is now available as a DOC publication https://doc.wa.gov/docs/publications/fact-sheets/500-GU020.pdf. Families are encouraged to provide feedback on both the draft revisions and new resource guide using the policy feedback survey associated with DOC 590.100 Extended Family Visiting - https://doc.wa.gov/information/policies/feedback-survey.htm</i> <p><i>Cultural Program Policy – Action Item Due Date: May 2023</i></p>	

	<p>o <i>Update: The workgroup comprised of internal and community members completed the initial draft that was shared with executive leadership within prison facilities. We are now bringing it back for additional revisions, meeting with the DOC EDIR team and our new tribal relations director, as well as the original community member workgroup participants. Following that, we will conduct a survey with the incarcerated population using a new survey tool to gather feedback. These events are not associated with volunteer-led cultural groups, which remain under DOC 530.100 Volunteer Services https://doc.wa.gov/information/policies/showFile.aspx?name=530100. Volunteer-led cultural groups will continue the process of submitting proposals through the CPPC to the facility leadership for authorization at the local level.</i></p> <p><i>IITS progress – Action Item Due Date: May 2023 - Tom Fithain</i></p> <p>o <i>Update: Some delays. Work is still in progress.</i></p> <p>No new Action Items to add to the list.</p>	
<p>Closing – Jeff Uttecht (DOC) and Loren Taylor</p>	<p>Jeff Uttecht (DOC): Thank you for participating today. Loren Taylor: Thank you, and we appreciate the time to share.</p>	

Next meeting location: Microsoft Teams/Virtual Date: May 20, 2023 Time: 10 am – 3 pm

Comments: _____

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



FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Process/Policy	<p>EFV Standards/EFV Policy Revision: <u>5/21/2022 update:</u> Extending due date - a June 30th deadline has been set for facilities to complete Standards; DOC working on statewide process for sign-ups for EFV's; Policy Revision – current status? <u>07/16/2022 update</u> – EFV Policy, waiting for the FC policy to be out for public comment. Then EFV policy revision will be sent out gather feedback, to follow the Policy process. EFV Standards – still working on creating department standards across the state. Extending due date to 11/19/22 to allow for the policy revision process time. Also updated title from <i>EFV Standards/sign-up process/EFV Policy Revision</i>, to <i>EFV Standards/EFV Policy Revision</i> as the sign-up process is included in the EFV policy revision. <u>09/17/2022 update:</u> Currently working on gathering feedback from the SFC. Extending due date to 02/01/2023 to allow for policy revision process. <u>11/19/2022 Update:</u> EFV policy is in the policy office, Target due date is around</p>	Lisa Flynn/Dawn Taylor/Liz Hainline	04/28/2022	May 2023	

	<p>1/1/23. Visitation policy will begin when EFV policy is through the public comment period. Extending due date to May 2023 <u>01/21/2023 update:</u> It is in the Policy Office. Hoping to have out for public comment in the next few weeks. <u>03/18/2023 Update:</u> EFV policy is scheduled for release for public comment on Friday, March 17th. A new <u>EFV Resource Guide for Families</u> is now available as a DOC publications https://doc.wa.gov/docs/publications/fact-sheets/500-GU020.pdf. Families are encouraged to provide feedback on both the draft revisions and new resource guide using the policy feedback survey associated with DOC 590.100 Extended Family Visiting - https://doc.wa.gov/information/policies/feedback-survey.htm</p>				
Policy	<p>DOC Cultural Events policy <u>01/17/2022 update:</u> Extended due date to 06/01/2022 due to delay in start date. <u>05/21/2022 update:</u> Extending due date as the start date was 6/01/22 <u>07/16/2022 update:</u> Work group starting up again. Extending due date, for November 2022 meeting for status update. <u>09/17/2022 update:</u> Nancy Simmons is now the point person for this policy. A virtual meeting will be scheduled with those interested r previously involved in the work group. Hope to</p>	Nancy Simmons/Dawn Taylor	11/20/2021	May 2023	

