



**FAMILY/ COUNCIL MEETING MINUTES**

Location: AHCC Teams

Date: 12/16/23 Time: 9:00-10:30 AM

Teleconference details: +1 564-999-2000,,563748858#

**Meeting Attendees**

Department/facility co-chair: Kay Heinrich

Family co-chair: Ellen Hargrove

Facility/council secretary: Taylor Jordan

Family secretary: Michelle Clark

Members present: Jessica San Luis, Byron Coats, Ellen Hargrove, Yoshi Garcia, Sandy Hickey, Leslie Gatherer and Valerie Smith

Non-council member attendees: **DOC/AHCC/OCO Staff present: Ron Haynes**

**Agenda**

Topic	Discussion/Key Points	Next Steps
Secretary Report	<p><b>Presentation by Medical/dental services</b></p> <p><b>Presentation by Family Friendly Services</b></p>	
Action Items	<p><b>Update on the covering for MSU?</b></p> <ul style="list-style-type: none"> <li><i>Per Facility Plant Manager Parker: The funding for the cover has been requested on the facility-ready list but has not been approved.</i></li> </ul>	
SFC Report	<p><b>Sean Murphy presented on the following topics</b></p> <ul style="list-style-type: none"> <li><i>Medical waiver 1115 Waiver program.</i></li> <li><i>Reduce solitary confinement.</i></li> </ul> <p><b>Facility Updates</b></p> <ul style="list-style-type: none"> <li><i>Family council minutes on tablets - Sean Murphy is checking on this</i></li> <li><i>Contraband problems at all facilities.</i></li> <li><i>Suggested that Family Council information be posted on DOC main page: Update: Public Website request - Elected Family Council members are to submit their requests to rcravens@doc1.wa.gov, regarding what families would like to have posted to the public website for Family Councils. Those suggestions will be sent to the Communications department for consideration.</i></li> </ul>	

	<ul style="list-style-type: none"> <li>• <i>Mini-game console:</i> <ul style="list-style-type: none"> <li>○ <i>Update: Game Console - the mini-game console is self-contained ( no additional purchase requirement beyond the game console itself and the incarcerated have a TV). The power cord, cables to connect to the TV, and controllers are all included with the purchase of the mini-game console. The cord to connect to the TV is the color-coded standard RCA connector (Red and white). The game consoles are compatible with all three TVs currently offered to the population. The game console itself is plug-and-play. Connect it to the TV with the color-coded cord, connect it to power, connect a controller, and change the input on the TV. From that point, the incarcerated can see a menu of all the games and select the game they'd like to play. There are no instructions included in the box; this is how they come from the vendor, which we have no control over.</i></li> </ul> </li> </ul> <p><b>Medical Protocols - Dr. Curl</b></p> <p><b>Mental Health/Behavioral Health Programs - Karie Rainer</b></p> <p><b>How Families Can Address Health Concerns - David Flynn</b></p> <p><b>DOC Policy 350.270 Extraordinary Medical Placement - Gary Bohon</b></p> <p><b>Open Public Forum</b></p> <ul style="list-style-type: none"> <li>• <i>SFC Family Co-Chair for 2024 is Sarah Leon, vice chair is Greg Mansfield.</i></li> </ul>	
Tier Rep Minutes Review	<p><b>Tier Rep Minutes Summary</b></p> <ul style="list-style-type: none"> <li>• <i>Main</i> <ul style="list-style-type: none"> <li>○ <i>New privacy screens for video visits.</i></li> <li>○ <i>I/I are not allowed to leave work early to go to visit.</i> <ul style="list-style-type: none"> <li>▪ <i>Update: I/I may leave work 20 minutes early to get ready to go to visit.</i></li> </ul> </li> <li>○ <i>Tabletop role-playing games.</i></li> </ul> </li> <li>• <i>MSU</i> <ul style="list-style-type: none"> <li>○ <i>Fundraisers</i></li> <li>○ <i>The shirt colors are now Viking purple for C-5 and Texas orange for C-4.</i></li> <li>○ <i>A cultural events room will be set up in MSU.</i></li> <li>○ <i>The cultural events schedule for 2024 is being worked on.</i></li> </ul> </li> </ul>	
DOC Updates/Announcements	<p><b>Introducing Religious Coordinator Whitman and AA2 Colon</b></p> <ul style="list-style-type: none"> <li>• <i>My name is Tommy Claudell Whitman. I am the Religious Coordinator here at the Airway Heights Corrections Center. I started here on August 21<sup>st</sup>, of this year. Before coming to work here, I worked downtown at the Paulsen Center as the Building Engineer. Outside of that, I am an associate Pastor at my Church. I have worked in this capacity for over 20 years. In my time away from here, I spend time with my family, and working in my local church helping people.</i></li> </ul>	

