



FAMILY COUNCIL MEETING MINUTES

Location: Virtual - MS Teams Date: 07/15/2023 Time: 10am-3pm

Teleconference details: MS Teams - Meeting ID: 214 453 492 599

MEETING ATTENDEES

<u>Jeffrey A. Uttecht, Deputy Assistant Secretary</u>	<u>Loren Taylor</u>	<u>Sarah Leon</u>
Department/facility co-chair	Family co-chair	Vice-chair(SFC only)

<u>Ramona Cravens, Executive Assistant to J. Uttecht</u>	<u>Vacant</u>
Department/council secretary	Family secretary, if applicable

Members present: Ellen Hargrove LFC Co-Chair for VACANT – AHCC Representative, Josephine Johnson for absent Danielle White – MCC Representative, Jennifer Schaibly – OCC Representative, Daphne Nolte – SCCC Representative, Felix D’Allesandro – WCC Representative, and Greg Mansfield LFC Co chair for VACANT – WCCW Representative

Non-council member attendees: Melissa Andrewjeski (DOC), Jason Bennett (DOC), Erika Brown (DOC), John Campbell (DOC), Ronna Cole (DOC), Jeannie Darnelle (DOC), Jamie Dolan (DOC), Dianne Doonan (DOC), Todd Dowler (DOC), Scott Edwards (DOC), Tom Fithian (DOC), Lisa Flynn (DOC), Eric Jackson (DOC), Jay Jackson (DOC), Kristen Morgan (DOC), Sean Murphy (DOC), Joel Kwokike (DOC), Paige Perkinson (DOC), Megan Pirie (DOC), Larry Reeves (DOC), Caitlin Robertson (OCO), Nancy Simmons (DOC), Carrie Stanley (DOC), Sarah Sytsma (DOC), Dawn Taylor (DOC), Heather Williams (DOC), Jeremy Wright (DOC).

AGENDA

Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Agenda Review <ul style="list-style-type: none"> • Jeff Uttecht (DOC), DOC Co-Chair • Loren Taylor, Family Co-Chair 	Welcome to DOC staff, the OCO, the Family Councils, and everyone who joined today. Agenda reviewed .	
Deputy Secretary Time <ul style="list-style-type: none"> • Sean Murphy, Deputy Assistant Secretary 	Provided agency updates on some of the programs and current events happening: <ul style="list-style-type: none"> • Restrictive Housing Reform implementation. Contractors are assisting the DOC with improving the conditions in the restrictive housing units and towards a 90% reduction in solitary confinement goal. • Omni Sentencing Calculation Module update – Ensure we have correct release dates for changes in our OMNI system. • GIPA (Gender Informed Practices Assessment) Implementation • Separation of Women’s classification vs. Men’s classification (a process DOC has had since the early ‘80s. • Risk needs responsivity separation. • Electronic Health Record implementation. The Legislature determined that we will be focused on an enterprise solution, not a single entity solution. This will be an effort across all state governments. • Patient-centered medical home. Progress is under way. • The Community Corrections Division is working on iCoach, a coaching mentoring model of supervision as opposed to an observant report level of supervision. • The AMEND Principles – currently in practice at Stafford Creek Corrections Center (SCCC), Mission Creek Correction Center for Women (MCCCW), and now looing to implement at the Washington State Penitentiary (WSP). • Reentry 2030 – We are engaged and standing up efforts around the program. 	

	<ul style="list-style-type: none"> • The Education Department is implementing Pell Grants that are now available for the incarcerated. • Five suicide attempts recently took place at two facilities, resulting in four deaths. Three investigative tools are used when something like this happens: 1) a Critical Incident Review, 2) an Unexpected Fatality Review, and 3) a Mortality Review. The first two are DOC-initiated, and the third is a process in every medical system in the United States – each with a specific timeframe to follow. <ul style="list-style-type: none"> ◦ Due to the high level of attempts and successful completions of suicide, there will also be a Secretaries Special Inquiry into the events. <p>We cannot comment on any of the events until the investigations are completed.</p> <ul style="list-style-type: none"> • The closure of Larch Corrections Center (LCC). <ul style="list-style-type: none"> ◦ Our goal is to continue to provide the Department of Natural Resources services for firefighting and wildland fires. • Introduction of the new Director of Person-Centered Services, Megan Pirie. 	
<p>Classification & Programming</p> <ul style="list-style-type: none"> • John Campbell, Senior Director of Case Management • Jeremy Wright, Classification Counselor 2m <i>Stafford Creek Corrections Center (SCCC)</i> • Lisa Flynn, Director of Correctional Services • Dawn Taylor, Family & FVolunteer Services Manager 	<p>The following questions received from Loren Taylor, SFC Family Co-chair, were addressed:</p> <p><u>Classification</u> <u>Questions asked by SFC Family Co-Chair prior to the SFC meeting:</u></p> <ul style="list-style-type: none"> • Please explain the classification process when an individual arrives at receiving. • We have all heard about the Washington One but there are many instances where information that has been put into the Washington One is not accurate. It is often taken from the probable cause statement of the arresting agency and is very speculative. How does this paint an accurate picture of the individual and could it influence the risk level assigned? • Please explain how points determining custody levels are applied. • If an individual loses points due to an infraction how and when are these points returned and what if the infraction is overturned on appeal. What is done to ensure that the individual is returned to the appropriate custody level? • What is continual case management, and why are individuals not receiving this? • What is the practice for an annual review, and what participation is the individual supposed to have in this review? <p><u>Programming</u></p> <ul style="list-style-type: none"> • What programs are available at each facility? • If an individual needs specific programs (chemical dependency, anger management, domestic violence), what is done to ensure they receive these programs? • Why are volunteers providing programming and if there are no volunteers is there no programs? NA and AA are critical tools for most incarcerated yet they are very inconsistent and often not occurring. <p><u>Classification Questions Response:</u> John Campbell (DOC): <i>Several assessments are completed in the first 24 to 48 hours. The single cell housing, PREA risk assessment, and then they start scheduling for physicals and orientation once the criminal history is completed by the Criminal Conviction Record (CCR) unit. Then the classification process begins. Every system in the United States works on an objective point system, based first on their current crime and the seriousness of the current crime- if multiple crimes are serious, some models score in both categories. There are also scores for felony detainees, age, and escape history. In the end, the computer scores them. Currently, The Reception Center stays around 60-day timeframe. During COVID-19, it was a complete standstill, but we are returning to the 60-day timeframe. The existing Classification model is 38 years old and is in the process of being replaced.</i> Security Levels information is found here: Classification Washington State Department of Corrections <i>We try to place the incarcerated where they want to go. However, a majority come from the West side of the state. If someone wants to transfer to another facility, it needs to be done at their 6- or 12-month review.</i> <i>Overrides can be done, but we try to stay away from that. The national standard is around 12% overrides. We are currently at about 18%.</i> Jeremy Wright (DOC): <i>We utilize the Continuous Case Management policy, DOC 300.000, where we are in constant contact with the people on our caseload. We meet with the incarcerated and talk about their goals and objectives. At every review,</i></p>	

