



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 06.10.2023 Time: 8:30-10:00

Teleconference details: MS Teams Meeting

/Meeting Attendees

Department/facility co-chair: Bradley Bowman Family co-chair: Lauren Castro

Facility/council secretary: Theresa Vanderbeck Family secretary: _____

Members present: Associate Superintendent Bradley Bowman, CPPC Theresa Vanderbeck, Visiting Sgt.. Chase Harvey, Scribe Jordan Kisling, CRT, Lauren Castro

Non-council member attendees: Carrie Montoya, Wendy Dubinsky, Connie Hollis

Agenda

Old business

Topic	Discussion/Key Points	Min.	Next Steps
Welcome & Introduction	Introduction of all those in attendance. Agenda Management: Lauren Castro and Brad Bowman Timekeeper: Theresa Vanderbeck	5	
CPPC Report	<ul style="list-style-type: none"> • Introduction of Theresa <ul style="list-style-type: none"> ○ New CPPC who took over for Debra Gilbreth. With DOC for 8 years, Office Assistant for many years in several departments. Worked in the past with previous CPPC's Linda Finn and Melissa Hutcherson. • Update on special events <ul style="list-style-type: none"> ○ Due to the yellow covid status of Walla Walla County we were unable to hold events in the recent past year. ○ August 12th Back to School Backpack event will be held. ○ Working on future dates at this time. When they are decided we will let family know. • What will the remainder of the IIBF budget be used toward? From what we understand the facilities have through June 30th to spend their budgeted money. <ul style="list-style-type: none"> ○ Funds are only allowed to be used for specific items and events. ○ Has a meeting with her supervisors at Headquarters to see about allocating funds from last year because no events were held so far this year. • Debra took a spot at Headquarters as a special assignment. We aren't sure when she will be back, but it will be at least six months. 	10	

Follow Up	<ul style="list-style-type: none"> • Open Secretary position <ul style="list-style-type: none"> ○ If anyone knows of anyone that would be interested, please let Lauren or Theresa know. • Open SFC Rep. position <ul style="list-style-type: none"> ○ If anyone knows of anyone that would be interested, please let Lauren or Theresa know. • For both the Secretary Position and the SFC Rep. they sent a message out to the facility population. • Any progress on the August deadline given to the visiting room vendors regarding possibly getting vending cards back at the facility. Sgt. Harvey reported the following: <ul style="list-style-type: none"> ○ Recently received an email from the vendors. The vendors went to a trade show in Atlanta, they found a Seattle based company that is looking to do card-based machines. ○ They have a prototype that they are going to be testing in July and so the deadline might be pushed a bit, but we are hopeful that it will work out. ○ We are hopeful for August ○ Currently we are only able to do \$40 on the card. Inflation and other things have happened in the last couple years. Will be looking to have conversations with local management and Headquarters to see if that amount can be increased. • Updates on Securus issues reported by Mr. Bowman: <ul style="list-style-type: none"> ○ Our facility is experiencing lots of issues that may have to do with the way our facility is set up. ○ Someone from Securus will be coming on site in July to try and help figure out issues. ○ We have heard that the facility Securus contact may no longer working with Securus so that may cause issues and/or delays. ○ When the rep comes, we will have the help ticket list as well as a separate list of those that are having issues ○ We have a large list of issues that we will be going over. ○ Associate Bowman will put out a message to the CUS's to get together with their inmate population to submit any issues. 	10	
SFC	<p style="text-align: center;">– Summary of SFC meeting on May 20,2023</p> <ul style="list-style-type: none"> • WSP does not have a rep at this time and Lauren was not able to attend the meeting. • Restricted housing, working toward reducing by 90% per Mr. Holbrook. 	10	

	<ul style="list-style-type: none"> • Securus, Mr. Fithian is waiting for a report that they are making, hoping to have answers and information compiled soon. • Incarcerated Individual Property, matrix with minimum amount they can have, not having a place to store them. • Staff attitude, many people feel that since Covid staff have come with an attitude that is more of a “you do what I say, or you will get infracted”. • Mr. Flynn, floss is still on backorder, looking into other options. • Discussion about Sun shining through windows, inmates being able to cover their windows. • WCC going live with the body scanners. • While at WCCW, Sgt. Harvey had the chance to go and watch them work. They are secure, fast, streamlined things, not invasive as he thought they would be. They can find more contraband that is being brought in. • He is looking forward to what it is going to look like when it is rolled out to the other facilities. WCCW is using it for staff, volunteers, and visitors. • Asked why not all staff is going through the full body scanner. With shift change it would take too long for every single staff member to go through as even 10 seconds for every person with several hundred coming in at the same time it would take a long time and throw off shift change. 		
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New business