- *My name is Karen, and I am the AA2 for the Religious Activity Center. I am in my 23<sup>rd</sup> year of working for the Department of Corrections. Ten of those years have been working in the Religious Center. I consider working in the Religious Center to be a privilege. I enjoy learning about different religions and helping and providing for the Incarcerated population. In my time away from work I like to be around my family, play with my dog (who I adopted from the AHCC dog program), travel, and read.*

**Update on the green light for MSU?**

- *Per Facility Plant Manager Parker: We are unable to accommodate this request due to the wiring that will need to be done to complete this so we are discussing other options like putting an open sign out there like there is in the main facility.*

**Is the Family Council information on the AHCC page?**

- *Per AA3 Jordan: This information has been posted on the AHCC page under Community Involvement.*

**Dungeons and Dragons Starter kits, is there an update?**

- *Per CS4 Salvaggi: Not with us at the moment. The memo from Holbrook on 2/17/23 still stands as guidance which states “Effective immediately, incoming tabletop roleplaying publications will no longer be rejected, and the playing of the games is an authorized dayroom activity. This authorization only applies to incoming publications containing game pieces (maps, character cards, etc.) received new through the Mailroom or as transfer property from another facility. Individuals and members of the community are not authorized to purchase any extra game pieces from an outside vendor. This includes items such as figurines, playing boards, or dice. The Department also understands that many individuals have been creative in making homemade game pieces over the years. Staff will not confiscate these items unless the item(s) itself has been identified as posing a clear threat to the orderliness of the facility.”*

A copy of this memo is attached.

**October Fall Game Day Event 2023**

- *Per CPPC Pavao: The 2023 Fall Game Day event was held on October 26<sup>th</sup> at both AHCC MSU and Main Visiting Rooms. Thirty-eight incarcerated individuals participated with 55 visiting adults. Bingo players enjoyed snacks and beverages as they waited for that lucky bingo ball to drop. Winners received relationship games or cards that keep families or couples engaged with each other. Three lucky couples were picked to play the “Not so Newlywed Game” where they answered 12 questions trying to guess what their partner would say. There were some “Matching” answers and some pretty far-off answers that made everyone laugh! Finally, we ended with a Trivia game where participants were asked general knowledge questions like, “How many times did Ross Geller marry and divorce on Friends” - 3 or “What does a camel store in its hump” - Fat. Many visitors and incarcerated alike commented that this event was great fun and appreciated the opportunity to “act like normal couples to some degree.” Volunteers from Nonviolent Communication and the religious group Latter Day Saints, AHCC staff, and the Incarcerated event crew assisted the CPPC, decorating, calling out numbers, and handing out prizes and snacks. Thank you to the Public Access and Visiting custody staff who contributed to such a smooth visitor check-in.*

**Santa and Mrs. Clause came to visiting on 12/16/23**

**All staff in Washington State are required to complete the Amend Training.**

- *The Washington State Department of Corrections (DOC) and Amend at the University of California San Francisco (UCSF) launched a partnership in October 2020 to continue efforts in achieving further pro-social improvements in the Washington correctional system. An important part of achieving DOC’s mission to improve public safety by positively changing lives is the commitment to partnering with other organizations to actively find ways to live out the mission. Amend at UCSF is an initiative dedicated to transforming correctional culture to improve the health of people working and living in America’s prisons. DOC’s partnership with Amend works to bring a health-focused approach to providing correctional staff with additional tools and resources with an emphasis on staff wellness while working to prepare incarcerated individuals and residents to become better neighbors when they return to society. In Norway, the belief system is, “people go to court to be punished, they go to prison to become better neighbors”. This partnership’s goal is to ingrain that same belief system within Washington DOC. In coordination with Norwegian Correctional Services, Amend at UCSF has developed its program as a means of implementing the public health-focused Norwegian principles of normalization, progression, and dynamic security in correctional systems across the United States. Amend trainers meet with key stakeholders, identify challenges and opportunities, and facilitate structural changes specifically tailored to the needs of the particular environment.*

