



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 04/01/2023 Time: 8:30-10:00

Teleconference details: MS Teams Meeting

/Meeting Attendees

Department/facility co-chair: Brad Bowman Family co-chair: Lauren Williams

Facility/council secretary: Debra Gilbreth Family secretary: (Vacant)

Members present: Lauren Williams, Wendy and Dean Dubinsky, Carrie, Terry McGilloway

Non-council member attendees: Robert Jackson, Superintendent; Bradley Bowman, Associate Superintendent; Debra Gilbreth, CPPC; Chase Harvey, Visiting Sgt; Lynn Clark, CPM; Crystal Abdulwahid, HSM3; Bradley Moller, CI GM; Jordan Kisling, CRT, Scribe;

Agenda

Old business

Topic	Discussion/Key Points	Min.	Next Steps
Welcome & Introduction	Introduction of all those in attendance. Agenda Management: Brad Bowman, Lauren Williams Timekeeper:	5	
CPPC Report	Debra Gilbreth: <ul style="list-style-type: none"> • Are there any upcoming events for the spring? <ul style="list-style-type: none"> ○ Yes. We have a virtual resource fail for all releasing I/I on April 20th. We had planned on having our significant person even March 25th, but our county and facility went back to yellow on March 7th, so that got cancelled and taken off the calendar. Trying again for some time in April. We have some visiting room goodie bags in the East Complex. The new indoor/outdoor even procedures just came out this week. • When does planning for summer events begin? <ul style="list-style-type: none"> ○ It's already begun and can be found on our website under visiting 2023 Washington State Penitentiary Visiting Schedule June 24th Special Adult Day, Aug 12 back to school (child focused events), etc. hoping for April event to be adult focused • Are there any special events planned for BAR units, that include families or adults (I.E., special woman day) <ul style="list-style-type: none"> ○ Not at this time but can be considered. ○ We would just need to work on what days might work best and speak with the visiting SGT about closing the visiting room. • Any updates on the summer BBQ idea? <ul style="list-style-type: none"> ○ That's with the summer BBQ even in June. No updates currently. 	5	2023 Washington State Penitentiary Visiting Schedule

Follow Up	<p>Bowman -</p> <ul style="list-style-type: none"> • There have been less reports of lock downs due to staff shortages. Can we have an update of the hiring efforts? <ul style="list-style-type: none"> ○ We continue to push hiring. Our numbers are improving slowly. ○ Recruitment Sgt. position has been filled and started ○ With school graduations and the like we have events coming up for hiring. <p>Sgt. Harvey -</p> <ul style="list-style-type: none"> • Is there any update on getting more healthy offerings in the vending machines? Families are requesting items such as yogurt, teas, and salads. <ul style="list-style-type: none"> ○ The vendors have brought in an array of healthier options. We are working on it. They have brought in fruit cups, artisan sandwiches. ○ Yogurt has been a security issue in the past and will probably not be something we will go with. Tea and salads may work but most teas are in bottles and the machines are cans only so it may pose issues there. ○ Wendy – if there is any update on upgrade to cards instead of quarters? ○ Harvey – Superintendent Jackson and Sgt Harvey have given the vendor a deadline of August to try and get cards back in place in the facility. • Open Secretary position <ul style="list-style-type: none"> ○ Debra Gilbreth sent out an email to all LFC members about nominations for these positions but did not hear back from anyone. ○ The position open locally is a secretary position is taking notes and working with Lauren who is our co-chair. ○ This position attends local meetings the first Saturday of even months. • Open SFC Rep. position <ul style="list-style-type: none"> ○ Debra Gilbreth sent out an email to all LFC members about nominations for these positions but did not hear back from anyone. ○ LFC meets every other month on the even months. They get together with DOC and other family members. ○ The statewide rep represents WSP at the statewide meetings every other month on odd numbered months. The statewide reps share information from the state and facility. 	10	Secretary position and SFC rep position postponed due to no nominations at this time.
SFC	<p>Summary of SFC meeting on March 18, 2023</p> <ul style="list-style-type: none"> • As we don't have a SFC Rep. position we aren't sure about the notes for the most recent meeting as they have not been posted. • Wendy attended most of the meeting – she does not have notes. She did mention some local things when she was asked by those at the meeting if she had anything to add. • Talked about membership from family, open positions, and most facilities seeming to have lower numbers lately of LFC attendance. 	5	

