



**Stafford Creek Corrections Center
LOCAL FAMILY COUNCIL**

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 564-999-2000, 579246440# United States, Olympia

Phone Conference ID: 579 246 440#

Date: April 8, 2023

Time: 9:00 - 11:00 a.m.

Location: MS Teams Meeting

BI-MONTHLY AGENDA

TIME	TOPIC	DISCUSSION LEADER
9:00 am	Welcome / Ground Rules	Karin Arnold, Facility Co-Chair Tammey Bertrand, Family Co-Chair
9:10 am	Fiesta	Fiesta
9:20 am	Action Items	Tammey Bertrand, Family Co-Chair
9:30 am	Financial Overview	Samantha Richardson, Local Business Administrator
9:45am	Introduction of Temporary CPPC Family Friendly Updates Special Events	Janice Jacobsen, Community Partnership Program Coordinator
10:05 am	Medical	Theresa Johnson, Health Services Manager Melissa Lynch, Registered Nurse
10:15 am	Meals/Nutrition/Mainline	Ron Attard, Food Services Manager
10:25 am	Unit Rep Items	Karin Arnold, Facility Co-Chair
10:35 am	Pre-Submitted: SFC Update Announcement	Tammey Bertrand, Family Co-Chair
10:45	Roundtable	Karin Arnold, Facility Co-Chair
10:55	New Action Items / Closing	Tammey Bertrand, Family Co-Chair

Next Virtual Local Family Council Bi-Monthly Meeting: June 10, 2023, 9:00 - 11:00 a.m.



FAMILY COUNCIL MEETING MINUTES

Location: Stafford Creek Corrections Center Date: 4/08/2023 Time: 9-11 AM

Teleconference details: Call in number: (833) 332-1218; Phone Conf. ID #: 579 246 440#

MEETING ATTENDEES

<u>Karin Arnold, SCCC ASP</u> Department/facility co-chair	<u>Tammy Bertrand</u> Family co-chair
<u>Amber Carlson, SCCC ASP's AA3</u> Facility/council secretary	<u>Joanne Todd</u> Family secretary, if applicable

Members present: CUS T. Cardin, CPPC J. Jacobsen, HSM T. Johnson, FSM R. Attard, CUS Z. Fenn, CUS A. Willis, Superintendent J. Bennett, CUS G. Jones, Ashley H, Diane Sifres, Daphne, Nolte, Catherine Antee, Bethany DuSchene, LBA S. Richardson, D., RN M. Lynch, Stacey Wu Whit, Patti Hicklin, PM B. Porter, Sarah Leon, CUS C. Grubb, Tamara Lacey, Anna Ivanov, Shawnte Holmes-Davenport, Unidentified Individuals

SCCC LFC Unit Representatives: (Not in attendance due to meeting being held via TEAMS): G - M. Burnam, H1 - F. Faagata, H2 - A. Ivanov, H3 - W. Adams, H4 - B. Gumabon, H5 - B. Gunn, H6 - S. Gonzalez

Non-council member attendees: Fiesta: Greg Gourlie, Charlie Norris

AGENDA

Old business

Topic	Discussion/Key points	Next steps
See Action Items Form		

New business

Topic	Discussion/Key points	Next steps
<p>Fiesta</p> <p>Greg Gourlie: Operations Manager</p> <p>Charlie Norris: Sales Manager</p> <p>Bob Heckard: Service Tech Manager</p>	<p>Every vending machine in the facility now has the new readers in it.</p> <p>Visitors and staff can either use 1 \$5 bill or 5 \$1 bills to purchase a new card then go to station #1, set their card in tray and old card into slot, funds under \$73 will transfer. If, they have numerous cards they need to make sure they do not go over when adding and may need to buy more than 1 card to transfer. Again, not more than \$73 total transferred to one new card.</p> <p>If the balance is more than \$73.00...send Debittek card,</p>	<p>Q: Is there a time limit to transfer the balance over to the new card?</p> <p>A: Fiesta has the transfer stations for 1-2 months at SCCC. After that old cards can be sent to us through the process below:</p> <p>Send Debittek card, along with a self-addressed stamped envelope to address below asking for a refund with contact information in case we have any questions, or it does not read.</p> <p>Dawn Dougherty Human Resources Manager 50 Schouweiler Tracts Rd. E. Elma, WA 98541 main (360) 482-4820, direct</p>

	<p>along with a self-addressed and stamped envelope to address below asking for a refund with contact information in case Fiesta has any questions or it does not read to Dawn Dougherty Human Resources Manager 50 Schouweiler Tracts Rd. E. Elma, WA 98541 main (360) 482-4820, direct (360) 470-7686 dawn.dougherty@harborpacific.us</p> <p>Fiesta is aware cards are being voided and are working on it</p> <p>Each debit/credit card swipe will be for \$20</p>	<p>(360) 470-7686 dawn.dougherty@harborpacific.us</p> <p>Q: Can we use cards now to load money? A: Yes</p> <p>Q: Is this card for the vending machines to avoid using cash? A: Yes, all the vending machines in the facility use this new card system. The machine to purchase cards and load money onto them is located at the front of the facility (public access/visitor check in) right when you walk into the door.</p>
<p>Financial Overview</p>	<p>See attached report through March 2023.</p> <p>Reminder: The timing of SCCC's LFC meetings and the status of the budget closing will not allow all of the budget information to be available for the meetings. That is why a completed report was not sent ahead of time for this meeting.</p> <p>As agreed, upon at the state meeting level, SCCC will only be presenting the budget twice a year.</p> <p>\$1,200 for IIBF photo program. Printer and photo paper has been purchased</p> <p>Families are making use of the housing program, increased in spending by approx. \$300.</p> <p>EFV supplies were ordered: foreman grills, games, mattress covers, etc.</p> <p>There was money left over in the unit supply budget. So, if</p>	<p>Q: Recreation supplies...there are items that seem like they should be covered with weight deck/hobby shop fees. Are those separate accounts? A: Recreation and Hobby are grouped together for the budget. This was to cut done on the number of codes used. Fee recovery in recreation is for weight desk fees and hobby shop fees.</p> <p>Q: How are we on doing on spending the balance by year end? A: S. Richardson, has been working with the local areas and pushing for all the spending to be completed. We have a lot of money in the tv rental program but have done a recent PR to help with that. Her goal this year is to spend every dollar in the nonrestricted areas</p> <p>Request from family member: Please don't use the money on cleaning supplies.</p>

	<p>there are recommendations that you have heard your loved ones want in the units...please put them in the chat so we can look into ordering them quickly as we don't want to stall on using these funds.</p> <p>More adult games have been ordered for visitation.</p> <p>HQ approved a new sound system for recreational activities. This will not come out of our SCCC IIBF.</p> <p>\$7,500 for the visiting area will also be used to enhance the visit experience for older children and families</p>	<p>A: We have talked with the units about this and have asked them to be creative with the use of funds.</p> <p>Q: Are the guys being asked what they want in the units?</p> <p>A: We discussed this with the Tier Reps for them to pass along.</p>
<p>CPPC – Family Friendly Updates</p>	<p>Is the April special event cancelled?</p> <p>A: We are currently preparing for our Spring Carnival to strengthen relationships with the incarcerated individuals with their children. This was rescheduled for April 29th to allow more time for planning due to the change in CPPC.</p> <p>There was a lot of confusion around the event we just had, can you please provide a FAQ answering all the important questions and update families?</p> <p>A: This event I attended and had not been placed in the role of the CPPC yet. I have not seen any questions. If you have any, please send them to the Local Family Council mailbox and we will answer them as quickly as we can.</p> <p>Special events need to be advertised better.</p>	<p>Q: Are we going to make the canceled visit days uniform so one group is not being impacted more than the other?</p> <p>A: Arnold - we are really trying to streamline this for all our special events. There is open visit 2 days of the 4 day visitation weekend. To date we have closed visit for the whole day, but we will be revisiting this subject after the April event.</p> <p>Family - By saying visit is open that dismisses the families concerns and needs.</p> <p>Arnold: For the last event we heard that there was someone who had purchased plane tickets but after further looking into it...we found out that they had already canceled prior to the event announcement and were not planning to attend visit that day. We are working to continue to improve the visit impact during special events. We know there were issues for the last event, and it was a large mix of things played into</p>

A: Coming out of COVID status we were on the cusp of finding out what was allowed or what status we could hold these events in as well as the rules and regulations given to us from Headquarters. If you have any advertising ideas or event feedback, please submit them to the Local Family Council mailbox or place them in the local family council drop box located in visitation. We appreciate your feedback and will carefully review and consider each one. Please remember we do need to keep all events within the parameters of policy.

Counselors need to be more helpful to them when they inquire about them. My LO tried to talk to counselor and was basically told "too late nothing I can do" frustrating to feel like your not getting support and help you need.

A: Our counselors work very hard for your loved ones, however we encourage the population to reach out to CPPC for event questions

Why the huge list of rules/regulations for events when we don't even do that for visits?

A: Each event must follow policy and protocols that are in place at the time and for the event. New COVID 19 protocols have been sent out and we will no longer have to wear a mask or covid test prior to event attendance. However, SCCC does encourage all visitors to attend while in a healthy state.

that. We are continuing to improve on the notification process and posting process as well.