Topic	Discussion/Key Points		Next Steps
Visitation	Sgt. Harvey <ul style="list-style-type: none"> • Anything new or exciting being implemented? <ul style="list-style-type: none"> ○ We just got done with 5 different graduation ceremonies. ○ 420 visitors in April, 515 in May. We are on track to do about the same in June so far. ○ We haven’t had too many issues; things are running smoothly at this time. ○ Video visits seem to be working but there are still those that are having issues that can hopefully be worked out. 	10	
LFC	<ul style="list-style-type: none"> • What can be done to increase membership? <ul style="list-style-type: none"> ○ Discussion how to increase membership. ○ Message was sent out to the facility incarcerated about getting their family involved. ○ Didn’t want to participate because it was led more by DOC instead of the family members, we are working to change that as much as we can. ○ DOC HQ’s sending out more information in the way or memos or emails about new processes, changes to the facility, new law changes that affect their loved ones. ○ Securus got more involvement for the family. Sending emails in with questions but once their questions are answered they disappear. 	10	

	<ul style="list-style-type: none"> ○ We need to get more people participating and sending in questions and items for the agenda, having to find things to talk about to fill it. ● What can be done to get members more involved? <ul style="list-style-type: none"> ○ Monthly report to the families as to what is going on in the facility. Changes that are happening. ○ Talking about the same things repeatedly every time, why show up when everything is the same. ○ People seeing that we are trying to make changes that questions are being answered and fixed. ○ Having Chris McGill come and talk about SPL, or different program managers coming in to speak about their areas, medical coming and talking about changes that have been made there. ○ Members come and go because of their loved ones change facilities or they are released. Maybe have information available for new admits. ○ Some people may have felt that nothing was being changed, like with the food, “we’ve brought it up the last 15 meetings when is it going to be changed” ● In some areas the facility has their hands tied as far as changing things like food, that is controlled at the headquarters level by policy. ● We will look into getting people more involved as far as communication goes, more information to the families about what is going on in the facility and the like. 		
Securus	<ul style="list-style-type: none"> ● Video visit credits - Are others having issues receiving the monthly SVC promo coupons for video visits? <ul style="list-style-type: none"> ○ Securus: If you can send us the detail of the issues, we can investigate. They do need to be sure they are sending the promo code to a valid email address ○ Having issues not receiving video visit credits. Once was due to an invalid email but other times that is not the case. They kind of trickled in June, but there was nothing for May. ● It has been brought to our attention that some I/I’s aren’t receiving the monthly video vouchers to share with their loved ones. <ul style="list-style-type: none"> ○ Securus said to please provide the name/DOC # and we can confirm. ● Securus was contacted to inquire about this, they insist this is a facility issue. WSP was contacted and said this is a Securus issue, can any insight be provided? <ul style="list-style-type: none"> ○ Emails have been sent to Liz Hainline (Visiting at Headquarters) to see if she can get information from Securus but and nothing was received back. 	10	