	<p><i>we review the Washington One assessment and update anything that needs an update (there are around 40 questions that can be updated. We target risks and needs and prioritize them, to develop a collaborative goal and measurable objectives.</i></p> <p>Loren Taylor (SFC Family Co-Chair) asked how many people in Close Custody are over-ridden because of an infraction or a series of infractions. John Campbell did not have that information with him today. <i>Updated: This information is not available.</i></p> <p><u>Programming Questions Response:</u> Lisa Flynn (DOC): <i>Programming fluctuates between the facilities. We do not have a specific program related to domestic violence, but we do have Cognitive Behavior Interventions (CBI) and other programs which vary between the facilities. Programs are based on the demand, the ability to find an instructor, space availability, staffing, etc.</i> <i>If programming is part of their case plan and the program is unavailable at their current facility, we may transfer the individual to a facility where the program is available. Regarding our volunteer program, we are working towards a new model where we would be able to track their attendance, which would be recorded and show up on the case management plan when the incarcerated comes up for review.</i> <i>Through COVID, we lost many volunteers. We are now collaborating with Volunteers of America, Western Washington, to develop a contract where they will help us find new volunteers.</i></p> <p>Loren Taylor (SFC Family Co-Chair): If there is no volunteer available to run a program such as Narcotics Annonomys (NA), who will run it? Lisa Flynn (DOC): We still have the programs for Peer to Peer instruction; However, a supervisor is required to be in the room. It's a matter of getting the volunteers, which we hope will be helped by Volunteers of America. At this time, we have NA/AA at the facilities but need to expand volunteers to improve participation.</p>	
<p>Review of Action Items</p> <ul style="list-style-type: none"> Ramona Cravens, DOC Co-Secretary, Executive Secretary to Jeff Uttecht 	<p><i>(See Attachment #1)</i> EFV Standards & Policy Revision – Ramona Cravens (DOC) for Lisa Flynn (DOC): The policy is currently with three Legislative Committees. They have 60 days to review and provide feedback. Changes may be made. Then will go to Secretary Cheryl Strange for review and signature. Due date extened for the next SFC meeting.</p> <p>IITS/Securus Progress – Tom Fithian (DOC): The mandatory quarterly meeting is scheduled for July 28, 2023—Loren Taylor to represent family stakeholders. Two facilities do not have service, but we are in the process of getting access. The facilities are MCC IMU (inadvertently left off of the original contract) and WCC Reception.</p> <p>Loren Taylor, SFC Family Co-Chair, stated that if family members have questions they would like answered at the Securus Quarterly meeting, to send them to her.</p> <p>Greg Mansfield (LFC Co-chair for WCCW Rep): The tablet phone application has been almost inaccessible. Have been told the wireless access points are too high. Securus comes to the facility and says they are aware of the problem. Are DOC and Securus aware of this? Tom Fithian (DOC): Can bring this to the Securus Quarterly meeting.</p> <p>Daphne Nolte (SCCC Representative): Who is the go-to person at DOC for Securus concerns? Tom Fithian (DOC): Keith Deflitch.</p> <p>Daphne Nolte (SCCC Representative): How are things going with Securus? Tom Fithian (DOC): Services have been deployed, and they do work (per the data of active calls, message exchanges, etc). Working on more dedicated staff from Securus for our state – they currently work with 39 states, and we share our account manager with Texas. There are 12,000 electronic devices deployed to Washington DOC. The service works, just not 100% of the time; the contract requires 90%+ of the time.</p> <p>Daphne Nolte (SCCC Representative): Can the Securus Contract be uploaded to the tablets? Tom Fithain (DOC): We can ask. There are size limitations, and the contract is 369 pages long.</p>	