****A facility alert for the 4/29 event has been posted to the SCCC website**

Q: Before covid, the events would end before count...and if it was your visit day you could stay. Then the visit room would reopen for the remainder of the visit day.

A: Yes, we will be looking at that for the future events.

Statement: Maybe quarterly have the events posted on the website for those who travel.
**All CPPC event dates are currently posted on the SCCC website.

Q: What is the process for submitting proposals for a new program?

A: CPPC –

1. Fill out a form with their program and plan for the facility then it gets submitted to me
2. I review it and then pass it up to the CPM level and after that I do not know quite yet how to process goes forward

HQ is working on a form and direct process. However, we are still taking proposals for new programs during this process time as well.

Request: Please make sure that anything around a family friendly event get placed under facilities alerts and notices on the SCCC webpage

****A facility alert for the 4/29 event has been posted to the**

	<p>Masks are optional and available for those who want them</p>	<p>SCCC website</p> <p>Q: Roots of Success...is there going to be an audit on this?</p> <p>A: Arnold - Roots of Success will not be canceled. However, the department has implemented that all peer led programs must have a sponsor or staff in the classroom during the group meeting. Currently K. Peterson is sitting in those classes. But we will still need to find a sponsor. Also, we need to find funds for this, the books are very expensive, and the funds are no longer being supported by SPP (Sustainability and Prisons Project) but we are looking into details on how and if this program can continue to be supported. Or if we can find another program equal to it and maybe even have it to where the participants can gain college credits.</p> <p>Q: What does it mean to have a program sponsored? What is the process, what are the limitations?</p> <p>A: There is more than showing up involved. It would be best to review DOC Policy 530.100. This can be found on idoc. If you would like the policy sent to you, please contact LFC Facility Secretary Amber Carlson via docsccllocalfamilycouncil@doc1.wa.gov</p>
<p>Medical</p>	<p>Q: Why can't inmates get eye exams, why do they have to be on their death bed to get treatment? Even then they may not get help.</p> <p>A: Lynch - SCCC has gained Optometrist Dr. Alan Copeland.</p>	<p>Q: Are you still short on staff to cover care for the amount of people you provide services for?</p> <p>A: No, and we have continued to add to the team by badging more people to blue, permanent SCCC employee,</p>

Since January 1, 2023, he has seen 119 patients for acute care and follow ups. All referrals begin with a Snellen test for visual acuity and if they meet 20/40 or worse threshold for vision impairment, they are then referred to Dr. Copeland. He then triages the cases referred and schedules those with the more critical need or impairment. If there are urgent cases where the vision of the Incarcerated could be impacted, they are referred to ophthalmology in the community and worse case sent out to ER for immediate services.

Johnson - Dr. Coplin comes to us about every five weeks, depending on things like vacations, sickness, appts. He has five facilities he travels to. If he has to miss coming to SCCC the schedule is adjusted so he can come shortly after the miss. He is here three to four days per visit.

Who does medical report to?

A: Health services is an independent division that reports to a structure at HQ with the Health Services Administrator Paul Clark.

How do they not get sufficient care?

A: As this question lacks any specificity, an answer is challenging. All patients who request to be seen, are determined emergent or urgent as assessed by health services no matter the issue. Just a glimpse of the first calendar quarter (January 1 to April 1, 2023) SCCC Health Services

instead of yellow, contract staff.

Q: Has there been any conversation to hire more medical staff so people are not having to wait for routine care?

A: We have increased our staff over the course of the year. 5 providers, medical director and 6 medical assistants.

Q: Eye and dental are seen for acute, urgent, and emergent only?

A: That was during covid, but we are not looking at that same situation now. It is feeling good that we are getting back to normal services and are pleased with the direction we are going

Q: That nurse number you threw out...does that include our insulin and pill line?

A: I'm glad someone asked..NO! they are not included in that number. That number refers to nurses providing direct care.

Q: How does someone get sick care for something acute?

A: Sick call runs 5 days a week and services 12-20 patients a day, If an issue is acute and urgent, the patient needs to declare a medical emergency and the clinical team will respond directly.

Statement: Lynch - The more specific you are with your questions the better answers we can give you. If there is a specific issue, please feel free to reach out to RN Melissa Lynch and she will do her best

provided:
987 Dental Encounters
1693 Medical Encounters
(Providers)
1951 Mental Health
5231 Nursing
258 Psychiatry
651 Offsite Appointments
Completed

Why do people have to wait an extremely long time to get their dental work done? Cavities can turn into health issues when not taken care of.

A: Lynch - The DOC has a specific health plan just as anyone in community that has insurance or other coverage.

Johnson - When covid hit..we had to shut down all routine visits for dental and could only see urgent/emergent patients. So that played a large role in who/when we could see patients. Now we are picking up pace, seeing more patients but we still must prioritize all those who are urgent/emergent before routine dental care patients. We are actively working on catching up the backlog of routine care, but we have 1800+ patients and must continue to see urgent and emergent prior to the routine care.

What is the plan for catching up on missed appointments and appointment backlog?

A: SCCC has aggressively been addressing the back log. Four permanent advance care practitioners have been hired, a facility medical director has been hired (5.1.23), 2 contract physicians and 1 contract advanced care practitioner are

to address all issues
melissa.lynych@doc1.wa.gov

	<p>all on staff through the end of the fiscal year. The facility has been divided into 5 patient panels..this reduces the panel load for providers and assists in more robust scheduling cycles based on clinical need. An addition of a care committee made up of a care coordinator, care navigator, resolution specialist, and a Quality Insurance Nurse are proactively reviewing backlogs and other patient access issues and addressing in real time.</p> <p>How does someone get sick care when they need to be seen for something acute?</p> <p>A: The population has several ways to engage health services. First and foremost is to kite to be seen in sick call. Sick call is running 5 days a week and services on average 12 to 20 patients a day. In the event the issue is acute and or urgent, the patient needs to declare a medical emergency and the clinical team will respond directly to them when called. Additionally, those who are treated for chronic conditions will be scheduled ongoing to ensure proper monitoring.</p>	
<p>Meals/Nutrition</p>	<p>Portion size and quality of food has been declining, why?</p> <p>A: Portion size is followed in accordance with the DOC Weekly Menu and not deviated from. The population has been receiving meals in the grab and go containers and now we are back to the trays so there is more room. A half cup will always look smaller a bigger space.</p> <p>SCCC employees eat MUCH</p>	<p>Q: I saw one of the staff deserts and it was completely different than anything I have every heard or seen being served on mainline.</p> <p>A: That is correct because it did not come off of mainline. It was purchased through staff dining.</p> <p>Q: Please clarify a staff mainline meal versus staff dining.</p>

	<p>better than inmates. Our Loved One see SCCC employees eat fresh fruit and different main dishes with large portions on their paper plates is discouraging.</p> <p>A: Fresh fruit is offered at EVERY meal, 3 times a day. Also, staff that eat the meals are served the same amount.</p> <p>The food that is sat aside and custom prepared for staff, who funds the food and labor?</p> <p>A: These meals are paid for by staff.</p> <p>Employees get baked goods much more often than inmates. Inmates used to eat 2-3 SCCC baked cookies, cake and/ or muffins a week. Now it's down to 2-3 baked goods A MONTH!</p> <p>A: Fresh Baked goods are incorporated at least once a week into the statewide menu, also CI deserts are on the statewide menu.</p> <p>Need to hire a Dietitian to monitor the menus... having a bone in gravy that broke a tooth is horrible..</p> <p>A: This was forwarded to CI Foods, and they are doing a CCA(Customer Care Corrective Action) Also, WA DOC has a Dietitian , Brent Carny, that oversees all DOC menus for caloric and dietary needs.</p> <p>Portions have become childlike/child size</p> <p>A: All Portions are set by the State Dietitian</p> <p>How can healthier options be</p>	<p>A: Staff Overtime meal (mainline meal): this is for any staff, mostly CO's, who have to work mandatory overtime and need a meal because they did not plan on working. They receive a meal right off of mainline.</p> <p>Staff dining: breakfast and lunch dining for staff are purchased with meal cards via the same type of vending card used throughout the facility. This is not the same food that is being served in mainline.</p>
--	---	--

	<p>incorporated?</p> <p>A: That would go through the State Dietitian.</p>	
<p>LFC Unit Rep Items Pre-Submitted</p>	<p>DV indicators are affecting a lot of II's EFV eligibility time with family. There needs to be a pathway for these Incarcerated Individuals to obtain these privileges the way other specific Incarcerated Individuals are able to obtain them. There is a need to put something in writing to help these guys and their families</p> <p>A: Unfortunately, this is not a SCCC based decision. It is recommended that this be brought up at a statewide meeting.</p> <p>Programs and jobs need to be more accessible for long term Incarcerated Individuals and not favor the short timers. SCCC is considered a long term minimum facility, all we are asking for is equality.</p> <p>A: Our team has been looking at the requirements for jobs and accessibility over the last few weeks. But no direct decisions have been made as of yet.</p>	<p>No objections or questions from DOC or family members.</p>
<p>SFC Update Pre-Submitted</p>	<p>See attached document</p> <p>Thank you to Mr. Bennett for being present at our State Family Council Meeting. It is nice to see your presence there</p> <p>Family Co-Chair: Tammey Bertrand</p> <p>Family Secretary: Joanne Todd</p> <p>Facility Co-Chair: ASP Karin Arnold</p> <p>Facility Secretary:</p>	<p>Q: Can we get an update on how the conversation at the state level is going for peer led programs now having to have a sponsor in the meeting when it was not built to be that way. Specifically Yoga Behind Bars</p> <p>A: Bertrand - A policy change and documents were to be sent to me but I have not seen them yet. There is a lot of communication about this due to the confusion. Lisa Flynn is the contact for this policy.</p>