	<ul style="list-style-type: none"> • Some Incarcerated family members may have hesitancy about joining due to thoughts that having their names published in the notes may be cause for some retaliation. • Communication with DOC is a bit of an issue lately as they don't send out the same interested party emails that they used it. Debra does locally but HQ's doesn't as much. • Did bring up Securus issues, video visits being cancelled, features on the tablets from before that aren't there on the new tablets. <p>Family Council Washington State Department of Corrections – Selection of each facility's local notes at the top. At the bottom has Statewide Family Council Agendas and meeting minutes.</p>		
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New business

Topic	Discussion/Key Points		Next Steps
Visitation	<p>Sgt. Harvey New:</p> <ul style="list-style-type: none"> • What is the vending restocking schedule? Family members state that on occasions the machines had not been replenished <ul style="list-style-type: none"> ○ They come in several times a week, but they don't seem to be on set days. They do come from Tri-cities though, and when they first put them in there were a couple times, they got low, this may have been due to the fluctuation in visitor numbers, they decreased their visits at one point due to lower sales number. They have started to come more often recently especially after the weekend. ○ The vendor is new, and it may take them some time to pick up on the ebb and flow of our facilities visiting schedule and the amount of sales made. • What efforts are being made to ensure all food items in the vending machines have not passed their expiration dates? <ul style="list-style-type: none"> ○ We did have a few problems a couple weeks ago, moldy items. Mr. Anderson called over to the vending company and spoke with supervisors. Sgt. Harvey spoke with the stocking person when they were here. ○ There was one further issue with a pizza but as the product was still inside the expiration date but was moldy seemed to have been an issue with the product not with the vendor. ○ This has been solved for now and no other problems have arisen. • Many family members complain of receiving expired food and not being refunded, are there any refund efforts underway? 10 DOC 03-513 (Rev. 10/9/19) Page 2 of 2 DOC 530.155 Data Classification Category 1 <ul style="list-style-type: none"> ○ The visiting room doesn't hold quarters/money to refund right away. The customer service number is on the machine and Sgt. Harvey will get a hold of the vendor if anyone calling about refunds has issues. ○ Hopefully once we get back to the cards we can go back to our old system in the past where we used to do a one for one replacement with a WSP owned card so that if an expired product 	10	

	<p>was bought, we would replace it on a one for one basis instead of a refund.</p> <ul style="list-style-type: none"> • Why are there different prices for the same items in the vending machines. (I.E, the same chicken sandwich being priced at \$3 and \$6) <ul style="list-style-type: none"> ○ This has happened a couple times and they have been fixed. Luckily all these issues so far have been in the visitor’s favor (the \$6 chicken sandwich being set at \$3 instead of where it should be) ○ We are a niche consumer group unlike schools etc. so there will be some issues that have to be worked out. ○ Things have been running smoother and hopefully they will get even smoother in the future. • What is the update on the new EFV policy? Has it been published? <ul style="list-style-type: none"> ○ It has not been published. ○ It will go into public review hopefully sometime next month. After public review it would go before the legislature for review/comment before possible approval. 		
<p>Food Services</p>	<p>Brad Moller: the similar questions asked consistently made him wonder if the information of WSP not having a chow hall in WC, might not be understood as far as how it effects the preparation/delivery of food. Food is cooked in the hub kitchen in the WC and then taken to the units instead of the Incarcerated coming to a chow hall like they do in EC.</p> <ul style="list-style-type: none"> • How can we ensure that every meal (meat) is fully cooked? There have been recent complaints of I/I are receiving undercooked meats on their trays. <ul style="list-style-type: none"> ○ Almost everything is precooked before being put in the trays and temped. ○ There was a special buy of steak recently, they were mostly medium or medium well cook, some may have been a little under unfortunately. ○ With the steak it was served to all areas, it is possible due to dietary restrictions that not everyone may get that meal ○ While it shouldn’t have happened the BAR unit may have been excluded for some reason; Mr. Moller will investigate why that may have happened ○ Anything raw that is cooked onsite is cooked and temped to make sure it is at the right temperature before it is served. ○ CI food service workers are getting back out into the units and training Pantry workers and unit staff on food stuffs and processes. • I/I’s complain of being served the same meals twice in the same day (i.e., receiving a breakfast boat of peanut butter and jelly. Then in the evening the kitchen runs out of meals and again serves those who didn’t get a tray another peanut butter and jelly boat.) can insight be provided on this? Why are some units still running out of food? <ul style="list-style-type: none"> ○ With not having a chow hall, if we run out of something a boat is usually given. If there is a meal needed, they can heat a few in the microwave if needed, but a large number could take as long as 45 minutes. So, with programming and other schedules in the unit it can be difficult. ○ It’s also possible that it might be a last-minute move from unit to unit or even between facility sections (WC to SC etc.). they try to 	<p>10</p>	