	<p>Family Member: Is there a timeline for the replacement of tablets? There are issues with the headphone jacks. Tom Fithian (DOC): We are aware of the problems with the headphones jack issue. Securus has switched vendors. There are 50 tablets on their way to SCCC.</p> <p>Family member: The passwords for free video visits do not make it to the incarcerated in enough time to use them by the end of the month, and some of the passwords do not work. Tom Fithian (DOC): Will bring that concern to the meeting.</p>	
<p>Commissary Money Received from Family or Outside Sources</p> <ul style="list-style-type: none"> • Dianne Doonan, Business Strategy and Results Manager 	<p>Regarding: Washington State Legislature - Senate Bill 5131. The presentation attached to the meeting minutes (<i>See Attachment #2</i>)</p> <p>Sarah Leon (SFC Vice Chair): Has there been any preparation for increasing orders? Jamie Dolan (DOC): We are doing our best to anticipate the increase.</p> <p>Felix D'Allesandro (WCC Representative): Can anyone deposit money into a commissary account? Dianne Doonan (DOC): Anyone authorized to send money to an incarcerated person can.</p> <p>Jennifer Schaibly (OCC Representative): Concerns regarding OCC's moldy and expired commissary items. Jamie Dolan (DOC): Has not heard anything like that. CI delivers to OCC every week. If there are issues, there is a defined process the incarcerated person must follow to receive a refund.</p> <p>Loren Taylor (SFC Family Co-Chair): Requested to have an adjustment to the Western Union form. Dianne Doonan (DOC): Dianne asked Loren to e-mail her directly with the requested changes. DOC is working to have the ability to fund the commissary accounts through Securus through Jpay.</p>	
<p>Compensation Increase for Incarcerated Individuals</p> <ul style="list-style-type: none"> • Jamie Dolan, Director of Correctional Industries • Dianne Doonan, Business Strategy and Results Manager 	<p><u>Jamie Dolan (DOC):</u> The increase is between the Correctional Industries and Class Three compensation increases. Reviewed the four classes: Class 1 – we do not have Class 2 – Correctional Industries (i.e., textiles, commissary program, optical, License plate, furniture factories & furniture installation, special offsite crews that support McNeil Island) Class 3 – Institutional Support (i.e., groundskeeping, building maintenance) Class 4 – Community work industries (offsite crews doing community cleanup work)</p> <p>Jamie Dolan provided some clarification on the recent Class II and Class III Compensation memo (dated July 10, 2023 – <i>Attachment #3</i>).</p> <p>Dianne Doonan (DOC): The pay for Class III has increased to \$1.00 an hour, to be paid at 40 hours a week. There is no \$100.00 monthly cap.</p> <p>Felix D'Allesandro (WCC Representative): Is WCC laying off porters due to the wage increase? Dianne Doonan (DOC): Not to our knowledge. Eric Jackson (DOC): As we transition out of COVID, we are reducing the increases previously made to assist with keeping everything clean. We are not laying anyone off from pre-COVID jobs. Jeannie Darneille (DOC): The assignments are currently under review. There will be very strict accountability to on hours worked to ensure people do not work over 40 hours a week.</p> <p>Sarah Leon (SFC Vice Chair): Is it that they cannot be paid more than 40 hours a week or that they cannot work more than 40 hours a week? Dianne Doonan (DOC): They cannot be paid more than 40 hours weekly.</p> <p>Sarah Leon (SFC Vice Chair): Is there overtime for those that work over 40 hours a week? Jamie Dolan (DOC): Class II are paid overtime.</p> <p>Family Member: If an incarcerated is scheduled nine hours a day, six days a week, can they stop working once they meet the 40-hour limit? Jeff Uttecht (DOC): We would not ask an incarcerated person to work more hours than compensated. Historically, if we do ask, there are memos that authorize the additional expense. There is going to be a period of adjustment.</p> <p>Felix D'Allesandro (WCC Representative): How are hours tracked? Dianne Doonan (DOC): Class III has always had an hourly reporting system.</p>	

	<p>Felix D'Allesandro (WCC Representative): When does this change take place? Dianne Doonan (DOC): It will start this month for hours worked, the month of July.</p> <p>Family Member: Asked if someone works over 40 hours a week, can those extra hours be taken off of their sentence? Dianne Doonan (DOC): That is not in the DOCs ability to do.</p> <p>Family Member: Are funds being taken out for taxes for those on the Department of Natural Resources (DNR) crews? Dianne Doonan (DOC): This question should be asked of DNR as they are the people who pay them.</p> <p>Daphne Nolte (SCCC Representative): What are the pay rates for Class II? And how long does it take to get to the higher rates? Jamie Dolan (DOC): Probationary wages are \$0.80 an hour, then it goes up to \$1.85 an hour. Probation can be 30-59 days; then they move up according to performance-based evaluations. The pay scale is in DOC Policy 710.400. The pay scale for Class III is in DOC Policy 700.100.</p>	
<p>Community Compensation Program</p> <ul style="list-style-type: none"> • Ramona Cravens, DOC Co-Secretary/Executive Secretary • Jeannie Darnielle, Assistant Secretary, Women's Division • Paige Perkinson, Engagement & Outreach 	<p>Anita Kendall (DOC) was unavailable. Jeannie Darnielle (DOC): reported that the Women's Division has already started utilizing the program.</p> <p>Ramona Cravens (DOC): provided a brief review of some of the program as it relates to the Family Councils. Will will include the training slideshow in the meeting minutes (see Attachment #4)</p> <p>Paige Perkinson (DOC): There will be a public-facing website that will assist with this program.</p>	
<p>Facility Updates & Subcommittee Information</p> <ul style="list-style-type: none"> • Loren Taylor, Family Co-Secretary 	<p>Josephine Johnson (MCC LFC Co-Chair for VACANT Representative): Has concerns about the video relay machines, commissary prices, and that several units did not have wifi for several days. Loren Taylor (SFC Family Co-chair) asked that Josephine submit the Securus concerns to her.</p> <p>Ellen Hargrove (AHCC LFC Co-Chair for VACANT Representative): Concerns regarding the commissary prices, and states the incarcerated are concerned that when the move of the CRCC Sage East incarcerated are moved to AHCC, they will be moved to a different facility. Mattresses have been received. Concerns that families can only talk to the Health Services Manager regarding their loved one's medical issues Monday through Friday. Ronna Cole (DOC): the Health Services Managers (HSM) work Monday through Friday. However, clinical staff are onsite 24/7. Will reach out to the facility to see what is happening. <i>Update: When calls come in during the weekend, the Shift Lieutenant notifies the Health Services Unit; these calls are returned the following business day. Additionally, at any time, in line with DOC 610.600 Infirmary/Special Needs Unit Care, seriously ill notifications are made if a patient has a serious, life-threatening illness or injury.</i></p> <p>Greg Mansfield (WCCW LFC Co-Chair for VACANT Representative): The issue of women leaving for medical procedures and losing their rooms has been resolved. Video visits have less visit times than the men's facilities (women have been offered more visits, but will have to miss a meal). Concerned that a woman recently had a bathroom accident and received a major infraction for it. Jeannie Darnielle (DOC): Will look into the issue of the woman who had the bathroom accident. For video chatting – there are extensive staffing challenges; only one person reported that they wanted to have a meal brought to them.</p> <p>Jennifer Schaibly (OCC Representative): No access to a law library at a camp. Loren Taylor (SFC Family Co-Chair): there are cases where someone does have the need. She provided specific examples. Also stated that an incarcerated had a dental issue, the Correctional Officers would not do anything about it.</p> <p>Lisa Flynn (DOC): None of the camp facilities have a law library, as most incarcerated are close to reentry and do not require it. The tablets have LexisNexis. If someone requires the use of a law library, they can be transferred to another facility where there is one. Ronna Cole (DOC): There is no dental station at OCC, but we do partner with CBCC for the OCC people who have for dental needs. The incarcerated person should submit a detailed kite to their provider so the needs can</p>	<p>Law Library at Camps – added to Action Item list. Due date November 2023</p>

be met. Sean Murphy (DOC): If there are people that have repeated dental issues at stand-alone facilities, they may need to move to a larger facility.