	<p>AA Amber Carlson State Representative: VACANT</p> <p>DOC Volunteer Policy: 530.100</p>	<p>Statement - Yoga behind bars was designed to be peer led. DOC has now gone back on that.</p> <p>Sarah Leon State Family Council Vice Chair: I did bring this up at the state level. Both for peer led programs and cultural groups.</p> <p>Q: Why can't peer led programming for yoga happen?</p> <p>A: Arnold - Yoga behind bars is happening 5 days a week. Ms. Jacobsen and the recreation manager have been sitting in on these classes to allow for this program to continue to happen.</p> <p>Bennett: Since yoga does not have a sponsor...We jumped through many hoops to have that class continue. I understand that it is not ideal, but it is what we could implement within our parameters. As for expending its availability, if we were to do that it would impact a larger population due to it being held within the gym.</p> <p>Q: Why does a sponsor have to be in the room anyway? And is that a paid position?</p> <p>A: Bertrand - It is within policy and we will continue to present this at the state family council level. Mr. Bennett Thank you for jumping through the hoops to make this program to continue!</p>
New Action Items	<p>Added: CPPC FAQ Page</p> <p>Q: When will there be tablets allowed in gym?</p>	See Action Items Form for details.

A: Bennett - there is a statewide policy stating that we are not to have those in the gym.

Per 280.925, It only gives the appointing authority to approve exceptions if access does not exist in the living unit.

Page 2. 1. B. 2

B. Individuals are prohibited from:

1. Direct or indirect access, either physically or electronically, to IT systems or data, including employee/contract staff workstations, unless approved.

2. Using media players in Prisons other than the recreational yard or in the assigned living unit. Exceptions may be approved by the Superintendent for individuals that do not have access in the living unit.

Update as of 4/13/2023:

A memo was released allowing the use of Securus tablets in the gym. Memo attached.

Infractions for having 2 mattresses:

A: Arnold - That would be considered a minor infraction and minor infractions must be signed off by a unit supervisor. After looking into this our CUS's have stated they have not seen any of those. But we will reiterate the concern and that they are not to approve them if the incarcerated is approved.

Q: How does one get 2 mattresses, and can they still get the 2nd one?

A: It was offered when the new mattresses arrived but not everyone received one.

Arnold - this will be talked about with the unit supervisors again

Roundtable / Open discussion		
<p>Q: My son has sleep apnea...The equipment he was provided is huge and he can't keep it clean properly with the small sink area. There are smaller ones available, but nothing can be sent in from the outside. Is there something we can do about this or find a vendor?</p> <p>A: Lynch - We have just put a focus group together this week to review the sleep machines. Please have your loved one put in to have his concerns looked into</p>		
<p>Statement: Thank you for getting the law library downloaded and available on everyone's tablet. Thank you to all who helped with that</p>		
<p>Q: Are there restrictions on the card games we can send into the units and our loved ones?</p> <p>A: Arnold - There is a donation form. But please look at the personal property matrix for further information because it may have to be donated. You can also contact the unit supervisor to request to have the game added to the list of requests for donations. The population can submit their game requests to their unit CUS</p>		
<p>Q: What is the status of the corded phones in H5 B pod? They have been out for a week. Everyone including IIU has been notified.</p> <p>A: CUS Fenn – IIU has been contacted and I know Mr Gleason has been working on this by sending help tickets. Also, to help with those who have tablet issues, I have authorized the use of the legal phones, for some reason that phone is working. Friday before I left, I contacted CPM Schreiber's office to get some help as well. The legal phone use is specifically for H5 B Pod until the phones are working again.</p>		
<p>Q: Is there really going to be cornhole in the day room of the units? Who authorized that?</p> <p>A: CUS Jones- Right now we have the work orders put in to have the games built. We still have to look at building a schedule because we don't want to disrupt the units and our new dog program. Schedules will be based off each unit's need/activities/programs. This decision was taken up the chain of command to implement some of the Amend activities in general population.</p>		

Roundtable open discussion

Next meeting location: Stafford Creek Corrections Center via Microsoft TEAMS Date: 6/10/2023

Comments: State Vice-Chair Sarah Leon posted 2 links of information in the chat. 1 for the volunteer policy and the other for the State LFC notes.

ASP Arnold -Thank you for everyone's active participation out of all the local family councils I have been a part of this has been the most active and proactive group who wants to get things done and make a change.

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 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs

REFERENCE	NEW ACTION ITEMS OPENED Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
EFV (In Progress)	With the reduction in number of visits per week, who is tracking the data on the gap between visits and what visitors are experiencing, who is monitoring whether the change is positive or negative overall, and when will results be shared? A: Tracking is being completed on a spreadsheet and through the EFV scheduler. Superintendent Bennett will conduct a review in April 2023 but due to privacy concerns with attendance only aggregate data will be shared.	Superintendent Bennett	12/10/2022	6/10/2023	
Donations (In Progress)	LFC Family member requested information on and list of items that can be donated to visit room and EFVs. As well as the process to donate	CPM R. Schreiber	12/10/2022	6/10/2023	
LFC Unit Rep Item (In Progress)	Our medical care/needs are not given to the proper care/attention like it should!! Individuals are being neglected of the care that Doctors, Nurses, CNA, etc, are hired here to provide!! Individuals are in worth/critical/life threatening condition the they were when initially seek for medical attention!! Remedy: Need better and respectable service we deserve..And hold these care providers accountable for their negligence A: M Lynch - Our patients have access to 24 hour medical care. We offer sick call 5 days per week and each patient is also assigned to a primary care provider. If a patient needs a higher level of care we send them out of the facility to receive the care that meets their needs. Please let me know if there are specific issues that you would like me to look into and I will be happy to do so. It is my goal that all of our patients receive the appropriate care that they need and that all of our patients are treated with dignity and respect. Thank you.	RN M. Lynch / HSM S. Evans	12/10/2022	6/10/2023	

	<p>S Evans - Health Services strives to provide timely and appropriate services to all patients that require clinically appropriate care. The clinic conducts sick call daily Monday thru Friday and on average sees more than 12 to 15 patients daily. Additionally, those providers not conducting sick call, are seeing 12 to 15 patients daily that are assigned to their current patient panel. The facility with the support of our security partners provide access to off site specialists on average 11 to 15 patient out trips Monday thru Friday all over Western Washington. The clinic is still addressing some backlog on non-critical services due to COVID 19 over the last year. These numbers do not include infirmity services, nursing services, and other on-site specialty services. As always, the health service team appreciates any productive feedback from patients and families to better assist services provided to patients. Thank you.</p>				
<p>Securus (In Progress)</p>	<p>LFC Members would like a separate Securus meeting scheduled *An inquiry email was sent by Facility Secretary A. Carlson. A: Email response: What works best is if we could get a list of the questions so they can be answered. Availability of staff for meeting not clarified. Family Co-Chair please develop a list of questions to send.</p> <p>Recommend this be taken to next SFC meeting as Securus is not facility exclusive</p> <p>The questions below were emailed to SecurUs on 3/30. No response has been received as of 4/10/23:</p> <ul style="list-style-type: none"> • Kiosks not working is an ongoing issue. How do we ensure uptime? 	<p>SecurUS</p>	<p>12/10/2022</p>	<p>6/10/2023</p>	

	<ul style="list-style-type: none"> • Call quality is terrible (WiFi bandwidth? Dead zones in the facility), when will this be addressed? • Why is the delivery of photos and Video Grams taking so long, and not being delivered? • Why are video visits being scheduled on broken terminals and that number Terminal not removed from reservation cue until it is repaired and functioning? • Still no video visits in G unit, when will this be repaired? • Can families get communication as to what is functioning, not functioning, and timelines for repair? • More communication regarding interruptions, free visits, horrible blurred out background, delayed speech/lip movement, please. • Very hard to contact anyone from Securus. • Does the free video voucher have to be used by the person it was emailed to, or can they give it to another family member with a separate securus account? 				
<p>Rain Jackets (In Progress)</p>	<p>Better quality rain jacket for Incarcerated. What is the process, timeline for approval and distribution? A: Rain jackets will be brought to the committee on 2-9-2023. Process: 1. We have to get the request approved 2. the budget has to determine where the cost will be absorbed if approved 3. determine how long it will take the orders to get filled 4. Develop a distribution at each location Update: There is a tentative agreement to move forward with better rain jackets being added to the property catalog. Hopes are they will be seen in</p>		<p>12/10/2022</p>	<p>Ongoing until the jackets are seen in the 2023 catalog</p>	

