



FAMILY COUNCIL MEETING MINUTES

Location: Admin Conference Room Date: 6-1-19 Time: 1430

Teleconference details: Julie Winkler will conference in

Meeting Attendees

Department/facility co-chair: Scott Speer Family co-chair: Carla Dishon
 Facility/council secretary: Elena Friesz Family secretary, if applicable: NA
 Members present: Debra Kadoun and Grant Dishon Non-council member attendees:
Sergeant Charles Friesz and Lieutenant Ginger Price

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Clearwater Showers	<ul style="list-style-type: none"> • Cleanliness of the showers • Remedy to ensure no bacteria/mold growing • Possible dividers/privacy curtains. Possible PREA concern • May be a concern in the other units 	Superintendent Bennett went over unannounced to view the showers. Showers needed cleaning but no black mold. Clearwater Sgt. will see that the janitors are to do a better job. Dividers in showers may cause more of a security and safety risk not able to have a visual.
Bookshelves	Bookshelves installed in the rooms?	Clearwater units since just a bunk area there is not room. In the others some have shelves.
Signage	The signage in the parking area is very confusing for new visitors. Signs to explain where to turn, park and visit room is located.	If the council could give some ideas on how we can do better definitely not opposed to changing or adding signage. Possible walk through with the council. Plan to look at signage at June meeting.
Recycling	Is there garbage recycling? May the visit room and EFV's be included?	In our rural area not much is accepted for recycle. OCC recycles card board. Aluminum cans can be recycled in visit room. A receptacle will be in visit room next week.
Used books	What is allowed?	Inter loan Washington State Library program and new books from the approved vendors.
Clearwater	Extra Laundry Bag	Process is finalized. Laundry bags are ordered. Bags were given out May 22 nd .
Visit room	Visit Restrooms/Vending Machines	Capital project request is a power up grade. This will help with the

		temperature of the room. A better power source for the vending machines.
EFV's	Open sealed packages for EFV's	Scissors are stored in visit office.
Family Co Chair	Changes in Family Council	Jerrie Davis last OCC Local Family Council meeting. Carla Dishon said she would take over duties as Family Co Chair.
IWC	2nd Quarter	Meeting Scheduled for June 13th

New business

Topic	Discussion/Key Points	Next Steps
Summer BBQ	Rescheduled due to funding so close to fiscal budget. Possibly Friday, August 9th	Updated on Website and visit room
Tour	Waste Water Treatment Plant	Tour went well. Incarcerated WWTP workers Jared Dishon and Lucas Johnson gave a good presentation to the group.
Visitor Signage	Will look on the way back from WWTP of where signs can be better placed.	There will be two parking spots for EFV. Lieutenant will have visit signs in new areas. A sandwich board for visit day will be placed for better direction.
Used publications	Status on receiving used books being sent in? May the population donate books to the unit libraries once they are done with them? Is the Inter loan WA ST Library being used at OCC?	https://www.doc.wa.gov/corrections/incarceration/send/publications.htm The above is a link on direction for used publications. Attachment of the memo to the population and the approved used book vendors. Yes the population may be donate to the unit library once they are done with them. The Washington State Library will be starting the ILL program back up again tomorrow. It had been down for about the past 5 months. Monthly we average anywhere from about 10-20 participants a month. Starting June 4 it will be back up and running.
Statewide Family Council	Sound bites from OCC Represented Ms. Winkler	Attached due to form restrictions and length.
EFV's	Yard maintenance Check-in and Out times	Sent email to Maintenance/CSC Lieutenant is looking at changing times.

Statewide Workshop June 6th	EFV allowable items list	Ms. Winkler will be representing OCC
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Roundtable open discussion

Next meeting location: OCC Conference Room Date: Saturday 8-10-19 Time: 1430

Comments: Christy Kuna Assistant OMBUDS will reschedule for August 10th meeting.

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14.