Daphne Nolte (SCCC Representative) Is suicide training available to all incarcerated persons? Sean Murphy (DOC): We do not, but we will take the suggestion forward.

Daphne had additional questions regarding:

- How the tear rep meetings could be posted onto the LFC page. Jason Bennett (DOC) to look into.
- The incarcerated would like more choices for Union Supply.
- The shoes currently supplied by DOC are of poor quality.
- Concerns for the \$85.00 limit on vending machine cards during visitation.
- Requested a Redemption Program volunteers update. Lisa Flynn (DOC): We are starting with religious first and have asked for general volunteers.
- SCCC does not have paper towels for the incarcerated. Rather, there are hand dryers for them to use. Jason Bennett (DOC): Paper towels are a huge expense. The incarcerated have been supplied with (cloth) hand towels.
- Would like a rotating menu for SCCC. Jason Bennett (DOC): We follow the statewide menu. Can speak with the food manager. *Update: this appears to be a local issue to Stafford Creek and has been referred back to the Local Family Council.*

Sean Murphy (DOC): Questions brought to the SFC meeting should be systematic issues across each facility. Local concerns should be addressed with the Local Family Councils

Felix D'Allesandro (WCC Representative):

- WCC has a very small council
- Received new recreation equipment, but not enough officers are available to "open the cage."
- Stocking the vending machine is still an issue, as the vendor does not come out on a Saturday.
- Recently had an outdoor visitation, which was nice
- Hoping the Community Compensation program will encourage participation in the Family Councils.

Loren Taylor (SFC Co-Chair): Asked for additional information on outdoor heat mitigation that was done at WCC. Sgt. Reeves (DOC) from WCC stated he can provide the training provided at WCC to Felix. Loren Taylor (SFC Co-Chair): asked if the training could be sent to all of the facilities.

Sean Murphy (DOC): There are differences between the East and West sides of the state. Jeff Uttecht (DOC): Heat mitigation is different throughout the state. Each facility has different strategies and rules. Eric Jackson (DOC): All staff undergo yearly heat exhaustion training. Heat Mitigation strategies are available on each facility's web page.

Greg Mansfield (WCCW LFC Co-Chair for Vacant Representative): Stated that the video visits issue was a facility-wide issue (not a unit issue), and that many women were upset when the decision was made not to deliver meals if someone chose to have a video visit. Sean Murphy (DOC): We will look into the concern of video visits.

Update: The Resolution unit processed three complaints over the last three months.

Meal delivery to the units is done during crisis times when we are not running mainline in the dining halls, as we do not have the staffing to both run mainline and deliver meals to all units to accommodate a person's desire to video visit during mainline. Those staff are assigned to keep mainline safe by managing movement and standing in the dining hall. Families have a wide range of times that they can schedule video visits seven days a week.

As the main kitchen is currently in the midst of a capital repair project, when it is operational, the facility could consider grab-and-go for individuals who wish to schedule their calls during meal times.

Please address this at the local level if there are further concerns.

Sean Murphy (DOC): Discussed staffing issues, which is an issue for the entire nation. We know it causes challenges in shutting down programs. Todd Dowler (DOC) is looking into the issue (number of vacancies, staffing model, positions required, medical needs, etc.).

	Melissa Andrewjeski, Superintendent at CRCC, and Jason Bennett, Superintendent at SCCC: provided information on their facilities' activities.	
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Roundtable open discussion

Topic	Discussion/Key Points	Next Steps
Sarah Leon, Family Vice Chair	What is the training provided with someone becomes a Classification Counselor? Jeremy Wright (DOC): There are Classification Counselor (CC) 2's & 3's. When hired as a CC 2, they are under the supervision of a CC 3 for a long time, CCs attend a week-long Case Management Academy, and monthly classification meetings where topics. A lot of training is peer led.	
Family Member	<ol style="list-style-type: none"> 1. Requested that Megan Piere to speak with the Teir Reps at CBCC. 2. The CBCC incarcerated are asking for a definition of "excessive violence and sexual content for movies and books." Lisa Flynn (DOC): We are not authorized to show R-rated movies, per policy. It could be that the facility is not aware they can utilize a company that we have a license with to edit out specific parts of movies. <i>Update: DOC Policy 540.200 Videos Allowed in Confinement - restricts any R-rated movies from being shown. Only PG-13 ratings or lower are authorized. Movies with no rating must be screened in advance to determine if it includes content unsuitable for correctional settings or conflicts with other DOC policies. Re: books, DOC Policy 450.100 Mail for Incarcerated Individuals, Attachment 1, Number 17 states, "Contains sexually explicit material per WAC 137-48-020, including altered images strategically placed graphics/items, or air-brushing. Publications, letters, or eMessages that contain significant or repeated instances of content defined per WAC 137-48-020(13)(a)-(b) may be rejected." This is a local concern and is referred back to the LFC at CBCC.</i> 3. \$20,000 was received through the IIBF for recreational equipment and "wellness". Did the SFC have anything to do with the allotment to the different facilities, or was that strictly an IIBF issue? Lisa Flynn (DOC): we run surveys with the incarcerated at each facility to see what they would like; those surveys were previously done by sending a staff member out to speak with the incarcerated. However, we have been provided the ability to conduct surveys via the KIOSKs, which we should be doing in the next few months. This family member will e-mail additional questions to Lisa Flynn at liflynn@doc1.wa.gov. 	
Family Member	Question about recent suicides and incarcerated individuals' access to mental health care. Are you going to increase access to mental health? Ronna Cole, Deputy Director - Health Care Administration (DOC): Each individual in the treatment units (BAR Units at WSP and SOU at MCC) has a primary therapist assigned to them. There are regular and routine visits. The incarcerated can request access to care through kites, and if they are in crisis, declare a medical emergency. Post-COVID, we see a higher percentage of people wanting to be employed again to fill our positions. Encounters that track our access to care and how we see patients reflect increased mental health care. So we continue to provide services.	
Family Member	<ol style="list-style-type: none"> 1. Would like to know the time frame of the Women's Risk Needs Assessment (WRNA) tool (for classification). Jeannie Darnneille (DOC): The WRNA is a needs risk assessment, not a classification tool. Kick-off is to be in late August, or early September. Proceeding with training for staff counselors at WCCW and MCCCW, but may not be able to proceed until after the law is affirmed. 2. Through a Public Disclosure request, they noted that some information in OMNI and WaOne, is not accurate(re: probable cause) How can this be fixed? Loren Taylor also asked why Probable Cause is used to generate a Risk assessment. John Campbell (DOC): It is the only professional version that we have to use. 	
Family Member	Stated that a counselor told him a few years ago that there were not really a counselor and only took the job for the money. The family member said that he believed that staff used to be able to go to school for counselor training. Lisa Flynn (DOC): the DOC has a program where staff can continue their education. Jeff Uttecht (DOC) There is no certification for traditional classification counselors in prisons. Staff usually seek behavioral science degrees. Part of the requirement is having at least 60 credit hours towards a degree. We always encourage people to go back and finish their degrees.	
Jennifer Schaibly (OCC Representative)	The incarcerated at OCC state that there is no programming available. The only one available is Peninsula Community College, which is constantly canceled. She states that her husband submitted a proposal to provide fitness training to the incarcerated	