	the Summer 2023 catalog for the population to purchase as a personal property item.				
Mattresses (In Progress)	Status Update as of 4/8/2023: Mattresses are being rolled out to units via monthly batches of 200-300. G Unit and H1 has received their new mattresses	CPM R. Schreiber	2/11/2022	Ongoing until last shipments is received at SCCC	
IIBF (In Progress)	Spend for restricted funds; in the past, families were able to make recommendations and collaborate on events, monies were not spent, and creative solutions were not explored in lieu of in-person events, these questions are for FF01, FF15, FF37, FF61, FF69, FF91, FF97, FF96, and there are questions regarding the total amount available in FF40. A: CPPC – Families can email recommendations to the SCCC LFC mailbox, docsccllocalfamilycouncil@doc1.wa.gov . The LFC facility secretary will then acknowledge and forward to CPPC LBA – FF40 is the only one managed by HQ, the total amount available (as of 1/26) is \$14,450. HQ issues the funds to the families that qualify. All other FF's stated are restrictive funds and fall under CPPC.	LBA Samantha Richardson / CPPC	12/10/2022	6/10/2023	
Dishwasher (In Progress)	Last Update was in October. What has been done and where are we on completion? A: Dishwasher installation progress has stalled. We are placing this on the Capital Projects list due to the scope and price of work. This is a very expensive project. In addition to the dishwasher, we will also need to purchase a new boiler to run the units, a new steam system, and new dish tank.		10/08/2022	Ongoing until completion of install at SCCC	
Mattresses Propose to Close	Are infractions being given for having 2 mattresses when that's what they were issued? A: If 2 mattresses were issued, it was approved by the CUS, like it currently is in	Captain Eric Mainio	2/11/2023	6/10/2023	

	<p>several of our units that have the old mattresses, then we would not infract. The unit CUS' were contacted and are aware of who is authorized to have 2 mattresses. They are not removing the extra mattresses right now as most are thin and the units are waiting on the new mattresses. The unit CUS reviews all infractions for their units and know those mattresses are authorized. However, G-unit and H1 now have the new thicker mattresses and double mattresses are not authorized without specific approval. Absent of that specific approval, such as an HSR, then for sure we could/would infract.Np</p> <p>Please keep in mind that the argument that if they have two, then they must have gotten them from staff, is not always true. Incarcerated can trade/steal from other cells or common storage areas in units. If that is the case and they are found with 2 mattresses when they were not authorized an infraction could be issued.</p>				
Posted Information (In Progress)	<p>Removing outdated information from front of facility (flyers on doors and windows of public access porch)</p> <p>A: Many items have been removed. SCCC is currently waiting on protocol updates prior to removing non paper announcements about masks and covid.</p> <p>4/08: All documents in public access areas need to be reviewed. Not just COVID documents.</p>	CPM Robert Schreiber	2/11/2023	6/10/2023	
Tablet Use in the Gym Propose to Close	<p>Q: When will there be tablets allowed in gym?</p> <p>A: Bennett - there is a statewide policy stating that we are not to have those in the gym.</p>	Superintendent Bennett	4/08/2023	6/10/2023	

	<p>Per 280.925, It only gives the appointing authority to approve exceptions if access does not exist in the living unit.</p> <p>Page 2, I. B. 2</p> <p>B. Individuals are prohibited from:</p> <ol style="list-style-type: none"> 1. Direct or indirect access, either physically or electronically, to IT systems or data, including employee/contract staff workstations, unless approved. 2. Using media players in Prisons other than the recreational yard or in the assigned living unit. Exceptions may be approved by the Superintendent for individuals that do not have access in the living unit. <p>Update as of 4/13/2023: A memo was released allowing the use of Securus tablets in the gym. Memo attached.</p>				
CPPC Propose to Close	<p>Special Event FAQ page.</p> <ul style="list-style-type: none"> ✓ Family arrival time ✓ Event end time ✓ Ability to purchase extras at event ✓ Vending open ✓ Will regular visit be open after <p>A: See attached Special Event FAQ page</p>	CPPC Janice Jacobsen	4/08/2023	6/10/2023	
SPP Propose to Close	<p>Can families write grants for the SPP costs (Roots of Success)?</p> <p>A: All grants for state run programs are ran through WADOC HQ. Therefore, families can only make donations towards state run programs at SCCC. – ASP K. Arnold</p>	ASP Karin Arnold	4/08/2023	6/10/2023	

REFERENCE	CLOSED ACTION ITEMS	ASSIGNED TO Owner of issue	DATE OPENED mm/dd/yyyy	DATE DUE mm/dd/yyyy	DATE CLOSED mm/dd/yyyy
	Name of issue discussed in meeting Key points/discussion: Description of issue Update: Update from each meeting till closed				
Visitation/LFC	LFC Family Member requested a feedback form in visitation room	Facility Secretary A. Carlson	12/10/2022	02/11/2023	2/11/2023

	<p>A: An existing form was altered to include a questions and comments section and SCCC's LFC officers. New form was placed in visitation room on 1/13/23. See attachments.</p>				
Special Visits	<p>There is no mailing address on the special visit forms. Also, how will notifications of approval/denial be received</p> <p>A: Special Visit forms can be emailed to scccvisit@doc1.wa.gov or mailed to: Stafford Creek Corrections Center Attn: Visitation 191 Constantine Way Aberdeen, WA 98520</p> <p>Approval and denial of special visits will be made to II via kiosk message from CPM Schreiber's office. The II will need to contact their visitor with the news.</p> <p>The special visit form is a DOC document. Therefore, we cannot add the SCCC mailing address to it.</p>	Visitation SGT J. McGinnis / Assoc. Supt. Penrose	12/10/2022	02/11/2023	2/11/2023
Visitation / LFC	<p>Is there a place in the visit room for LFC items? Boxes were once set up for family members who could not attend the council meeting for questions to be put in there. There was also one in the women's bathroom. There was also a place to grab minutes from the previous meeting. Used to have something on tv in lobby that announced officers were named</p> <p>A: The LFC 2023 schedules are placed on the bulletin board. Previous meeting notes are being placed in the Family Councils wall box between the bathrooms. LFC form for joining/submitting questions and comments are located by entrance. Drop box for forms is located near bathrooms. The drop box that is located inside of a bathroom does not belong to the LFC.</p>	Facility Secretary A. Carlson	12/10/2022	2/11/2023	2/11/2023
CPPC	<p>IIBF Status of refund for broken bears</p> <p>A: 1/08 Return request had to go through a negotiation process with Amazon. DOC was able to obtain a refund for all but 7 hearts. We are looking into options of repurposing the remaining</p>	CPPC	12/10/2022	02/11/2023	2/11/2023

	7. Outstanding amount for 7 hearts is roughly \$32.38.				
Violence Prevention	Event prizes with food options that accommodate diabetic, halal, mainline alternative, and regular mainline A: Penrose - Van Ogle indicated he and his staff would definitely consider including healthy options for event prizes. Van Ogle - Healthy food choices for fundraisers will be considered in the future.	Assoc. Supt Van Ogle	12/10/2022	02/11/2023	2/11/2023
Visitation	LFC Family Member requested access to the list of purchase requests SGT. McGinnis is compiling in hopes of donating or contacting IIBF for Funding 2/11: Sgt. McGinnis stated most things on list have been purchased. However, the list is still in progress and constantly changing. A: Everything has been purchased. Thank you for your donations	Visitation SGT J. McGinnis / CPM R. Schreiber	12/10/2022	4/08/2023	4/08/2023
EFV	What are the new EFV check in times, and will the forms be updated to reflect them? A: No forms have been found that state the EFV check in time. There is still concern over reduced scheduled days and a feeling there should not have been a reduction. A: G. Penrose - The reason for a reduction in how many times a week the EFV's are available was not due to the hours changing. It was to ensure we were cleaning the units appropriately between every use, as required by policy. The reason for the hour change was to make it so the EFV's were also within policy guidelines of a minimum of 20 hours. There wasn't an option to skip the cleaning between visits. Superintendent Bennett - I understand there is a concern; that is why we are tracking the data.	Visitation SGT J. McGinnis / Superintendent Bennett	12/10/2022	4/08/2023	4/08/2023
Video Visits	Going back to pre-covid schedule A: Schedule will stay as it. This will allow proper sanitation to occur between visits.	CPM Schreiber CPM Baltzell/ASP Arnold	12/10/2022	4/08/2023	4/08/2023

Goodie Bags	Sign-Ups to accommodate diabetic, halal, mainline alternative, and regular mainline A: Goody Bags were provided to the facilities pre-purchased and prepackaged by HQ. Additional inquiry email has been sent by A. Carlson- no response received. Recommend this be taken to next SFC meeting as this is not a facility decision	Family and Volunteer Services Manager D. Taylor / State Representative Shawnte Holmes-Davenport	12/10/2022	4/08/2023	4/08/2023
Visitation	Measurements of blue totes used for EFV's A: Tote measurements were emailed to LFC Members. DIMENSIONS: 7.8" L x 17.4" W x 15.1" H	CPM Robert Schreiber	2/11/2023	4/08/2023	4/08/2023
TB	TB Updates A: As of 2/01/2023 SCCC has reinstated monthly TB teleconference meetings. Please refer to those notes, and all future notes, for TB updates at SCCC. LFC Facility Secretary emailed February's TB notes on 2/02/23.	HSM S. Evans	12/10/2022	4/08/2023	4/08/2023
Visitation	Options for visitors being allowed to use restroom prior to RAT test being completed. A: SCCC is currently waiting on protocol updates before we are able to implement any changes UPDATE: As of 4/07/2023 testing is no longer required to enter visitation pending the county COVID color status.	CPM Robert Schreiber	2/11/2023	4/08/2023	4/08/2023

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 16-01, RCW 42.56, and RCW 40.14.