	<p>keep track in the kitchen but things do happen on short notice occasionally.</p> <ul style="list-style-type: none"> • Has the dietary staff thought of upping the number of meals they prepare to prevent this from happening? <ul style="list-style-type: none"> ○ They make 101% to 105% of the population amount of meals is made for each meal per day. ○ If they made 25 extra meals per meal (about 2 per unit covered by the WC Hub Kitchen) it would cost roughly \$133,000 a year 		
Securus	<p>Tablets:</p> <p>- We sent these questions out to a Securus rep and have not received any answers. Once they have been answered they will be added to the notes. (Answers received and added to the notes 4/6/2023)</p> <p>-Still having issues with cards not being accepted, representatives telling those that call to report the issue to switch to MoneyGram (which is not a viable option for everyone).</p> <p>-Having issues with the representatives in the customer service line not knowing what they are talking about.</p> <p>-The incarcerated should be getting 50/55 free stamps every month and they must use them before they can be replenished, they are not cumulative.</p> <p>-The family would like a bullet list of what is received by the incarcerated and their family members. Things like stamps, calls, etc.</p> <p>-Even the incarcerated individuals aren't sure 100% what is going on.</p> <p>-Wendy - One positive about Securus, they had a video visit with the new system, the fuzzing of the background was weird, but they were able to see and hear him much clearer than the old system. Video visit for today before the meeting, her son didn't show up, he was able to call from his tablet and tell them that the unit was locked down and he wasn't able to come out.</p> <p>-The free stamps for reply when you write out a message there should be a button that you can select for the free stamp to reply near the bottom.</p> <p>-How long after they arrive at the facility are they getting their tablets? – the tablets are assigned to each individual and should follow them from facility to facility. If they do not have one, for example a new admit Securus rep will get one out.</p> <p>Facility Securus Rep is Kathy Swopes.</p> <ul style="list-style-type: none"> • Can we have a Securus rep (who had a full understanding of Securus) at the meeting? <ul style="list-style-type: none"> ○ We have asked them several times about having a representative at the meetings. ○ They have stated they will not have a Securus rep present at the meetings. • Is there anything we can do about Securus adding a \$3.00 fee to stamp purchases? <ul style="list-style-type: none"> ○ This is a contractual fee and will not be adjusted at this time • There are still the same Securus issues going on with no remedy. The Securus agents/representatives provide no help or insight. What other help options are available to families who have reached out to Securus, emailed in issues etc.? <ul style="list-style-type: none"> ○ We are working diligently to make sure families of incarcerated loved ones have support through our Customer Service. • Free reply Wednesday “stamps” area not functional 	10	