	<ul style="list-style-type: none"> ○ Mr. Bowman will follow up with Liz Hainline. ○ Some codes have not come through, follow up will be done as if one person is having this issue then more families probably are as well. ● Media such as songs still not coming through or they are not accessible on JP6 tablet. (Some I/I's are Missing 1,000 songs.) <ul style="list-style-type: none"> ○ Securus: We did have some incarcerated individuals that had this issue. Please provide name/DOC# and we will investigate. ● I/I submit a "Trouble ticket" and are told they need to provide a list of missing inventories to Securus. There must be a way Securus can look up what was purchased (instead of submitting a ticket for each title) so it can be redownloaded or credited. <ul style="list-style-type: none"> ○ Securus: The more information provided is ideal. What inventory? Emails? Songs? How Many? What time period? Could you provide the trouble ticket number? (Comm Center Ticket). ○ Trouble tickets have been turned in, having an inmate type out up to 1000 songs is unrealistic. Isn't there a way for Securus to find out what has been downloaded. ○ Securus just closes the tickets saying, "we know about your problem" and not really doing anything about it. ○ Wendy is happy for DOC to use her son's case and information to give the information to Securus. Mr. Bowman does have an investigation that he is working on but he needs information in order to investigate. ● Mr. Bowman: The answers we received are very vague, when Securus comes to the facility these questions will be part of the agenda or questions that we ask them. ● Using the phone button on their tablets and to what time they can be used. Mr. Bowman noted the following: <ul style="list-style-type: none"> ○ At Camp, after 9 o'clock count they can come out to the dayroom, and they are able to use the phones until around midnight. ○ Other areas are the same they follow the dayroom times. ○ Upgrades have caused issues with the phone system either turning off early or not shutting off at all. We are hoping that they could get these issues figured out. 		
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<p>Policies & Unit</p>	<ul style="list-style-type: none"> • There have been many complaints of WIFI outages. What is the cause of this and what is being done to limit this? Mr. Bowman reported the following: <ul style="list-style-type: none"> ○ There is nothing to my knowledge that the units are doing that is causing outages. Fox unit did have an issue based on a water leak in the roof that caused disruption but that has been fixed. ○ All Wi-Fi outages are reported to Securus. They are responsible for maintaining the system. • What is the timeline for shelf installation in Victor & Castro? • Supt. Jackson has said that we will be creating some project positions to get in and get this process completed as staffing in the past has been an issue. • A timeline is not known at this time but once the project positions are filled it should be started. <ul style="list-style-type: none"> ○ How many new shelves did we purchase? 168 ○ How many shelves are we taking out of Unit 7? 240 ○ What are the sizes of the shelves? The dimensions are 30” L x 10”H x 8” deep. ○ Will there be one or two shelves placed in the cells? 2 ○ What is the plan to start getting these installed? I am going to get a team together to pull the shelves from Units 1 and 7. Once they are complete, we’ll move on to installing them into Victor/William. It hadn’t happened yet only due to us being short staffed. We requested some two project positions, but custody has been short too. ○ We are also pulling the shelves out of Unit 1, which I counted as approximately 96 I believe. With the 240 coming from Unit 7, and the 168 which were purchased, we should have 504 total. We need 512 I believe. Capt. Siller suggested there was 104 shelves in Unit 1, so I will need to confirm. • In the interim these units need an adjusted property allowance. Lack of shelving in Victor and William unit are leading to write ups for I/I’s. These units lack the storage space needed to manage their property. Why isn’t this being taken into consideration? Mr. Bowman answered the following questions: <ul style="list-style-type: none"> ○ Incarcerated Individuals are not receiving infractions due to lack of shelving. Incarcerated Individuals may be receiving infractions for having more property than is allowed per DOC 440.300 Attachment 1. ○ Property is managed per policy and property matrix per custody level. ○ Inmates are being told that they must have everything under their bunks, they might not be getting infractions 	<p>10</p>	
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	<p>but possibly negative behavioral observations due to having property not under their bunks.</p> <ul style="list-style-type: none"> ○ Mr. Bowman will speak with CPM Clark about what information has been given to the inmates and staff about the property of the incarcerated in Victor/William until the shelves can be put in. ● I/I's are being told to get rid of property instead of this issue being rectified. They need to be given the same storage space and allowances as other units. <ul style="list-style-type: none"> ○ Property is managed per policy and property matrix per custody level. DOC 440.000 Attachment 1. Different units will have different amounts allowed due to varying custody levels. ○ Property is allowed in cell per policy and OM Mandates. We do not "get rid" of property but follow policy regarding disposition of it in case excess needs to be sent out. ● There seems to be inconsistencies within departments on how this is enforced, can some insight be provided, or a policy number given. <ul style="list-style-type: none"> ○ DOC Policy 440.000 <p>Unit OCL Notes: William Unit:</p> <ul style="list-style-type: none"> ● Rec equipment in the unit yard is in disrepair and needs to be repaired or replaced. We also looked at other options for rec programs. i.e., ping pong, tournaments etc. During the course of this discussion the unit segregation by STG and race was discussed as well. ● There is a concern about cleaning gear being inaccessible to people that work or have school, we discussed options for more accessible cleaning gear on third shift a solution will be pending Sgt. Huggins and CUS Brewer. ● Sgt. Archer discussed laundry concerns with the OCL's we will be getting more cleaning rags. The inmate populace needs to thin out their laundry bags, so they dry better. SGT. Archer also volunteered to contact laundry about new laundry bags and various other items. ● The timeline on mattresses was discussed. The consensus is that it will occur "soon". Shelving in the unit was discussed which should also be happening "Soon" CPM Clark stated he would ask about how many shelves were ordered. Update is pending. ● Inmate OCL's brought up an interest in games and a potential for an EIP (earned incentive program) ideas about art areas, video games, and other recreational opportunities were discussed. 		
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	<ul style="list-style-type: none"> • Cleanliness was discussed and cell inspections were explained in further detail again by Sgt. Archer. • Sgt. Huggins agreed to be the unit liaison for SECURUS so that we are not sending overlapping or unnecessary messages. 		
<p>Round Table Action items</p>	<p>Topics and questions not covered</p> <p>Mr. Bowman - Staffing</p> <ul style="list-style-type: none"> • Staffing was not questioned in the agenda but Mr. Bowman had the following update: <ul style="list-style-type: none"> ○ Have 60 true vacancies in the staff, we were at 90 near the beginning of the year. We have good attendance at interviews. We have 13 officers will be starting academy in the middle of July. We have 25 individuals looking to interview next week. ○ Roster has been hard recently, and activities have been needing to close in some areas with summer vacations and sick calls. ○ The vaccine mandate has been lifted for Department of Corrections staff which has helped with our numbers for those applying for positions. <p>Amend:</p> <ul style="list-style-type: none"> • Amend is a group out of California, that is looking at health programs in California, Washington, Oregon, and Montana. They are looking to improve staff and incarcerated individual communications. • They focus on Dynamic security, having better conversations and we are implementing this at WSP. A resource team will be put together. They will pull out those that do not come out a lot, speak with them and open lines of communication and help with prosocial participation in the facility environment. • Norway has been working on the Amend model for the last 30 years and they have some of the best prison environments due to this. • We will be starting this in the higher security custody levels but will eventually spread this to the whole facility. • In East Complex we have increased our therapeutic community for substance abuse assistance and we are also expanding on our mental health assistance programs in that area as part of the Amend program. <p>Cultural/Other events:</p> <ul style="list-style-type: none"> • Hispanic cultural events have been held in the BAR and Medium custody. • Graduations for Walla Walla Community College AA degrees and other programs have been held throughout the facility. 	5	