Distribution: **ORIGINAL** - Family Council Co-chairs

SCCC Special Event Frequently Asked Questions

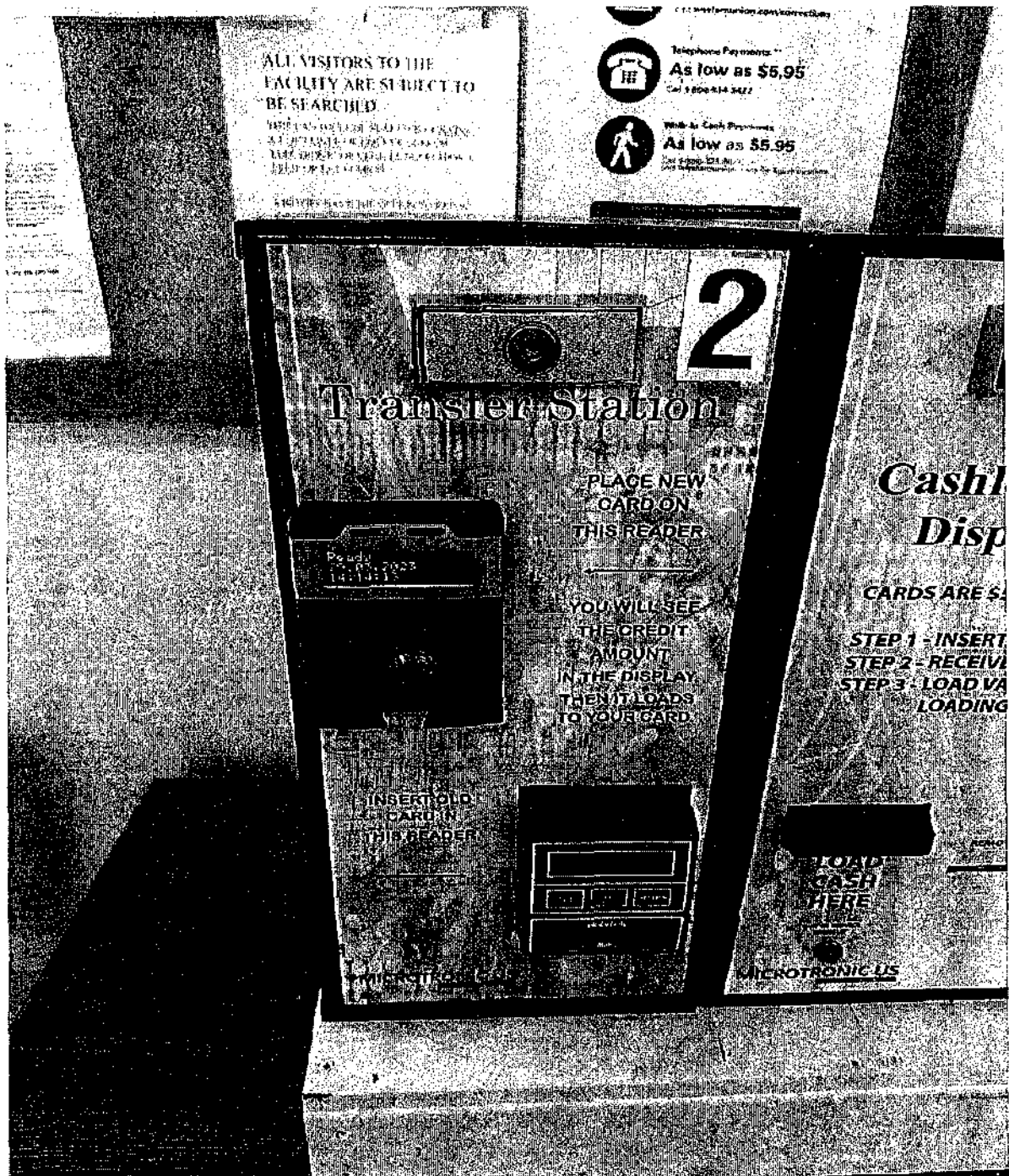
- ✓ Family Arrival Time
 - Each event is subject to a different arrival time. When your loved one is notified of eligibility/acceptance for the event they will also be notified of the visitor arrival time

- ✓ Event End Time
 - Each event is subject to a different event end time. When your loved one is notified of eligibility/acceptance for the event they will also be notified of the event end time

- ✓ Will families need to bring money to purchase extras (photos, supplies, etc..) at the event?
 - No. Due to safety and security of the facility, visitors are not allowed to bring money in the form of cash, credit, or debit into the facility. Therefore, special events will not have the option for visitors to purchase additional items.

- ✓ Will vending be open?
 - No. Vending is not available during any special events at SCCC. Per DOC policy, if a special event goes past 3 hours food and beverage must be provided as part of the special event.

- ✓ Will regular visit be open after the event?
 - As of 4/19/2023, Visitation will not be open after special events. However, this will be reviewed for future events.



1. This station is used to transfer balances off old cards (Station 2)
2. Insert old card chip facing up and towards the reader, Balance cannot be more than 73.00 on old card. If the new card goes over \$75.00 the card will be void.
3. Place new card old tray, reinsert old card to transfer.
4. Balance will be displayed on the bottom reader and then transferred to Screen
5. Bottom reader will display a 0.00 Balance



DONATION APPROVAL REQUEST

DONOR

Name/Organization _____ Address _____ Phone number _____

Email address, if applicable _____

Purpose of donation: _____

Description of Items	Estimated Value	Description of Items	Estimated Value

PROGRAM/DEPARTMENT SUPERVISOR

Anticipated use: _____

Storage plan(s): _____

Security concerns: _____

Supervisor _____ Signature _____ Date _____

FACILITY/OFFICE AUTHORIZATION

Approve Deny

Facility/Office Authority/designee _____ Signature _____ Date _____

DONOR RECEIPT

Name/Organization _____ Signature _____ Date _____

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 16-01, RCW 42.56, and RCW 40.14.

Distribution: ORIGINAL – LBA COPY – Supervisor, Donor



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

April 2, 2023

TO: All DOC Staff
All Incarcerated Individuals
All Interested Parties

FROM: Sean Murphy, Deputy Secretary

SUBJECT: DOC COVID-19 Masking & Protocol Updates

As of April 3, Department of Health (DOH) will no longer require universal masking in healthcare or long-term care facilities or correctional facilities. DOH made this change in alignment with the states of California and Oregon.

Based on the decline in COVID cases and in line with existing CDC guidelines and LNI requirements, I am pleased to share with you that DOC has made the following changes department wide **effective tomorrow, April 3, 2023.**

Masking Changes

- Masking is now only required in correctional facilities in the following circumstances:
 - In isolation units (COVID-19 positive Incarcerated Individuals and Staff that work in the unit),
 - when the county level is red,
 - a staff member returning to work after testing positive must wear a mask until day 10, and
 - in any other immune compromised units, i.e. Sage unit, infirmaries, etc.
- For prison or work release facilities in yellow status, masking will be encouraged, but not required.
- The masking requirements related to cluster and outbreak status have been eliminated and additional process updates will be included in the next update.

Masks will continue to be made available to all staff and all incarcerated individuals who choose to continue masking and continued masking is encouraged.

Return to Work Changes

- If a staff member tests positive for COVID-19, they will isolate for 6 full days with return to work on day 7 and will complete a rapid antigen test prior to facility entry.
- If rapid test is:
 - **Negative:** staff may return to work and follow strict masking adherence until day 10
 - **Positive:** isolate for 3 more days and return on day 10.

We are working on updating DOC's COVID-19 Guidance and WA State DOC COVID-19 Screening, Testing, and Infection Control Guideline Version 35 to include these changes and will have those out soon. You can expect additional changes to guidance at that time.

For staff with questions on implementing these changes, please reach out to your established clinical & operations liaison.

COVID has been a long road for our staff, those in our care and custody and their loved ones. I want to extend my gratitude to all of you for your patience and perseverance on this journey.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
P.O. Box 41100 • Olympia, Washington 98504-1110

April 13, 2023

TO: All Prisons Staff

FROM: Jeannie Darnelle, Assistant Secretary *Jeannie Darnelle*
Women's Prisons Division

Don Holbrook, Assistant Secretary *Don Holbrook*
Men's Prisons Division

SUBJECT: Securus Tablet Authorization Area

Effective immediately, the memo published December 1, 2018, by former Assistant Secretary of Prisons Rob Herzog, is now rescinded.

Securus tablets are authorized in the following areas:

- Living Units
- Gym
- Outside Recreation Areas/ Yard

Please adjust any process or procedure to allow for this change.