	<ul style="list-style-type: none"> ○ This is not a feature of the new contract. However, we do offer every WADOC resident 55 FREE STAMPS per month for the length of our contract with the DOC ● How will the free video visit credits appear? <ul style="list-style-type: none"> ○ Carrie (LFC family member) – thinks it might be under the commissary area they can select it and it gives them a code that they can send to their family members. ○ Per Securus Rep – They appear as vouchers in the commissary app and can be sent to friends and family who schedule the video visits. ● How can we follow up on the old money from J-Pay being transferred to secures or refunded? <ul style="list-style-type: none"> ○ All Incarcerated Individuals have been made whole with their previous GTL balance. All Jpay funds were automatically transferred. 		
<p>Policies & Unit</p>	<p>Brad Bowman</p> <ul style="list-style-type: none"> ● I/I's and loved one's still have concerns about the amount of time it takes to receive property. (i.e., After facility transfers, being placed in IMU). Is there a policy that specifies the procedure for distribution of property and the timeframe in which it should be completed? <ul style="list-style-type: none"> ○ Policy number #440.000 ○ We are behind in distribution. The policy during Covid was not followed. The amount of property we are receiving when I/I are transferring between facilities is more than it was before the pandemic. ○ We are pulling property officers from the units to come to the property room to help them get caught up. ○ Property and mail are two separate entities, but smaller packages like books come through the mail room, not sure about any delay issues but will investigate it. ○ Property matrixes for some have not been updated in a long time due to covid and the like. Not all units have property officers but Associate Superintendent Bowman will bring it up with Property staff about looking into get the matrixes updated. <p>Unit OCL Meeting Minutes - Unit 6 – February 2023</p> <ul style="list-style-type: none"> ● Agenda Item: New Jpay machines, change to Securus. Tentative date of 2/7/23 ● Discussion: Went over new machines and what to expect ● Decision: Let them know that the date could change, as in the past ● Agenda Item: First meeting with new OCL's ● Discussion: Went over expectations and requirements of an OCL ● Decision: They understood and would get back with me if they are not interested in being an OCL. ● Agenda Item: Dayroom time ● Discussion: Want more time ● Decision: CUS and Sgt. would investigate this and report back. <p>Unit 6 – March 2023</p>	<p>10</p>	<p>Policies Washington State Department of Corrections – DOC website where you can search for a policy based on a number or keyword.</p>

- Agenda Item: Changing the shower heads to the chrome ones
- Discussion: The older shower heads will spray into the other stalls and pressure is not good. The new ones are adjustable.
- Decision: CUS left a voice message with plumbing department to discuss this change out.
- Agenda Item: When their families try to set up an account WSP is not an option for them
- Discussion: They say all other facilities come up but not WSP
- Decision: CUS will email the Securus liaison to see if she can help
- Item Agenda: Dayroom times
- Discussion: Explained why the times are the way they are. Due to lock-down for formal counts and how we run meals. We must run meals by tier, so the chow hall is not overcrowded, and lines go out the door.
- Decision: Dayroom times will remain, with not changes as this time.
- Agenda Item: Went over ice cream bucket and the progress
- Discussion: We are looking at a couple different vendors and the logistics of delivery.
- Decision: Will start the ice cream bucket this month for delivery the first week in May.

EC Quarterly meeting (Unit 6 & 8) –

- Phones are being turned off at 9pm. Can this be changed to 11pm? – OCL's state that the phones in the dayroom are staying on until 11:30, but the ones on the tablets go off at 9. CPM Roberts states he will put in a request for the phones on the tablets to be the same as the dayroom.
- Can the headphones boxes be repaired so all TV's can be plugged in? – CUS Shumate received an answer on this, he is researching cost-effective ways to fix this issue. May need to use inmate betterment funds for larger expenses. Shumate was looking into three-way splitters and extensions. Will continue to work with engineers to see what fixes are needed and how to go about funds.
- Can the monthly ice cream bucket be brought back? – There have been discussions with the Unit Managers. CUS Shumate states we're trying to get back to the same vendor. Explains that it was a logistical nightmare while the units were Cohorting. But now that we are back to normal, we just need to talk to the vendors to see if they can get back on board with supply, etc. CPM Roberts states he will continue talking to people about vendors and staff volunteers.
- Regarding units 6&8 going to yard together –
 - There are a lot of reasons we went away from both units going to yard together, to include previous OCL's asking for it to be eliminated; to include weight deck concerns, amongst other safety and security concerns.
 - Consensus after supervisors meeting is no. Sgt. Curry expresses his concerns with certain factions grouping up and meeting. Had to shut down the yard multiple times in the past and it's a problem that needs to be solved.
 - Discussions with OCL's asking if they can do their job as OCL's to try getting the rest of the inmates to abide by the rules and give them a chance. CPM Roberts states he isn't saying that it will always be this way, and that supervisor discussions will still be had.