	<p>but is now being told it won't happen. Lisa Flynn (DOC): The facility Leadership should be contacted to respond to this concern.</p> <p>How many programs are required to be at each facility? Lisa Flynn (DOC): It is not a requirement. There are education requirements for basic skills, but there may be issues with the instructor pools available for the community college. These questions should be taken to the facility to address.</p>	
Daphne Nolte (SCCC Representative)	Can individuals vote on cable packages? Lisa Flynn (DOC): we are currently working with two companies to assess what they can provide across the state. You will need to work with the local facility for now, as each facility has its own cable provider.	
Family Member	<p>What is happening with the Washington Corrections Center Evergreen R6 restructure for long- and short-term incarceration? Eric Jackson (DOC): They are doing some work but work around R6, unsure what will be long-term versus short-term.</p> <p>Whom should I contact regarding these questions? Eric Jackson (DOC) Superintendent Dean Mason.</p>	
Family Member	Asked Jason Bennett (DOC) how much COVID is at SCCC. Concern that there are no paper towels at the facility. Jason Bennett (DOC): Will review the paper towel concern (short term). There are active cases of COVID at the facility.	
Family Member	Question about the Heat Mitigation issue. Wanted to know if there is air conditioning installation being planned for all of the facilities as she says it is not in the 10-year plan for DOC. Wants an e-mail sent to all community members and the population as to when DOC will install air conditioning into all facilities. Scott Edwards & Todd Dowler (DOC): This is a Capital issue. We can look into this further.	Possible Agenda Topic for next month: Capital planning
Loren Taylor (SFC Family Co-Chair)	Asked Caitlin Robertson (OCO) for some feedback regarding the OCO's recent meeting. Caitlin Robertson reviewed their most recent activities. She also provided her e-mail: caitlin@gov.wa.gov	
Family Member	When you do your Health and Wellness fair at SCCC, will you address the food groups? (DOC) Yes, there will be some educational information.	
Family Member	<p>SB 5101 – When will the policy come out? <i>UPDATE: This is currently with the policy owner for updating. At any time, for any policy, Stakeholder input/feed can be provided here: DOC Policy Feedback Survey (surveymonkey.com)</i></p> <p>Would like to see in-person meetings come back. <i>UPDATE: The DOC intends to hold SFC meetings virtually at this time. It allows a much broader audience (external and internal).</i></p> <p>Had a concerns about the OCO.</p>	
Family Member	Feels the incarcerated should also be included in the Statewide Family Council meetings. Jeff Uttecht (DOC): This meeting is designed to provide information to families and loved ones of the incarcerated. There is no plan to include them.	
Sarah Leon (SFC Vice Chair)	<p>Has there been an update to the volunteer policy that only 20 people can be in the room? Dawn Taylor (DOC): It is not in policy. It is a logistic issue (location, space, custody level, security concerns).</p> <p>The SCCC phone barriers were removed when the COVID restrictions were removed. She wants this to be re-evaluated because she can now hear a toilet flush during her calls. Jason Bennett (DOC): We did receive the HQ direction due to the release of COVID restrictions. However, recently, we have been looking at reinstalling the barriers for privacy reasons.</p>	
Family Member	<p>Regarding the recent suicides, when will DOC change the treatment of the incarcerated in a mental health crisis? She referred to a recent court ruling, the 2018 DRW settlement, and the UFR report from MCC.</p> <p>Ronna Cole (DOC): The 2018 report from DRW resulted in a legislative change to bring additional support and staffing levels to the WSP BAR Units. Critical Incident Reviews (CIR's) are in process for each incident. All of the reports will be shared once everything once the investigations are complete and final.</p>	
Family Member	Why is there a priority list for programming for those incarcerated who have seven years or less left in their sentence? Jeff Uttecht (DOC): We try to provide programming to those with six years remaining. This is an operational challenge as we cannot offer everyone programming simultaneously.	
Family Member	Has concerns that some incarcerated are released straight from solitary confinement without programming. Jeff Uttecht (DOC): We offer programming to those in Max	