**The Annual Christian Events will be occurring soon (dates listed below) as well as Ramadan and Passover celebrations.**

- *MSU 12/28/23*
- *Main 12/21/23*

**Parenting Inside Out graduation in MSU January 25<sup>th</sup>, 2024.**

- *After graduation Parental Navigator Beeman will start PIO classes in the Main facility again.*

**Is the new COVID-19 vaccine available?**

- *Per CS2 Garcia: We have been receiving 50 vaccines at a time. They are available and the patients have to kite infection prevention to get on the list for it.*
  - *How often are these batches of 50 coming in and are you prioritizing the medically vulnerable?*
    - *UPDATE Per CS2 Garcia: Yes, the medically vulnerable are prioritized. When they get 50 I/I signed up to receive vaccines we order the next batch.*

	<p><b>Executive staff is in the process of creating a cultural events room at MSU.</b></p> <ul style="list-style-type: none"> <li>• <i>Per APS Heinrich: There has never been a cultural events room in MSU like the main facility has so we are renovating the RAC in MSU to help create a cultural events room so I/I can work on their regalia. Maintenance, recreation, the religious coordinator myself, and AA3 Jordan are working to make this happen.</i></li> </ul> <p><b>Can tours be scheduled for the spring?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Tours are not approved at this time per HQ</i></li> </ul>	
<p>Visitation</p>	<p><b>What happened to the reader board in visiting and can it be put back?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: I am unsure what happened to the reader board, but I will discuss this with the facility manager and see what we can do.</i> <ul style="list-style-type: none"> <li>◦ <i>UPDATE Per Facility Manager Parker: I am unsure what happened to this reader board but I will try and figure it out and potentially get it replaced.</i></li> </ul> </li> </ul> <p><b>AHCC visiting guidelines.</b></p> <ul style="list-style-type: none"> <li>• <i>Per AA3 Jordan: These have been updated and are now on the AHCC website.</i></li> </ul> <p><b>Can we get a better food variety in the vending machines including healthier items?</b></p> <ul style="list-style-type: none"> <li>• <i>Per AA4 Zehm: I have been in contact with Empire Vending and they are going to send a catalog of what we can order to be put in the machines.</i></li> </ul> <p><b>Can contact information for LFC officers be posted on the visiting room reader board and the screen at the entrance to the visiting room?</b></p> <ul style="list-style-type: none"> <li>• <i>The LFC officers used to wear badges at visits so other visitors could talk with them about LFC. Can this be started up again?</i></li> <li>• <i>Can we have flags at the tables where LFC officers are seated so other visitors can talk to them about LFC like they have done at Stafford Creek?</i> <ul style="list-style-type: none"> <li>◦ <i>Per ASP Heinrich: This is currently being discussed with the captain. The LFC information will be put on the TV in the foyer of visitation.</i> <ul style="list-style-type: none"> <li>▪ <i>Per Captain Marry: I will look into what other facilities are doing and see what we can accommodate.</i></li> </ul> </li> </ul> </li> </ul> <p><b>Can we look into working with the children’s mobius discovery center to put up some items in the children’s area in visiting?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: We can look into this.</i></li> </ul>	
<p>ADA Coordinator</p>	<p><b>Is there an update on the ADA Benches in the yard?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: We have them, but one is damaged, so we returned them and we are purchasing new ones of a better quality. Once we receive the new benches, we will have to meet to determine the best location in the yard.</i></li> </ul>	<p>ADA Coordinator Paul Duenich will be invited to the next LFC</p>