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



STATE OF WASHINGTON
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PRISONS DIVISION

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Date: April 10, 2019
To: All Incarcerated Individuals
From: Robert Herzog^{ret}, Assistant Secretary
Prisons Division
Subject: UPDATED - Used Publications (**To be posted in all Living Units**)

Effective April 10, 2019 the memo regarding the process of no longer allowing or accepting used books into the facility from non-profit vendors dated February 21, 2019 **has been rescinded.**

The department will allow books into the facilities from the approved non-profit vendors.

Any questions regarding this matter can be directed to your Unit Counselor or Facility Mailroom Sergeant.

cc: All Facility Superintendents
Facility Mailroom Sergeants
Jeremy Barclay, Director Engagement and Outreach
Roy González, Prisons Division Correctional Manager
Tracy Schneider, Correctional Specialist 3
Billie Peterson, Program Manager – Policy Office



Approved Non-Profit Used Book Vendors

- Books to Prisoners/Left Bank Books
- Books through Bars
- Women's Prison Book Project
- Prison Library Project

Send Publications

- [About](#)
- [Publication Review](#)
- [Rejection Appeals](#)

About

Per [DOC Policy 450.100 Mail for Prison Offenders](#), the department has established procedures to maintain safety and security governing mail to/from incarcerated individuals, including publications such as books, newspapers, certain catalogs and brochures, and other publications. Books, magazines, newspapers, catalogs, and brochures will only be treated as publications if they contain a publishing company/author, publication date, volume/issue number or other identifier, copyright notice/date, and publisher address. All other catalogs/brochures will be considered general incoming mail.

Book Donations to Individuals

Incarcerated individuals may receive new books, newspapers, certain catalogs and brochures, and other publications in any language sent directly from the publisher(s) or vendor(s).

Incarcerated individuals may receive used books in any language from approved non-profit organizations. To become an approved non-profit book donator please fill out the [request form](#).

Individual's house in standalone minimum security facilities may also receive used books from a publisher or vendor.

Book Donations to a Facility

Community members, community groups, publishers, vendors or non-profits may donate new or used books to a facility.

Approved Vendors

Examples of approved vendors include [Amazon](#) and [Barnes & Noble](#). Local stores and publishers are also approved. If you have questions about whether a vendor is approved, inquire [here](#).

Approved Non-Profits

Department approved non-profits list can be found [here](#). To become an approved non-profit book donator please fill out the [request form](#). If approved, the non-profit will be added to the approved list by the end of the requesting month.

If a non-profit submits a request to be recognized by the department and is denied, they have the opportunity to appeal by replying to the decision email within 10 business days with a short narrative of why they would like to appeal. The appeal will be sent to the assistant secretary of prisons for a final decision. All final appeal decisions will be valid for one calendar year from the original application, at which point one may reapply.

General Requirements

Please see [Rejection Reasons](#)  for a list of reasons why mail and publications may be rejected.

Items such as product samples, CDs, DVDs, etc., will be removed if doing so will not alter the publication. If the item cannot be removed without altering the publication (i.e., tearing a page from the publication), or if the item potentially has value (i.e., CDs included with books), the entire publication will be rejected. Loose advertisement cards may be removed as staffing resources allow. No publication will be withheld solely on the basis of their appeal to a particular ethnic, racial, religious, or political group or sexual orientation.

Publications must be delivered to the facility by USPS, UPS, or FedEx and are not considered first class mail per [USPS Domestic Mail Manual](#). Front door courier delivery (e.g. newspapers) is not allowed.

Only newspaper publications will be allowed for individuals housed in reception diagnostic centers.

Publications in languages other than English must be reviewed by the headquarters correctional manager. Publications written in Braille, except those received by facility libraries, will be limited to incarcerated individuals with a documented vision disability.

Individuals may not receive gift subscriptions and/or publications from another incarcerated individual, or the friends or family of another unrelated incarcerated individual.

Publication Review

[Book Denial Report](#)

A comprehensive list of book denials reviewed by the Publications Review Committee, which includes restricted books.