	<p>Custody or long-term segregated housing, but it differs. It depends on the programs available. It is taking time to get us back to where we used to be.</p> <p>With Larch Corrections Center (LCC) closing, how is there a staff shortage? Todd Dowler (DOC): There are only 42 correctional officers at LCC – a small portion of our custody staff, and some of LCC staff may not transfer to other facilities.</p> <p>Would like to have members from the Graduated Reentry and Work Release on the Statewide Family Council. She assumed that Jeff would respond. Jeff Uttecht (DOC): Stated that it was not up to him, but he would take the request forward. This meeting has always been intended for families, friends, and loved ones of the incarcerated within the Prisons Division.</p>	
Family Member	<p>Was there a formal survey that was sent out to the population of LCC asking if they would prefer to be moved? Sean Murphy (DOC): There was not an official survey. It was conversations with them.</p> <p>Concern that there will not be enough resources remaining to assist the 70-90 incarcerated who work on the DNR work crews when LCC closes. Sean Murphy (DOC): We will reduce the population while maintaining safe staffing levels by October 2. It is not intended for DNR crews to pick up additional work to keep the place running.</p>	
Sarah Leon (SFC Vice Chair)	<p>Would you support implementing the privacy phone barriers for SCCC? Sean Murphy (DOC): They would be supported if the barriers were there pre-COVID.</p>	
Family Member	<p>Would like in-person meetings. Sean Muphy (DOC): We try to provide access to as many people as possible. We have not come to a conclusion on the decision. <i>UPDATE: The DOC intends to hold SFC meetings virtually at this time. It allows us to have a much broader audience (external and internal).</i></p>	

Next meeting location: Virtual – MS Teams Date: 09/16/2023 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
	<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>
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>	<p>Lisa Flynn/Dawn Taylor/Liz Hainline</p>	<p>04/28/2022</p>	<p>May 2023 07/15/2023 09/16/2023</p>	

	<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 <u>Update 05/20/23:</u> Policy is prepped for legislative committee review. They have 60 days to review & provide feedback. Then will go to Secretary Strange for review & signature. Moving due date to the next SFC meeting, July 15, 2023. <u>Update 07/15/2023:</u> The policy is currently with three Legislative Committees. They have 60 days to review and provide feedback. Changes may be made. Then will go to Secretary Cheryl Strange for review and signature. Due date extended for the next SFC meeting.</p>				
Contract	<p>IITS update – discuss contract and current connectivity issues. <u>05/21/2022 update:</u> Deadline</p>	Tom Fithian/Keith DeFlitch	03/19/2022	<p>May 2023 07/15/2023 09/16/2023</p>	

	<p>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> <p><u>05/20/2023 Update:</u> Two facilities still need services. One of them (MCC-IMU) was not in the original plan; working with Securus. Tablets are still an issue. First quarterly report to be around June 2023. Moving due date for next SFC meeting.</p> <p><u>Update 07/15/2023:</u> The mandatory quarterly meeting is scheduled for 07/28/2023. Two facilities do not have service, but we are in the process of getting access. Working on getting them completed. Due date extended for next SFC meeting.</p>				
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Process	<p>Law Library at Camp facilities <u>07/15/2023</u>: New action item to research a possible expansion of law library services to minimums, where needed (no existing process for collocated camps). This would enable individuals to perform the necessary research and e-filing that has not been available in the past.</p>	Lisa Flynn/Tracy Schneider	07/15/2023	11/18/2023	

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>	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
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	05/20/23

	<p>have the draft policy submitted to Policy Office in December. Extending due to 02/01/23 to allow for the policy revision process.</p> <p><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.</p> <p><u>01/21/2023 Update:</u> Final committee meeting is on January 24, 2023.</p> <p><u>03/18/2023 Update:</u> Title of Action Item updated from Cultural Program Policy to DOC Cultural 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</p> <p>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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	<p>05/20/23 Update: The Department has put this policy on hold. Closing action Item.</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 veder per DOC 450.100.</p>	Brandon Marshall/Tracy Schneider	09/17/2022	01/21/2023	01/21/2023

Distribution: **ORIGINAL** – Family Council Co-Chairs

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SB 5131 “The Commissary Bill”

STATEWIDE FAMILY COUNCIL PRESENTATION – JULY 15, 2023



SB 5131 – “The Commissary Bill”

- **Official title:** “Concerning money received by the department of corrections on behalf of inmates from family or other outside sources for the purchase of commissary items”
- **What does this bill do?** Provides for an exemption from mandatory deductions in RCW 72.09.480, which include:
 - 5 percent to the crime victims' compensation account;
 - 10 percent to a Department of Corrections (DOC) personal inmate savings account;
 - 20 percent for payment of legal financial obligations for all inmates who have legal financial obligations owing in any Washington State superior court;
 - 20 percent for any child support owed under a support order;
 - 20 percent to DOC to contribute to the cost of incarceration; and
 - 20 percent for payment of any civil judgment for assault for all inmates who are subject to a civil judgment for assault in any Washington State court or federal court

Bill Highlights

- Partnership between Business Services, Correctional Industries, and the Executive Policy Office to implement this legislation
- Effective date is July 23, 2023
- The Trust Accounting System (TAS) is being reprogrammed to add a "commissary subaccount" and automate accounting tasks
- Amounts received may not exceed the monthly allowance for commissary purchases "as allowed by the Department"
 - For administrative efficiency DOC has set the monthly limit uniformly at \$500 per month (first \$500 received)
 - Monthly limit can be adjusted to accommodate changes in authorized store purchase amounts in the future

Bill Highlights, con't

- “Family or other outside sources” can send funds
- Funds designated for the commissary subaccount can only be used to purchase items on the facility commissary list
- Funds in the commissary subaccount may not be transferred to any other fund, account, or purpose
- Money remaining in the commissary subaccount at the time of release is subject to mandatory deductions
 - This is consistent with how the medical, educational, and postage subaccount balances are treated currently

How can I learn more?

- A Question-and-Answer document has been posted to DOC's public website. You can find a link to the document at: [Deposits into Commissary Accounts Q&A \(wa.gov\)](#)



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1100

July 10, 2023

REVISED

TO: Department employees/contract staff
Incarcerated workers

FROM: Sean Murphy, Deputy Secretary on behalf of Cheryl Strange
Department of Corrections

SUBJECT: Class II and Class III Compensation

The purpose of this revised memo is to hopefully put some clarification around the Class II and Class III Compensation rates. ***Incarcerated Individuals will be compensated for hours worked up to 40 hours per week. This compensation is based on actual hours worked, not the work schedule. There will be no compensation for hours worked over 40 in a work week. A statement will be added to DOC 700.100 to indicate that the Incarcerated Individual gratuity rate will be \$1 per hour***

In the Department’s ongoing effort to support incarcerated individuals in their reentry efforts, the following changes will be effective July 1, 2023, and will be incorporated when the associated policies are updated during their regular review as follows. All deductions will remain the same per DOC 200.000 Trust Accounts for Incarcerated Individuals.