	<ul style="list-style-type: none"> ○ Lt. Sumerlin states there are a lot of issues that need to be worked on if anyone wants the units to mix in yard. ○ CUS Carlile states “you must be honest with yourselves, it’s hard to justify more freedom when we have the problems in camp that we have right now. We are trending the right direction in communication; I hope that we can get to a point where we can run 6 and 8 to yard at the same time. But the foundation to move anywhere is open and honest communication.” ○ If this is something you really want, it sounds like there needs to be discussion with people in your units. It’s not a hard no, but right now it is not a yes. ● Can we get our wages to go up? What about indigent wages? – We don’t control what the wages are at the local level, that is up to the state legislature and HQ to have that changed. ● How do we get cultural events in the EC? (Juneteenth, Cinco De Mayo, etc) – There will be people assigned here locally at WSP to facilitate these events. Associate Bowman is currently working on who that individual will be for the East Complex. Every facility in the state has been tasked with having a staff member assisting with these. ● When do we get our mattresses? – We have received one shipment to the facility so far. Talks about more shipments, within the next couple of months both units should have all their mattresses replaced. ● Additional conversation topics – <ul style="list-style-type: none"> ○ I/I are wondering if it is possible to unlock the cells when count clears and not waiting until chow is over. Spending an awful lot of time locked up for being an MI2 facility. ○ CPM Roberts will sit down and talk with the unit managers to look at the schedules and see if there’s any times that can be relaxed a little bit. ○ I/I Questions asked about unit yard in unit 8 ○ CPM Roberts said they will not be opening the unit yard in unit 8 as a unit yard. That it belongs to TC. ○ I/I are asking about a communication program, or more programming. ○ CPM Roberts says there have been programs that are approved and talks about bringing more programs back since COVID stopped most of them, i.e., Hope Café. Volunteers were not allowed here during Covid. Always open to bringing more programs in. a lot of them are volunteer led and we’re starting to get more volunteers coming back since Covid restrictions have ended. ○ I/I wondering about property staff and if it’s going to be faster in processing? ○ CPM Roberts says they’re working on new processes. <p>Victor Unit – CUS Window is new in the unit and has scheduled an OCL meeting for the second week of April.</p> <p>Delta Unit –</p> <ul style="list-style-type: none"> ● Food update - Food hasn’t changed. OCLs stated the population would like more variety, less PB&J. One OCL stated he had people ask to keep the Peanut butter on the menu because they liked it. Discussion around the possibility of choice of a meat or peanut butter. More discussion to come. 	
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	<p>Still no consistency. CI/CPM state there has been conversation around the food warmers and research is being done on room causes/solutions. OCL's reported there were items like tuna that seem to show up on the menu more often than other items, they would like to see less often on those items and more of other items offered.</p> <ul style="list-style-type: none"> • OCL's reported they would like to see more fresh foods and juices offered more often. They would also like to see more items like cookies or snack items from AHCC offered. • When asked, CI staff stated that yes, the staff does sample the food occasionally. CI Marker also stated that there is a whole group who work on the menu items, and he was going to attend an upcoming meeting with that group where we would share some of the ideas that were brought forward in the OCL meeting. • West side ice machine keeps going out – ice machine is completely down. CUS stated there are multiple work orders out on both machines. Associate Bratten stated new machines have been requested for all WC units on the yearly ready list. • Phones, still having issues - CUS stated that Kathy Swope is the contact for the Securus tables and phones. • New tablet rollout – No update on when they will be delivered. • Inflation (pay/commissary costs/indigent amounts) – The pay and inflation of commissary items has been presented to the legislatures. No new information to share. The indigent amount is set by DOC HQ, and we don't have any control on that here locally. • CI HUB kitchen/SPL jobs – A meeting is scheduled next week to discuss options. Stay tuned for more information. • Tv Channels and the movie channel – SPL Lancaster states the movie channel that was available during COVID was purchased by DOC HQs for all facilities however the contract expired and now that we are moving out of COVID will not be renewed. The regular cable channels are managed by the Engineer's department and are currently under a contract that may be up this year. No date or confirmation on when the contract is up however, when it is getting close a survey should be sent out to the population for input on what channels they would like to see offered. • Dog Program – Update: Waiting for the Blue Mountain Humane Society to solidify training days/times • Curio shipping costs – can it be taken out of individuals postage instead of regular funds? CUS stated she had emailed accounting but had not followed up. She will follow up with them and get back to the OCLS. Update: PER FA4 Perkins DOC policy (200.00 attachment 5) states that the postage subaccount cannot be used to pay for the shipping and handling portion of the original purchase costs. So, curio supplies shipping, as the policy currently reads, could not be taken from the postage account. She also stated that the policy outlines the trust account subaccounts and to change them is not something that can be done locally. • Game Cart – can it be brought back? The game cart is back up and running in the unit. Four individuals (two per side) have been hired as game cart porters. The game cart has been supplied with items here in the units such as cards. New games have been ordered and should be here soon. • Mattresses – Update on when they will be here. CUS stated that they will be here starting next month however, due to production limitations they would not all be delivered at one time. The blue mattresses currently in 		
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the unit will be the first to be exchanged. Once they have all been exchanged, the new ones will be issued systematically starting in one area of the unit and moving along until all mattresses have been exchanged. The mattresses will be assigned to the bunk, not a person.