TF:er

cc: Tomas Fithian, Senior Director, Correctional Operations
Charles Anderson, Director, Security and Emergency Management
Brandon Marshall, Facility Security Manager
Keith DeFlicht, CS4

"Working Together for SAFER Communities"

Stafford Creek Corrections Center (SCCC)
Incarcerated Individual Betterment Fund (IIBF)

FY23 Quarterly Budget to Actual Report from July 2022 to March 2023

Account Code	Budget Category	Proposed Name - Programs/Events	Total FY23 Budget	Expenditures	Fee Recovery	Remaining FY23 Budget	Brief Description of Expenditures to Date
89130	F107	IIBF Free Photo Program	1,200.00	682.92		537.08	Kesli 4x6 media pack, 4x6 dye sub media for printer x2
89130	FF01	BACK TO SCHOOL	3,415.00	1,152.51		2,262.49	14-10 pack assorted classic color markers, 1 box glue sticks, 8 boxes of black pens, 8 boxes blue pens, 1 pack highlighters, 24 colored pencils, 3 plastic folders, 3 paper, 4 20-sets binder, 288 notebooks, 32 rulers, 9 20pack erasers
89130	FF15	FAMILY FOCUS EVENTS	1,800.00	0.00		1,800.00	
89130	FF37	MARRIAGE CLASS/SEMINAR	300.00	0.00		300.00	
89130	FF40	HOTEL VOUCHER PROGRAM	15,000.00	900.00		14,100.00	Locking assistance program
89130	FF61	SPRING EVENT	1,690.00	0.00		1,690.00	
89130	FF69	WINTER EVENT	4,690.00	3,692.57		997.43	200 Bears, Voice recorders, fiber fill for bears, holiday greeting cards.
89130	FF91	VIDEO GREETING	500.00	67.43		432.57	park scenery backdrop, shipping labels
89130	FF97	SPECIAL ADULT EVENT	1,288.00	0.00		1,288.00	
89130	FF96	SIGNIFICANT OTHER APPRECIATION	1,288.00	305.43		982.57	Soda, stationary writing paper x2, carnations, natural burp fabric x1, plastic easel display stands x7
89130	FPOP	POP-UP ALLOTMENTS	700.00	585.92		104.08	candy corn turkey craft kit, hedgehog magnet kit, cheery ornament craft kit, Grinch Christmas snow globe kit
89125	NR03	RFV - SUPPLIES	980.00	1,923.95	(1,500.00)	556.04	Shower curtain, 4 can openers, mattress protectors twin size x16, queen x10, high speed mini wireless mouse, non slip bathmat mat x4, leather desk pad printer, surge protectors, cord organizer, cord wheel, cork coasters 16 pcs x4, George Forman grill x4, Sequence game x4, dish soap x4
89160	NR19	RECREATION SUPPLIES	7,955.00	3,877.63	(5,907.00)	9,954.37	Whistles, Prizes for Violence Reduction event-Bath sponges, x2 porter cable for hobby router, breadmill belts, x2 basketballs, x15 ruck card game, x2 barbells, x4 scrabble, x18 volleyballs, soccer nets x4, sanders x2, cables for gym equipment x4, saw blades x5 sanding disc x6, sanding sleeves x10, belt and disc cleaner x1.
89170	NR23	TELEVISION PURCHASE / INSTALLATION SUPPLIES	0.00	1,089.20	(23,788.30)	22,719.10	Recycling of TVs for rental program, 39 puzzles, board games-28 Scrabble, 14 Risk, 3 Pentonic, 21 Uno and Ship Bn, 3 Backgammon, 14 Rook card game, 14 Dominoes, 10 Sequence, 14 Chess
89180	NR27	UNIT ACTIVITIES	6,383.00	3,982.70	0.00	2,400.30	5 napkin dispensers, heavy duty plates, markers, trivial Pursuit x2, Penel Sharpener x1, Golf Pencils 320 pack, playing cards 12 pack x1, Space Cowboy Spender
89180	NR30	VISITING AREA SUPPLIES	2,082.00	1,006.37	0.00	1,075.63	Duel board game x1 Mashups Life and Trouble game x1, acrylic sign holder, table top disp.
89170	OP03	TELEVISION SERVICES	141,882.00	111,508.95	(8,272.56)	38,645.61	TV cable invoices and fees
89109	SP68	WELLNESS ENHANCEMENT	2,318.00	0.00	0.00	2,318.00	New sound system for recreational activities and other events at SCCC- allotted and purchased in April 2023
89110	SP69	RFV AND VISITING IMPROVEMENTS	7,520.00	0.00	0.00	7,520.00	
		Report Total	200,951.00	130,755.59	(39,467.86)	109,683.27	

MENS DGA MENU

WEEK 4

DATE SERVED 4/2/23 Thru 4/8/23

INSTITUTION: SCCC

	BREAKFAST		LUNCH		DINNER	
		Lighter Fare		Lighter Fare		Lighter Fare
SUNDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL	1 CUP	LETTUCE	1/2 CUP	CARROT SALAD	1 CUP
	FRESH EGGS	2 EACH	JO JO's	3 EACH	SIMMERED BEANS	1 CUP
	DICED POTATOE	1 CUP	CHICKEN PATTY	1 EACH	BEEF ENCHILADA	1 EACH
	W/G MUFFIN	1 EACH	W/G HAMBURGER BUN	1 EACH	ENCHILADA SAUCE	1/4 CUP
	MILK	1 EACH	BBQ BAKED BEANS	1 CUP	MEXI RICE	1 CUP
	SUGAR	2 EACH	FORTIFIED DRINK	1 EACH	FORTIFIED DRINK	1 EACH
	FORTIFIED DRINK PACKET	1 EACH	BBQ SAUCE	1/4 CUP		
MONDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL WITH PEACHES	1 CUP	VEGGIE STICKS	1/2 CUP	ROMAIN SALAD	1 CUP
	TRI TATERS	2 EACH	BEEF STEW	3/4 CUP	CHILI	1 CUP
	BREAKFAST SANDWICH	1 EACH	WHITE RICE	1 CUP	WHITE RICE	1 CUP
	SUGAR	2 EACH	W/G DINNER ROLL	1 EACH	SHREDDED CHEESE	1/4 CUP
	MILK	1 EACH	MARGARINE	1 EACH	W/G DINNER ROLL	1 EACH
	MARGARINE	1 EACH	CHOCOLATE BROWNIE	1 EACH	MARGARINE	1 EACH
	FORTIFIED DRINK PACKET	1 EACH	FORTIFIED DRINK	1 EACH	FORTIFIED DRINK	1 EACH
					SALAD DRESSING	1/4 CUP
TUESDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL	1 CUP	MEXI COLESLAW	1 CUP	BROCCOLI	1 CUP
	TRI TATER	2 EACH	BREADED FISH PATTY	1 EACH	TERRIYAKI CHICKEN	3/4 CUP
	W/G BISCUIT	1 EACH	W/G HAMBURGER BUN	1 EACH	WHITE RICE	1 CUP
	CREAM GRAVY WITH MEAT	3/4 CUP	SLICED CHEESE	1 EACH	DINNER ROLL	1 EACH
	SUGAR	2 PKGS	TARTER SAUCE	1/4 CUP	MARGARINE	1 EACH
	MILK	1 EACH	CHOCOLATE CHIP COOKIE	2 EACH	FORTIFIED DRINK	1 EACH
	FORTIFIED DRINK PACKET	1 EACH	FORTIFIED DRINK	1 EACH	CUCUMBER SALAD	1 CUP
	MARGARINE	1 EACH				
WEDNESDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL WITH FRUIT	1 CUP	LUNCH TRAY	1 EACH	MIXED VEGETABLES	1 CUP
	O'BRIEN POTATO	1 CUP			MACARONI & CHEESE	1 CUP
	SCRAMBLED EGGS	1/2 CUP			FISH NUGGETS	4 EACH
	SAUSAGE PATTY	2 EACH			GARLIC ROLL	1 EACH
	SUGAR	2 EACH			TARTER SAUCE	1/4 CUP
	MILK	1 EACH			FORTIFIED DRINK	1 EACH
	MARGARINE	1 EACH			COLESLAW	1 CUP
	FORTIFIED DRINK	1 EACH	FORTIFIED DRINK	1 EACH		
THURSDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL	1 CUP	LETTUCE	1/2 CUP	PEAS	1 CUP
	APPLE PIE BURRITO	1 EACH	JO JO's	3 EACH	MASHED SWEET POTATO	1 CUP
	BOILED EGGS	2 EACH	BEEF PATTY	1 EACH	SALISBURY STEAK	1 EACH
	SUGAR	2 EACH	W/G HAMBURGER BUN	1 EACH	ONION GRAVY	1/4 CUP
	MILK	1 EACH	MAYO/MUSTARD		DINNER ROLL	1 EACH
	MARGARINE	1 EACH	CHOCOLATE BROWNIE	1 EACH	MARGARINE	2 PAT
	FORTIFIED DRINK	1 EACH	FORTIFIED DRINK	1 EACH	FORTIFIED DRINK	1 EACH
	TRI TATER	2 EACH				
FRIDAY	FRUIT	1 EACH	APPLE SAUCE	1/2 CUP	FRUIT	1 EACH
	OATMEAL WITH APPLES	1 CUP	LETTUCE	1/2 CUP	CARROTS	1/2 CUP
	EGG AND CHEESE MUFFIN	1 EACH	TUNA SALAD	1/2 CUP	APPLE CHICKEN BBQ	3/4 CUP
	TRI TATERS	2 EACH	W/G SLICED BREAD	2 SLS	WHITE RICE	1 CUP
	W/G MUFFIN	1 EACH	SLICED CHEESE	1 EACH	DINNER ROLL	1 EACH
	SUGAR	2 EACH	COOKIE	1 PK	MARGARINE	1 EACH
	MILK	1 EACH	TOMATO SALAD	1 CUP	FORTIFIED DRINK	1 EACH
	MARGARINE	1 EACH	FORTIFIED DRINK	1 EACH	ROMAIN SALAD	1 CUP
	FORTIFIED DRINK MIX	1 EACH			SALAD DRESSING	1/4 CUP
SATURDAY	FRUIT	1 EACH	FRUIT	1 EACH	FRUIT	1 EACH
	OATMEAL	1 CUP	VEGGIE STICK	1/2 CUP	GREEN BEANS	1 CUP
	O'BRIEN POTATO	1 CUP	CAJUN BEANS	1 CUP	TOMATO SAUCE W/BEEF	3/4 CUP
	10" TORTILLA SHELL	1 EACH	BEAN & CHEESE BURRITO	2 EACH	SPAGHETTI NOODLES	1 CUP
	SCAMBLED EGGS W/CHEESE	1/2 CUP	MEXICAN RICE	1 CUP	GARLIC ROLL	1 EACH
	SUGAR/TACO SAUCE	2 EACH	FOTIFIED DRINK	1 EACH		
	MILK	1 EACH				
	MARGARINE	1 EACH			FORTIFIED DRINK	1/4 CUP
	FORTIFIED DRINK MIX	1 EACH				