DOC 700.100 Class III Work Programs

IV. Compensation

- A. Workers will only be compensated for hours worked. Compensation must be supported within facility budgeted funds ~~and will not exceed \$100 per month~~ and will not exceed \$40 per week.

DOC 710.400 Correctional Industries Work Programs

V. Compensation

- B. The hourly compensation rates for Range 1 are as follows:
 - 1. The hourly compensation rates for Range 1 are as follows:

Level	Compensation Rate
4	\$1.85
3	\$1.50
2	\$1.20
1	\$1.00
Probation	\$0.80

1. The hourly compensation rates for Range 2, limited to off-site work crews, are as follows:

Level	Compensation Rate
4	\$2.85
3	\$2.25
2	\$2.00
1	\$1.40
Probation	\$1.25

Please direct any questions you have regarding Class II to Jamie Dolan, Director for Correctional Industries or Don Holbrook, Assistant Secretary for Men’s Prisons for Class III work programs.

CES:jpd

cc: Danielle Armbruster, Assistant Secretary for Reentry and Correctional Industries
Jamie Dolan, Director for Correctional Industries
Jeannie Darneille, Assistant Secretary for Women’s Prisons
Don Holbrook, Assistant Secretary for Men’s Prisons
Billie Peterson, Policy Program Manager



COMMUNITY COMPENSATION PROGRAM **Working Together for Safer Communities**

Community Member Onboarding and Orientation Guide

Welcome to the Team and Thank You!

Our sincere thanks for volunteering to join a Department of Corrections (DOC) group to aid our agency in our policy development efforts. We are committed to equitable public policy discussions that include individuals who are currently being impacted or have been directly impacted by the policy or subject matter we are addressing. Your expertise and experience will greatly improve our work. So welcome to the Team and thank you again for volunteering to assist us!

Purpose

This guidance is for community members that participate on DOC groups, such as an ongoing part-time board, commission, council, committee, or other similar group established by the DOC to function primarily in an advisory, coordinating, or planning capacity. Groups can also include one-time, low-barrier engagements, such as surveys, interviews, written feedback requests, or other types of engagement that do not require a long-term commitment and/or are low-intensity efforts.

There are several important things to know, including the role of the chairperson for your DOC group, the availability of compensation for eligible individuals, requirements if you are seeking compensation, accessibility options, and a general overview of the impacts of the Public Records Act (PRA) and public disclosure requirements.

Chairperson of Your DOC Group

The Chairperson of your DOC group or their designee (including support staff) is your primary point-of-contact for:

- Receiving a copy of the Community Compensation Program Application form and inviting you to be a member of the DOC group.
- Meeting facilitation, including providing you with meeting materials and scheduling meetings.
- Assigning work and pre-approving all work activities of the DOC group.
- For those seeking compensation, providing you with a copy of the Community Compensation Program Member Acknowledgment form, and Community Member Compensation Request form.
- Reviewing and providing pre-approval of compensation requests that are then sent to DOC Business Services for review, final approval, and payment.
- Helping you navigate available accessibility options, including:
 - American Sign Language (ASL), Communication Access Real-time Transcription (CART), and Spoken Word interpretation services.
 - Offering meeting materials in both print and digital form with large print options, and in available primary languages used by DOC group members.

Compensation Eligibility, Amounts, and Other Considerations

An Individual's Eligibility

To be eligible for compensation, an individual must meet one of the two following criteria:

- 1) **Lived Experience:** Direct personal experience in the subject matter being addressed by the DOC board, commission, council, committee, or other similar group. Lived experience is considered direct personal experience in the subject matter being addressed by the DOC group.
- 2) **Low Income:** An individual whose income is not more than 400% of the federal poverty level, adjusted for family size. The federal poverty amounts are amended annually by the Health and Human Services Department. Refer to the most current year when determining income eligibility for DOC group members. The Office of Equity has adopted the [2023 Federal Poverty Guidelines](#) are shown below.

2023 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$ 14,580
2	\$ 19,720
3	\$ 24,860
4	\$ 30,000
5	\$ 35,140
6	\$ 40,280
7	\$ 45,420
8	\$ 50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

Calculation Examples:

- 400% calculation: for a family of four, household income could not exceed \$120,000 (4 X \$30,000)
- "To calculate the percentage of poverty level, divide income by the poverty guideline and multiply by 100. So, a family of five in New Jersey with an annual income of \$80,000 would be calculated to earn $(\$80,000/\$32,470) \times 100 = 246\%$ of the federal poverty guidelines for 2022..." - [Investopedia](#)

When offering compensation to someone who does not have lived experience and is seeking compensation based on low-income status, DOC is required to verify income. Examples of verification methods (income documentation) may include:

- Categorical eligibility for community members currently receiving public assistance in Washington state
- Pay Stubs from the last one to three months
- W-2

- Previous year's tax return
- Employer statement
- Self-attestation

The above are examples only and the list is not meant to be exhaustive. For example, self-attestation in writing from an individual that does not have other income documentation to verify income may be acceptable verification on a case-by-case basis. DOC will work one-one-one with each individual to find the best approach to verify income when needed.

Eligible Work Activities

Eligible individuals receive compensation only when performing statutorily prescribed duties approved in advance by the chair(s) of a DOC group, such as attending official ongoing full group meetings, subgroup, or subcommittee meetings, community feedback sessions, and related travel time. Other examples include but is not limited to reviewing and commenting on a plan, taking a survey, producing or reviewing written content such as research or reports, meeting preparation, traveling to and attending an outreach meeting, conference or training, and other one-time events.

Otherwise Compensated

An individual that is already being paid for their participation in a DOC group by another party is not eligible for compensation under DOC's Community Compensation Program. This means that if an individual participating on an ongoing DOC group or in a one-time event is *already* receiving hourly wages, salary, or any other kind of payment for their participation in the group or event, they are being otherwise compensated, and are therefore ineligible for additional. An example of this would be if someone whose full-time job is in policy advocacy and their scope of work at the job for which they are already receiving a salary includes activities such as engaging with government agencies to help inform public policy.