- Resistance bands for wellness – new bands have been purchased and should be here within the next couple of weeks.
 - New items
 - SPL Game Nights – CS Lancaster took ideas for level 1 game nights that have already been worked into the unit schedule. Some ideas that were presented were fuse ball, darts or modifications of the game, ping pong, corn hole. Ping pong tables have disappeared. The idea of a fundraiser for the supplies to make the tables was brought up. CS Lancaster stated that with the current economy and production of goods it has been extremely hard to find places to purchase fund raiser items from. He used Grocery Outlet for the last one because it was the only place that could provide items in the numbers he needed within reasonable price. He said he was open to suggestions and would continue to research places to purchase fund raiser items from. Some suggestions were presented by the OCL's for possible fundraiser ideas.
 - Glue – beading curio says 8 oz, used to be able to purchase two 4oz bottles if under 8oz combined. Recently that has been denied. CUS stated she would investigate it. Update: CIS investigated it, the beading permit does specify allowance of only 1 bottle, not to exceed 8oz.
 - Barber Shop – meetings have taken place to develop a plan for re-opening the WC Barber shop. One OCL has experience and is ready to go to work, but Recreation is still looking for other individuals with some experience who would like to work in the barber shop. CUS asked the OCLs to let the population know that if they are interested to please send a kite to their counselor. Haircuts should not be happening in the unit dayrooms or other areas in the unit outside of ones assigned cell.
 - Pressure washer – need a new one for the shower. CUS stated the 2nd shift Sgt is working on finding one.
 - Dungeons and Dragons – CUS stated there will be upcoming discussion on how that will be allowed in close custody and will provide information as it becomes available.
 - Ways that someone who is level 2 can become level 1 – CUS gave a short rundown on how individuals can earn an early level.
 - Group beading – Can people who are preparing for Powwow be allowed a time to bead as a group? CUS stated she would investigate the possibility, but it was not going to be allowed during normal dayroom periods.