- Cultural events and religious events have been planned throughout the facility over the next couple months.
- There is a bit of a learning curve as both Mr. Bowman and Theresa are new to their positions. And events like these have not been held in the last several years due to Covid.
- Comment: Highlights from the cultural events and religious events might be nice to have in the month end report that Mr. Bowman is going to investigate putting one out.
- A cultural event policy is currently in the works, but it is not completed yet. Families are currently allowed into the facility for these events if they are registered as visitors based on availability of space.
- Events are behind this year as at the beginning of the year Walla Walla County was in yellow covid status which stopped the facility from being able to hold these events, now that we no longer have those restrictions we will be getting back on track with events.

Property:

- Property was six weeks behind; we created a project position that was filled starting on June 1 to process property for two straight shifts. We are hoping to get down to a two week turn around for property. Currently we have reduced the wait time from 6 weeks to around 3 weeks.
- This is strictly for the property of incarcerated that are coming to WSP from another facility as their property is usually sent separately from them and for those that are transferring between custody levels inside the WSP facility.

IIBF question:

- IIBF funds are only able to be used for family friendly events, we are hoping that because we were unable to hold events the first half of the year that we can allocate the IIBF funds for next year for events.
- We do have events in the works but setting everything up does take time and we are hoping to hold more events in the remainder of the year.

Sprinkler questions:

- Sprinklers/misters to help with the heat were mentioned in a message from DOC headquarters, what is being done about this at WSP? Mr. Bowman provided the below answers:
- On this side of the state, we have air conditioning in the units, unlike some facilities on the other side of the state who do not have AC in their facilities and they use Mist or

	<p>sprinklers systems to assist the incarcerated during the heat of the year.</p> <ul style="list-style-type: none"> ● At WSP we have increased ice gates at this time to help the incarcerated stay cool with the help of ice. As well if the temperatures get too high, we do keep the incarcerated indoors to help avoid high heat medical issues. ● Associate Bowman will ask about misters/sprinklers if they have been allowed in the past or have been there are at point. As far as he can remember WSP has never had a system like that for the yards. ● A topic was brought up about sunscreen being offered to the incarcerated. Associate Bowman will speak with facility leaders to see if this is something that is going to be provided to every incarcerated individual or if it will be something added to the store that they can order. <p>From Associate Bowman: A thank you to Lauren for being great to work with and being willing to meet with WSP staff and help to try and change the council meetings for betterment of the future group.</p> <p>From Lauren Castro: A thank you for Associate Bowman for being willing to work with the group and to be willing to put out information to help draw in more people for the group and updates on what is going on at the facility.</p>		
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Next meeting location: WSP MS Teams Date: 08/05/2023 Time: 8:30-10:00

Comments: _____

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