Compensation Amounts and IRS Requirements

- Stipend compensation for ongoing DOC groups is set at:
 - \$45 per hour, not to exceed \$200 for each day during which the member attends ongoing official meetings or performs statutorily prescribed duties approved by the chairperson of the DOC group, based on the following schedule:
 - Up to and including one hour = \$45.00
 - More than one hour and equal to two hours = \$90.00
 - More than two hours and equal to three hours = \$135.00
 - More than three hours and equal to four hours = \$180.00
 - Anything over four hours = \$200.00
- Compensation for one-time events is set at the flat rate of:
 - One-time events that are up to and including one hour = \$25.00
 - One-time events and activities that are up to four hours or less = \$100.00
 - One-time events and activities that are over four hours = \$200.00

If a DOC group member earns \$600 or more in compensation (not reimbursements) in a calendar year, the Internal Revenue Service (IRS) requires a 1099-MISC form to be issued. If a workgroup member

receives compensation from more than one state agency for participating in multiple workgroups, this \$600 amount is applied per agency and is not calculated cumulatively.

Child and adult care reimbursement rates are set at the maximum amount as follows:

- Childcare: up to \$25 per hour for the first child and up to \$50 per 24-hour cycle for each additional child
- Adult care: up to \$34 per hour for the first adult and up to \$50 per 24-hour cycle for each additional adult

DOC group members need to submit the bill or invoice received from the provider for child or adult care services or confirmation of payment (e.g. traditional receipt or a screenshot of a money transfer through apps like CashApp or Venmo).

In certain cases, reasonable allowances (per diem) can be approved by your DOC group Chair for lodging, meals, and privately-owned vehicle mileage expenses. The most current reimbursement per diem rates are available on [Office of Financial Management's \(OFM\) website](#). These rates are updated in accordance with the [US General Services Administration](#). Per diem rates are updated in annually in October. These allowances should not be confused with stipend payments, which are compensation offered in exchange for a DOC group member's time and efforts, as opposed to compensation to cover practical costs incurred in the course of work that require reimbursement.

Payment Options and Statewide Vendor Numbers

There are several options to disburse payments to individuals working on DOC Groups, all of which have different considerations:

- Direct deposit
- State warrant (paper check)
- Pre-loaded gift card

Direct Deposit

Direct deposit into a domestic bank account is the easiest and fastest option for payments. An individual must be willing to obtain a statewide vendor number (see below) and share their bank account details with the Office of Financial Management to receive payment. Once a Community Member Compensation Request form is approved and processed, the payment deposited directly into your bank account.

State Warrant (Paper Check)

Another payment option is to request a paper check. Obtaining a paper check as payment also requires that an individual obtain a statewide vendor number. When you sign up for a statewide vendor number, you must choose either direct deposit or a warrant (paper check) option as your method of payment.

The paper check option often takes longer for payment due to mailing time. The Office of the State Treasurer (OST) has an agreement with US Bank to cash state warrants for individuals at US Bank branches in Washington State (note: US Bank may charge the payee a \$10.00 fee per paper check

cashed). Other companies such as Fred Meyer, Walmart, and others offer check-cashing services for a fee. Recipients must present valid identification at the branch when cashing the paper check.

Statewide Vendor Number

A Statewide Vendor Number is required whenever payments are made through the state of Washington's Agency Financial Reporting System (AFRS). AFRS is Washington State's central hub for accounting information and gives DOC the ability to make and receive payments and reimburse travel and accomplish many other business financial processes. Requesting a Statewide Vendor Number only needs to be done once by an individual participating on a DOC Group, when seeking payment for the first time, however Statewide Vendor Numbers can expire so group members with previously existing Statewide Vendors Numbers should check to make sure their number is still active.

You can confirm that a vendor number does not already exist by searching the [Vendor Number Lookup](#). If no vendor number exists, you can obtain a vendor number by visiting [Statewide Vendor/Payee Services | Office of Financial Management \(wa.gov\)](#), and completing the "Vendor/Payee Registration Form." For number 3 on the Vendor Registration Form, select the option Lived Experience - Class 1. When completing the form, DOC group members have the option of setting up direct deposit to a bank account or receiving a paper check via mail. Once the form is submitted, an individual's Statewide Vendor Number will be sent to the email provided within 3-5 business days.

One-Time Event Gift Cards

Gift cards that effectively operate like a debit card may be an option of compensation for DOC group members that are unbanked, or for compensation for one-time events. Electronic gift cards will be emailed, and physical gift cards provided to you directly from the chairperson or designee or mailed to your residence.

Eligibility and Amounts Impacted

Federal and state income-based programs such as those that provide assistance with housing, health care, and money for food and other living expenses typically require reporting of any earnings by the recipient of said assistance. Many people are enrolled in more than one of these programs. Please be aware that stipends and gift cards may also be considered income and could impact these benefits programs.

As allowable by federal and state law, state agencies have been directed to minimize, to the greatest extent possible, the impact of stipends and reimbursements on public assistance eligibility and benefit amounts. However, please be aware of possible benefit impacts, and encourage you to contact these respective agencies for any needed benefits counseling.

Retired state employees who receive stipends may need to consult with Retirement Services to make sure there are no potential impacts on retirement payments.

Public Records Act (PRA) and Public Disclosure

Please be aware that the work of any state or local government agency is subject to the requirements of the Public Records Act (PRA), RCW 42.56. This means that all records created, owned, used or maintained in the conduct of DOC business must be provided upon request and is subject to release under the PRA, unless there is a specific legal exemption that applies. This includes records such as emails from community members participating on DOC groups sent to their chairperson and any attached documents.

In Closing

Thank you again, we deeply appreciate having your expertise and experience on our DOC group. The DOC is committed to public policy discussions that involve individuals who are being or have been impacted by that policy or subject matter. Our policy development and decision-making processes will be much stronger with the involvement of community members.

Please remember to work with your chairperson if you are seeking compensation and to help remove any barriers to your participation, including addressing accessibility needs.