Fox Unit – Items Discussed

- CI – CI Supervisor Mr. Watts talked about CI working with HQ to change some of the menus that they use. I/I's would like a nutrition and ingredients breakdown of each meal that they could reference as well. Mr. Watts will investigate that and report back
- Store issues – Last week was the first week that we used the tablets to order store and a lot of I/I's are stating that they are not going to be getting

	<p>store because they were only charged for a few items. CUS Mink told them he would investigate it.</p> <ul style="list-style-type: none"> • EIP Level program – I/I’s don’t like it and feel that it isn’t fair, it only rewards guys that stay out of trouble and causes more issues than it does good when we have EIP events. They would like to talk to Mr. Bratten and Jackson about it. • Inflation and workers’ pay – I/I wanted to know what the department was going to do about inflation on store items and worker pay. They would also like to have the indigent limit set to a higher dollar amount. <ul style="list-style-type: none"> ○ CUS Mink and CPM Clark explained that there is current legislation being worked on in Olympia regarding workers’ pay. The discussion around inflation is also being talked about however without legislative action there are little options that we have. • Jobs, Unit programming – CUS Mink reported, That Wellness program will be up and running soon. He has hired the instructors just waiting for a little bit better weather. He also reported dog program is still waiting for the Humane society to hire volunteers to assist with the program and get them cleared to come in. The unit library will be operational soon just waiting for a few more items along with the game carts, one worker has been hired for this as well. This spring we will be hiring 2 workers to work in unit 9 (cemetery) doing yard work and general maintenance. Work orders have been submitted for some fresh paint in the unit as well as the hanging plants in front of the day room windows. They have also hired 2 library workers, 1 barber submit kites to the recreation department for haircuts. As for music, the chaplain reports he has 2 guitars and a keyboard and a tambourine, if you are interest, please submit a kite and he will place you on the callout to use them in the Chapel. • Outside Gardens – CPM Clark reported that he is continuing to work on getting the old sweat lodge converted over to a few plots. There was some discussion around this and there will be more information to follow. 		
<p>Round Table Action items</p>	<p>Topics and questions not covered</p> <p>Terry – wondering about policy for classification services.</p> <p>Clark – those policies should be on the DOC site (look and maybe add the numbers into notes). If the Incarcerated is having issues with their counselor please have them start at the lowest level with their counselor, if that doesn’t work then speaking to the Counselor’s supervisor, the Unit manager and then the Correctional Program Manager.</p> <p>Policies Washington State Department of Corrections – location where you can use number or keyword to search for policies. The top section includes major categories, one of which is classification, lists all policies that pertain to classification.</p> <p>Lauren – message about the whole facility being on lockdown. Incident in medium units last night. An investigation is under way and so that area is locked down. Once it is completed it should be opened back up.</p> <p>Wendy – mail room – how well is the mail room keeping up with the e-messaging, is there enough staff?</p> <p>Bowman – according to mail room in the first week the number of messages have tripled, they didn’t have any issues at the time, but I will look into it and see if there are any issues currently and get back to everyone.</p>	<p>10</p>	<p>Policies Washington State Department of Corrections</p>

	<p>Wendy – what would have to happen for us to have facility tours again? It can increase interest in joining the LFC and may help gather those that would like more participation.</p> <p>Jackson – starting to open the facility to tours more often. New protocols come into effect on the 3rd. we might be able to get back into these things like tours, in person meetings. It depends on the new protocols what we would be able to do.</p> <p>Clark – cultural events (policy still in review now) – Delta/Echo – events having family will depend on covid in the area.</p> <p>Planning with African American/Hispanic. Outdoors event if possible, hoping to have family attend, working on menus.</p> <p>Hispanic population in quad 2 – outdoors, if possible, menus being worked on. African American, outdoors as well if possible.</p> <p>Medium GP – Hispanic outdoors if possible, working on funds for this event, planning to start on API, European American and African American events which will more than likely take place later in the year.</p> <p>Not sure on EC or BAR yet for cultural events will speak with CPM’s Roberts and Daniel about information.</p> <p>Dog program – dogs brought into Delta. Now have them in Fox, Delta, Victor, and Adams</p> <p>Hub kitchen – Quad 1 (Delta/Echo) now supplying workers for the hub kitchen, this was supposed to start on 4/6 but started today due to issue in medium units</p> <p>Question about the quads in closed custody units and what they are - We have several SGT’s that are dangerous to each other. We have quad 1 which is Delta/Echo and Quad 2 which is Fox. They are kept separate to avoid any issues that could arise from them mingling (fights, etc.)</p>		
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Next meeting location: WSP MS Teams Date: 06/03/2023 Time: 8:30-10:00

Comments: _____

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