	<p>have the draft policy submitted to Policy Office in December. Extending due to 02/01/23 to allow for the policy revision process. <u>11/19/2022 Update:</u> National corrections survey process is completed. Next step: the solicitation process for vendor interest. Extending the due date to May 2023, but will still provide updates. <u>01/21/2023 Update:</u> Final committee meeting is on January 24, 2023. <u>03/18/2023 Update:</u> Title of Action Item updated from Culteral Program Policy to DOC Culteral Events Policy. The workgroup comprised of internal and community members completed the initial draft that was shared with executive leadership within prison facilities. We are now bringing it back for additional revisions, meeting with the DOC EDIR team and our new tribal relations director, as well as the original community member workgroup participants. Following that, we will conduct a survey with the incarcerated population using a new survey tool to gather feedback. These events <i>are not associated with volunteer-led cultural groups</i>, which remain under DOC 530.100 Volunteer Services https://doc.wa.gov/information/policies/showFile.aspx?name=530100. Volunteer-led cultural groups will continue the process of submitting proposals through the CPPC to the facility leadership for authorization at the local level.</p>				
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Contract	<p>IITS update – discuss contract and current connectivity issues.</p> <p><u>05/21/2022 update:</u> Deadline extended to 07/16/2022 for an update on the implementation schedule of Securus/tablets/go-live dates/schedule of what facilities are next.</p> <p><u>7/16/2022 update:</u> Implementation has begun. Anticipated completion, 02/23/23. Extending due date until February 2023, but will request status update at November 2022 meeting.</p> <p><u>09/17/2022 update:</u> Services have been implemented at MCCCW, phones & tablets at WCCW. Will be working on next phase for the Men’s prisons.</p> <p><u>11/19/2022 Update:</u> Implementation still in progress. Some delays. Due date extended to May 2023. Updates will continue as progress is made.</p> <p><u>01/21/2023 Update:</u> Update provided during meeting. Still in progress.</p>	Tom Fithian/Keith DeFlicht	03/19/2022	May 2023	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<p>Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed</p>	<p>Owner of Issue</p>	<p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>
<p>Process</p>	<p>TV Cable - can additional Cultural channels be added <u>09/17/2022 Update:</u> A paper survey and family input, which is being utilized. Still looking at different satellite providers and waiting on national survey sent to other states/companies to see if theirs would meet Washingtons needs. Also working on a survey tool to send to the I/I. Extending due date from 9/17/22 to 11/19/22 to allow the Department to work on this. <u>11/19/2022 Update:</u> The department is still working on this. Extending due date to May 2023 <u>01/21/2023 Update:</u> The Department has worked on requirements with the contracts office, including surveying the population on requested channels during this solicitation process. Providing a list of proposed cultural channels is part of the solicitation process. The Department is dedicated to ensuring that the solicitation is inclusive of cultures and diversity in consideration of channel content and availability. The team is working closely with the contracts office for the solicitation to consider all factors of service, including channel lineup, packages, and content. Closing Action Item.</p>	<p>Tracy Schneider /Christopher Stone /Janet Nelson</p>	<p>7/16/2022</p>	<p>May 2023</p>	<p>01/21/2023</p>

Policy	<p>Hobby Craft Purchasing– Request for families to be able to purchase from Hobby Craft</p> <p><u>09/17/2022 Update:</u> Extending the due date from 9/17/22 to 11/19/22 to allow the Department to work on this.</p> <p><u>11/19/2022 Update:</u> Still being worked on by the Department Extending due date to May 2023</p> <p><u>01/21/2023 Update:</u> Union Supply will be the only vendor families can purchase hobby craft items from. However, we are reviewing six new hobby items to be added to the catalog. Action Item closed.</p>	Tracy Schneider /Christopher Stone /Janet Nelson	7/16/2022	May 2023	01/21/2023
Policy	<p>Allowing PDFs from books into facilities when the publisher has allowed the printing. (i.e., Dungeons & Dragon game)</p> <p><u>11/19/2022 Update:</u> Will have more information at the January SFC meeting, Extending due date to January 2023 SFC meeting.</p> <p><u>1/21/2023 Update:</u> At this time, all publications must be sent directly from a legitimate publisher and/or be an approved vendor per DOC 450.100.</p>	Brandon Marshall/Tracy Schneider	09/17/2022	01/21/2023	01/21/2023

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