State Family Council Meeting Report

March 18, 2023

Presentations:

Catherine Shea, Senior Strategy Sustainment Manager within the Office of Strategy and Innovation reviewed the 2023-2025 Strategic Plan: <https://www.doc.wa.gov/docs/publications/100-PL018.pdf>

Jason Aldana, Training Administrator reviewed training plan for reinforcing the updated strategic plan, highlights include:

- Working to make training more people centered.
- Incorporating Amend training into the preservice academies.
- Partnered with Amend to create annual in-service courses around principles.
- Introducing all new employees to the Strategic Plan.

There were questions and discussion about how the culture change will be implemented beyond new staff and reinforced with existing staff. Including performance reviews, ongoing training, and recognition. Ultimately management of each facility is the responsibility of the individual Superintendents. It was confirmed that DOC is moving from punishment to a rehabilitation model and that culture shifts take time.

Stafford State Local Family Council Representative:

Some good items to note: Stafford had our first Family Friendly event and the vending machines are now including fresh fruit and veggie trays, as well as salads, non-dairy ice cream, and Greek yogurt. We also welcomed our new Associate Superintendent, Karin Arnold.

- **In the past, Goody bag options were available for therapeutic diets, documentation of what was in the goodie bags are listed in our LFC minutes from December 2021. We were told this year the purchase was made by HQ and that a survey was put to the population as to which goodie bag they would want. This resulted in vegans, vegetarians, Halal, and therapeutic diets not being accommodated. How can we ensure that goodie bags provided are something that all can enjoy and that diet specifications are met?**
DOC Response: Please email Danielle specifically to have this addressed.
- **Will the Indoor Visit Guidelines be updated soon? Masking and testing were barriers to participation for many at our Family Friendly event.**
DOC Response:
- **Stafford let us know that installing the dishwashers would be about a \$500k project and due to the expense it would be part of the capital budget process. We know this is a slow process, and Stafford continues to have issues with outbreaks. There are family members who have had conversations with legislators and there may be other funding avenues available. How can we support our facility, and DOC with exploring those options?**

DOC Response: Please email Danielle specifically to have this addressed.

- **Is it possible to raise the indigent limits from \$25-\$50?**

DOC Response: This is legislative and needs to be address RCW 72.09.015. The commissary bill (Senate Bill 5131) would also help with this if passed.

- **In the past, you could purchase photo coupons through Commissary and utilize the specific photo coupon vending machine in the visit room if you wished to have more than one photo. We were told this was not possible because it is different line items, however recovered fees is a normal process within budget lines within DOC, why could that not be used to meet these needs?**

DOC Response: The free photo program during COVID in an attempt to use IIBF funds, instead of having families pay for photos to allow everybody who is there to visit, including the incarcerated individual, to receive a photo for free that they could then take with them from the visit opportunity. Last year, we asked the secretary to approve a line item in IIBF to continue that and just continue to fund it. We're collecting the data on how frequently we use the program, how many requests for additional photos that were requested that, of course, we couldn't necessarily fill this year to gather the data on how much we need to ask for to expand the program when we go back to crunch numbers to ask for additional monies for the possibility of additional photos in that program. We're gathering the data and numbers we allotted a certain amount of funds per each facility based on population and visitation numbers. We are also looking at being able to attach the digital photos taken in visit to emessages.

With the coupon program, of course, like you shared, is the one that the incarcerated individuals can use, usually connected to their recreation programs.

- **We were told that there was a policy change on how fundraisers are done, and this has resulted in fundraisers not happening at the facility.**

DOC Response: The language in some of our policies specific to use of state resources impacted how fundraisers are handled. We are going to have a meeting with all of the stakeholders to talk about how can we do fundraisers without violating ethics board expectations on use of state resources and also put some structure around what that would look like.

- **Medical continues to be an issue at Stafford. From not having alcohol swabs available at insulin line to wipe down bottles before draw, to medical kites not being answered, though we are told all kites are answered within 5 days, the answer is "we have received your kite" but not a response to the actual issue, individuals who have been waiting for medical and dental appointments since 2021 and 2022, providers not showing up and appointments not being rescheduled but residents told to send kites to schedule again, and medical repeatedly missing LFC meetings and their own TB meeting which is a meeting owned by them for updating families on our ongoing TB outbreak. When issues are brought up, families are asked to provide specific examples, yet, the oneness should not be on family council to provide resident names, DOC numbers and details. Can we have medical do a full accounting and audit of outstanding and missed appointments and put a plan in place that they communicate with us?**

DOC Response: Please email Danielle specifically to have this addressed

Open Forum Highlights:

- **Pat downs being more intrusive.**
Response: Not addressed
- **What happens after students leave training?**
DOC Response: the training department does not have a mechanism for following up on our students. We graduate students, we send them with the information. We hope they have the foundational skill sets that they would need.
- **Family: Use of the word offender is still being seen and used.**
DOC Response: It has been changed in training and content, but acknowledge it is still on some forms and in RCWs where the department which needs to be changed via legislative process. They are still in process of removing on forms and areas they manage.
- **Family communications, requesting copies of memos and kiosk messages.**
DOC Response: There was some discussion on how to make communication with families better
- **Is the Union behind (supportive of) Amend?**
DOC Response: We've never had any pushback from the union about the changes we've made to the training curriculum or the environment we're trying to create in the regional training centers and the performance centers. The union is active partner in that
- **What is the policy for OC Spray being used in visit room with visitors present?**
DOC Response: The specific incident is being reviewed, there will be an update on findings and recommendations at the next SFC meeting.
- **What is being done about the Securus tablet shortage?**
DOC Response: This is a nationwide issue, not just Washington. Tablets are coming in every day, and they are being moved to facilities to meet demand, with a focus on availability at reception at parent facility.
- **What is being done about the headphone quality issue?**
DOC Response: It is believed that they are addressing this by sourcing a superior option. These options have been sent for testing.
- **Was the tablet shortage known before Securus implementation?**
DOC Response: RFP process started four years ago, there were implementation delays due to a legal challenge, and in that time other states implemented and COVID shortages began.
- **Will a calendar app be added to the Securus tablets?**
DOC Response: This will be looked into and the answer will be shared with the SFC Co-chair to share with all.
- **There has been inconsistency with programming and cultural events, are they still a priority?**
DOC Response: DOC requires a volunteer sponsor in the room all the time. It can't be peer-to-peer instruction alone without a sponsor present. We need sponsors from the community, volunteers to help our individuals that want to have these separate cultural group engagements take place. Bringing these programs back in is still done through the community partnership program coordinators at every facility. Still working on what the DOC requirement should be to support equity diversity, inclusion, and respect around offering multicultural annual events or cultural events like we used to do prior to COVID and put some structure around it to avoid inconsistencies.
REQUESTED: Family requested policy changes and documents be sent with the minutes.
- **Will photos be available as an option again via the Securus terminals?**
DOC Response: Not sure specifics as to whether it's just not a feature, whether it's deactivated, whether it was something that was not added for security reasons or whatnot. The specific question around availability and if it is a feature that they offer will be asked.

- JPay terminals had polarized glass so that only the person sitting directly in front of the terminal could see the person on video, the Securus terminals do not have that and anyone walking by from any angle can see the person on the video screen, meaning any II walking by can see someone else's loved ones, their home, etc. Can we get privacy on both sides?

DOC Response: We will check to see if that's a product that we can purchase and or ask Securus to place on the terminals themselves.

- Previous tablets allowed users to put all their games in one folder, all their photos in another, etc., can we check into adding this feature back for users on these new tablets?

DOC Response: We will ask if this is a product, app, or feature that is available.

- Who will communicate to families and users how the free video visits are managed/used?

DOC Response: We will reach out and ask, and publish the information.

- The users are not getting notifications when they have video visits, unless they go to the terminal. Could we please make sure they get a notification on their tablets since they are not going to the terminals that often?