	<p><b>What are your job duties?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: I look at accommodations that an individual might need, to ensure equitable programming and life functions. This could be an access assistant or magnifier for the legally blind, PTSD needs, etc. I also ensure visitors have needed access to the facility.</i></li> </ul> <p><b>Can incarcerated individuals kite you if they have concerns? Where do they send the kite?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: Yes, and they can kiosk me or send the kite to CPM Duenich.</i></li> </ul> <p><b>How can family members contact you?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: The only reason they would contact me is if they are coming on-site and they require accommodation for visiting. There is a sign posted at the entryways of the main and MSU visiting areas that displays this information.</i></li> </ul> <p><b>What kinds of accommodations are made for I/I with wheelchairs or walkers when they take a shower and when they go to chow hall?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: This question is too broad to answer because each incarcerated individual and their needs are so unique.</i></li> </ul> <p><b>Are there sign language interpreters present at programs at AHCC for I/I who have hearing loss?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: No, we have other options, and there has not been any issue at AHCC to date. Monroe has most of these I/I's</i></li> </ul> <p><b>What accommodations are made for I/I who are blind or have significant vision loss?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: Again, this is too broad of a question each case is very unique. Most of these cases are at Monroe.</i></li> </ul> <p><b>What other accommodations are made for physically disabled I/I?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: Again, this is too broad of a question each case is very unique and we do many things for the population depending on their needs.</i> <ul style="list-style-type: none"> <li>○ <i>Elderly in king unit and they have their own accommodations, specific cardio and exercise equipment.</i></li> </ul> </li> </ul> <p><b>What accommodations are made for I/I who are cognitively challenged?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: Again, broad question, each case is unique.</i></li> </ul> <p><b>Who is the ADA Compliance Manager?</b></p> <ul style="list-style-type: none"> <li>• <i>Per CPM Duenich: I am, Correctional Program Manager Paul Duenich.</i></li> </ul> <p><b>All case information is gathered from medical, mental health, and others then it is presented to the HQ review committee.</b></p>	<p>meeting in February.</p>

IIBF Report	<p><b>The Oct 25 minutes show that per Mr. Browne, IIBF funds were used to purchase 24 irons for the units.</b></p> <ul style="list-style-type: none"> <li>• <i>How many units received irons?</i> <ul style="list-style-type: none"> <li>○ <i>Per AA3 Jordan: Every unit received 3 irons.</i></li> </ul> </li> <li>• <i>Who uses the irons?</i> <ul style="list-style-type: none"> <li>○ <i>Per AA3 Jordan: The incarcerated population.</i></li> </ul> </li> <li>• <i>Are they used to iron I/I clothing?</i> <ul style="list-style-type: none"> <li>○ <i>Per AA3 Jordan: Yes</i></li> </ul> </li> </ul> <p><b>Review IIBF Reports</b></p> <ul style="list-style-type: none"> <li>• <i>AHCC IIBF budget overview July 1-Sep 30, 2023, showed: Barbershop total budget: \$2,200.00; expenditures: \$229.90; remaining in budget: \$1970.10.</i></li> <li>• <i>AHCC budget overview July 1-Oct 31, 2023, showed: Barbershop total budget: \$600.00; expenditures: \$283.88; remaining in the budget: \$316.12.</i></li> <li>• <i>Why is there a difference in the remaining money amounts?</i></li> <li>• <i>Why are there large differences between the Sep and Oct reports for money remaining in several other accounts?</i> <ul style="list-style-type: none"> <li>○ <i>Per LBA Browne: You will notice that the report ending Oct 31 uses Year-to-date numbers instead of annual numbers. If we are looking at year-to-date expenditures, we feel it makes more sense to compare those to year-to-date budget amounts rather than compare the year-to-date expenditures with the total annual budget, most of which is budgeted in future months. The Budget Narrative tab still shows the total annual budget for each category.</i></li> </ul> </li> </ul>	LBA Browne will be invited to the next LFC meeting in February
Elections	<p><b>Jessica San Luis volunteered for the AHCC LFC co-chair position.</b></p> <ul style="list-style-type: none"> <li>• <i>A vote was held, and Jessica was voted unanimously as family co-chair.</i></li> </ul> <p><b>The group was asked if there were volunteers for the positions of secretary or statewide family council rep. Ellen Hargrove volunteered for the AHCC SFC rep.</b></p> <ul style="list-style-type: none"> <li>• <i>A vote was held Ellen was voted unanimously as SFC rep.</i></li> </ul>	
Roundtable	<p><b>Can there be a space for incarcerated individuals to get together and play instruments?</b></p> <ul style="list-style-type: none"> <li>• <i>Per ASP Heinrich: Currently we don't have a space for this, but we can look into it.</i></li> </ul>	Flyer for Child's Birthday Program is attached



**Are cupcakes still being offered in visiting to children who come to visit on their birthdays?**

- *Per CPPC Pavao: Yes! Here are the basics!*
  1. *The Incarcerated Individual sends the CPPC a kite or kiosk one month ahead of the child's birthday and includes the child's name, birthday, and approx. planned visit.*
  2. *CPPC checks the child's birthday and if verified, sends the I/I a birthday card to write in and an age-appropriate gift choice sheet from CPPC.*
  3. *Once CPPC receives the gift choice and signed card we send the I/I a kiosk message letting them know they are approved.*
  4. *Then the CPPC purchases cupcakes, the gift, and puts them in a gift bag as well as the birthday card and leaves at the officers' station in visiting. The officer gives these items to the I/I to hand to their child at the visit.*