All incoming mail and publications are reviewed by prison facility mailroom employees. When rejecting mail, mailroom employees will provide written notice (DOC 05-525 Rejection Notice form) to the inmate with the reason for rejection.

Publication Review Process

The mailroom staff will also provide the rejection notice, along with scans of the rejected pages, to the Publication Review Committee (PRC) at DOC Headquarters.

The PRC will meet at least monthly to review rejected correspondence/items and documents. When they have completed the review process, the Committee will return the packet to the facility with its decision. Generally the inmate will be notified of the PRC's decision within 10 working days after it is made. However, publications requiring more information may take an additional 2 weeks to review.

Publications initially rejected as sexually explicit material per WAC 137-48-020(13a-d) may be approved by the Committee for artistic, health/medical, and educational purposes.

Rejection Appeals

If an inmate appeals the denial, the DOC 05-525 Rejection Notice form is sent to the mail room Sargent. The mailroom will forward the appeal request to the Correctional Manager at DOC Headquarters, who will provide a response to the requester.

The Correctional Manager's decision is final.

The final decision made regarding a particular publication will be binding for all prisons for at least 3 years. The Assistant Secretary for Prisons/designee (Correctional Manager) will maintain the decision in a database for at least 3 years.

The SFC meeting began with the acknowledgment that Belinda Stewart is leaving DOC. Belinda is a force to be reckoned with and leaves a long history with DOC. She has been a champion of families and will be missed by many people. Her successor is yet to be named, but we were given to understand that that person will be assuming the position from within the DOC.

We were asked to report on whether the new "guidelines" for conducting Family Council Meetings had been introduced at our local councils and how they had been received. I indicated that while we had yet to receive materials or training on the processes, our council generally follows the guidelines. I understand that DOC staff will soon receive some training, information, and visual aids regarding these processes. They are designed to help groups conduct meetings in a respectful and effective manner. Again, our meetings seem to be conducted in this fashion already. The only thing I could see that may need to be adjusted is that the meeting should be led by our Family Co-Chair with support from the DOC Co-Chair, not the other way around.

Following this, there was a discussion of the role of the CPPC for facilities. This is the Community Partnership Program Coordinator. OCC is the only facility that does not have a designated CPPC, with Ms. Friesz filling that spot. This person (among other things, I'm sure) is the one that helps with facility events, like the family friendly events that we discussed at our last meeting. What I did not realize is that the budget for these events is established annually for the fiscal year that begins in July. The funds for events come from the Offender Betterment Fund (OBF) which is largely derived from families. There were quite a few questions about this and it was agreed to request that the DOC person managing OBF would be invited to share more detailed info at the next SFC meeting in July. More soon...

We had a legislative update from Clela Steelhammer and Senator Darnell from the Tacoma area attended as well. The most significant legislation that passed this session was SHB 1401 which modifies the process for obtaining certificates of discharge and vacating conviction records.

We spent the remainder of the (6 hour) meeting working to establish what items would be best for the SFC to concentrate its efforts on for the remainder of the year and next year. The reps from all 12 facilities came up with a Short List, which you will see below.

Here's where you come in! Please think about the following items and rank them from 1 to 6 in order of importance as items for work at the state level. In other words, "1" is what you would consider the "most important" and "2" the "next most important" issue. Ms. Dishon, I do not have contact information for anyone else on the OCC FC. If you do, or if Ms. Friesz does, please reach out to them to ask them to participate. I will communicate your wishes at the SFC. Now, for the issues:

- If a SFC rep cannot attend a SFC meeting, allow another FC rep to attend in their place.

- Invite tier reps to LFC meetings on a regular basis - some facilities allow this, some do not.
- Raise the cap on trust fund accounts for indigent incarcerated individuals - currently the cap is \$10. This is the amount an incarcerated individual can have in their account before it is subject to deductions.
- Invite the new HS manager to discuss medical and dental services going forward.
- Consider revising the current fundraising policy.
- Work to train LFC on how to effectively conduct meetings.

Ms. Winkler