**The EFVs in MSU do not have cable and reception from the antenna is not good, can a cable connection be brought out to the EFVs in MSU or can new antennas be ordered?**

- *Per AA3 Jordan: I already ordered new antennas and they arrived on site this week to be brought out to the EFVs in MSU.*
  - *Per ASP Heinrich: I will look into getting a cable connection in the EFVs.*

**When we sign up for EFVs we receive the statewide allowable items but when visitation staff checks us in they go off different allowable items that are specific to AHCC, can this be addressed?**

- *Per ASP Heinrich: I will speak to the captain about this and we will look into it.*

**What can be done to increase the level of family participation in the LFC? How can families who have been a part of the LFC connect with new families who come to AHCC? Can a pamphlet for the LFC be made and put in visitation?**

- *Per ASP Heinrich: A brochure can be made, please get in contact with AA3 Jordan to assist in creating this.*

**When people apply to be on an incarcerated approved visitors list can a check box be added asking them if they want information about the LFC?**

- *Per ASP Heinrich: Visitor approvals are done at HQ but we will look into what we can do.*
  - *Per AA3 Jordan: I reached out to HQ and a box cannot be added to the visitor application, but I was given permission to run a report of all new visitors added to approved visitors lists of I/I here at AHCC and I can run this report monthly and reach out to these new visitors and give them information about the LFC.*

**Can Empire Vending be invited to the next LFC meeting? Can better machines be put into visiting?**

- *Per AA3 Zehm: We requested that they attend the next meeting but at this time they cannot confirm if they will be able to attend.*

**How can visitors get money back that has been lost in the vending machine?**

- *Per LFC Member: There is a form available in visiting to request funds from empire vending.*
  - *Per LFC Member: Can this information be posted on the machines?*
    - *Per AA3 Jordan: Yes I have created forms and attached them to the machines letting visitors know what to do when funds are lost.*

**Why are visitors not processed into visiting until 12:30? Can visitors be processed in at 1215 instead so they do not lose any visiting time?**

- *Per Captain Marry: Visiting opens at 12:30 so that is when the in-processing starts, we are unable to change this due to the movement schedule.*

**In the unit rep minutes I/I asked to be released early from work to go to visit and the captain said they could be released 20 minutes early but can incarcerated be released from work at 1130 to get ready for visiting?**

- *Per ASP Heinrich: The captain said 20 minutes, but we will follow up with him.*
  - *Per Captain Marry: No, we are sticking with 20 minutes due to the movement schedule and the time needed to process I/I out of H-Foyer.*

**Can funds for the fundraisers be pulled from the I/I commissary account?**

- *Per LBA Browne: No*

**When we go to in-person meetings, can they be held before visiting so members can go to visiting afterward?**

- *Per ASP Heinrich: This will be addressed when we can go back to in-person meetings.*

**Can veterans get greater access to educational programs, especially those programs beyond AA degrees?**

- *Per ASP Heinrich: The contract for our education department is through Spokane Community Colleges and are working on adding more educational opportunities for the incarcerated like AA degrees.*

**There is some confusion about what items are allowed in EFVs. There is a DOC list and an AHCC list. Can we get the correct list when our visit is confirmed so we don't bring in unaccepted items?**

- *Per ASP Heinrich: We will connect with Lt. Young and Captain Marry and get this issue resolved.*

	<ul style="list-style-type: none"> <li>○ <i>Per Lt. Young: I spoke with visiting staff and the statewide EFV allowable items are what visitors and staff should be using.</i></li> </ul> <p><b>Can we bring back the video games that used to be in visiting?</b></p> <ul style="list-style-type: none"> <li>● <i>Per Captain Marry: I am looking into this, I need to figure out how other facilities manage this and create a process for our visiting staff before we can bring them back.</i></li> </ul>	
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Next meeting location: Microsoft TEAMS

Date: February 28<sup>th</sup>, 2024 Time: 2:00 – 3:30 PM

Comments: Statewide Family Council: Saturday, January 20, 2024

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