DOC Response: We will add that to our list of requests.

- How can we get families involved and educate family members about what Family Council does?

DOC Response: There was a variety of discussion and

- Now that tabletop role playing games have been approved and are now considered as authorized dayroom activity as they're working through the details of the pieces of these games, there's dice and figurines. The revised memo actually says that people cannot order individual dice or figurines or those pieces, but that we can buy the starter sets or a full package set. What we're having happen, at least at Monroe, these packages are being rejected. So there's a couple of issues there of even though the memo is going to the mailroom sergeants and the property sergeants, what they have finally been able to get, they're not getting, because now the facility is making the decision, and so it then makes it hard.

DOC Response: Jeanne Darneille took it as an action item to help coordinate clarification and consistency on policy for games and pieces to be allowed per policy.

Office of Corrections Ombuds:

- Does not report to DOC, separate entity and agency, reports directly to the Governor
- Work done on behalf of all incarcerated people
- Hotline is no charge and not recorded by DOC, now that there are tablets they are getting calls from people in solitary confinement
- Utilize a case management system
- Staff of 15 people, and so we cannot staff the Hotline 24/7 because we have an active caseload of 500 active complaints for 15 people
- Case load includes people who have died by delayed in medical care, people who have died by suicide, people who have significant safety concerns, people who have diabetes, who have had delayed diabetes care.
- The OCO is very aware that there are significant concerns about health services at Stafford Creek. We have conversations about that weekly with the Department of Corrections.
- What track missed appointments and have set up our own system where we have weekly meetings, where we track missed appointments across the whole enterprise.
- Limited staff and need more resources to handle the caseload.



FAMILY COUNCIL MEETING MINUTES

Location: Microsoft Teams/Virtual Date: 03/18/2023 Time: 10 am - 3 pm

Teleconference details: MS Teams

MEETING ATTENDEES

<u>Jeffrey A. Uttecht</u> Department/facility co-chair	<u>Loren Taylor</u> Family co-chair	<u>Sarah Leon</u> Vice-chair(SFC only)
<u>Ramona Cravens</u> Facility/council secretary	<u>Vacant</u> Family secretary, if applicable	

Members present: Felix D'Allesandro (WCC), Tammey Bertrand (for SCCC), Scarlett Williams (for CRCC), Wendy Dubinsky (for WSP), and Josephine Johnson (for MCC)

Non-council member attendees: Jason Aldana (DOC/DCYF), Melissa Andrewieski (DOC), Danielle Armbruster (DOC), Jason Bennett (DOC), Booke Colton (DOC), Jeannie Darneille (DOC), Jamie Dolan (DOC), Todd Dowler (DOC), J. Scott Edwards (DOC), Mark Eliason (DOC), Tomas Fithian (DOC), Lisa Flynn (DOC), Eric Jackson (DOC), James Key (DOC), Susan Leavell (DOC), Arminda Miller (DOC), Kristen Morgan (DOC), Trisha Newport (DOC), Paige Perkinson (DOC), Caitlin Robertson (OCO), Scott Russell (DOC), Lynne Scott (DOC), Kathryn Shea (DOC), Nancy Simmons (DOC), Rochelle Stephens (DOC), Sarah Sytsma (DOC), and Dawn Taylor (DOC)

AGENDA

Topic	Discussion/Key Points	Next Steps
Welcome and Agenda Review Jeff Uttecht (DOC) and Loren Taylor	Agenda reviewed. Reviewed how to navigate MS Teams. Introduction of DOC staff and Family Representatives by Jeff Uttecht. Introduction of SFC Representatives by Loren Taylor.	
Secretary/Deputy Secretary Time Danielle Armbruster, Assistant Secretary for the Reentry Division (DOC)	Secretary Cheryl Strange and Deputy Secretary Sean Murphy were unable to attend today. However, Secretary Strange wanted to share her gratitude for the Family Councils and the feedback the Department receives, along with Deputy Secretary Murphy and Assistant Secretary Don Holbrook. The Department has received many emails regarding the state-issued shoes, and we are working on finding a vendor with better-quality shoes—updates will be provided as we know more. Tom Fithian (DOC) is here today to provide an update on the connectivity and the tablets and Securus Grateful for today's meeting and the feedback we receive. - Loren Taylor would like to have a discussion on how to encourage families to participate in the family councils. - Loren also asked to have James Key provide an update on the new mask change coming April 3.	
DOC's Mission and Vision Statement Trisha Newport, Sr. Director of Budget & Strategy, & Kathryn Shea,	Kathryn Shea (DOC) reviewed the eBook regarding the Department's Strategic Plan: https://www.doc.wa.gov/docs/publications/100-PL018.pdf , which includes the Department's Mission, Vision, and Values (MV&V). How the MV&V is provided to staff is very robust. Working on engaging staff face-to-face.	

Sr. Strategy Sustainment Manager (DOC)	<p>When the Mission & Vision statements were first rolled out in 2019, it was immediately implemented into training. The Training Department:</p> <ul style="list-style-type: none"> ▪ Created a course around the Mission, Vision, and Values (MV&V) of pre-service academies (which is reviewed weekly during the 5-week academy) ▪ Created a course for Annual In-Service that all Departmental staff are required to complete ▪ Created a course specifically for agency supervisors and embedded that into the essential skills for supervisors program ▪ Incorporated into the new employee orientation. <p>The Department is looking at a new training model for the pre-service academies, focusing on those working in the facilities. It will incorporate trauma-informed care, gender responsiveness, more emphasis on empathy and compassion, social work & social justice, and enhanced communications, the AMEND principles.</p>	
<p>Training of Department Staff Regarding DOC's Mission & Vision Statement</p> <p>Jason Aldana, Training & Development Unit Administrator (for DOC, on temporary assignment with DCYF)</p>	<ul style="list-style-type: none"> - Loren Taylor: Families are concerned that staff don't know what the MV&V statement is, that staff state they are there to tell the incarcerated what to do, and if they do not do it, they punish the individual. Provided an example of how she had someone (incarcerated) ask an officer a question and the officer's response. Jason Aldana (DOC): Unable to respond as the incident described should be handled at the facility level. - Family member: (1) If the DOC staff does not follow the training, are there disciplinary actions for the staff, and is there accountability? (2) Does the training involve the history of prisons (the family member states that it was built as a place for slave catchers to put African Americans to control and use as unpaid labor)? Todd Dowler (DOC) - (1) Yes; however, disciplinary actions differ depending on the behavior. The DOC also promotes those who embrace the MV&V of the Department. Jason Aldana (DOC) - (2) The history of prisons will be captured in the Governor-mandated Equity, Diversity, Inclusion, and Respect (EDIR) training that is coming from the Department of Enterprise Services training. Hoping to have it rolled out in July 2024. - Tammey Bertrand: Concerned that existing staff are not given this training. Is it covered during their performance evaluations? Jason Aldana (DOC) Senior staff receive annual in-service every year. A new evaluation form was created, which includes the Department's values. - Family Member: Line staff still seem focused on punishment. Will DOC focus on rehabilitation instead of punishment? Katheryn Shea (DOC): DOC is a huge agency where training for new and existing staff is being hit hard. In her 15 years with DOC, nothing she has seen that advocates for a punishment model. Danielle Armbruster (DOC) The agency understands and acknowledges that it has a long way to go. DOC has a culture that has been engrained with punishment. Will take this concern forward to Secretary Strange. 	
Open Public Forum	<ul style="list-style-type: none"> - Family Member: What does the Department do to see how training is implemented for new employees and those who have been with the Department longer? Feels like pat-downs are more intrusive. Visit room staff will stand next to tables where families feel uncomfortable. The word "offender" is still being used. Communication has changed, that families do not receive memos anymore; what is HQ going to do to bridge the gap to ensure families are communicated with? Jason Aldana (DOC): The word "offender" has been removed in training. However, some forms and policies still have the word in there. Some laws still say "offender," which DOC cannot change. Katherine Shea (DOC): Policies are reviewed every couple of years, and verbiage is updated to the correct phrase, "incarcerated individual." DOC cannot change laws and RCWs. Danielle Armbruster (DOC): All signage that says "offender" is to be changed to "incarcerated individual." It is also a cultural shift that will not happen overnight. DOC has worked with the Legislature to try to change laws and RCWs and will continue to change things in DOC's internal control. 	

- Felix D'Allesandro: Do staff work for DOC, or do they work for the Union? Is the Union in favor of AMEND and Train-the-Trainer? Jason Aldana (DOC): The training department has not had any pushback from the Union regarding the training curriculum; the Union is an active partner. Danielle Arnbruster (DOC): Union members have participated in the AMEND training. Again – this is a culture shift, and we will continue to work on this concern. Todd Dowler (DOC): Department staff work for the DOC, not the Union.
- Family Member: Retroactive cancellations of video visits are happening. She mentioned a memo sent out by Don Holbrook in October 2023, stating that the cancellations could not occur during COVID, but coming out of COVID, staff are going back and canceling visits due to something that happened during COVID. Lisa Flynn (DOC): The memo referenced by the family member is regarding disciplinary sanctions. The cancellations are due to violating the visiting policy. An appeal process is available (see DOC 450.300 Visits for Incarcerated Individuals).

Due to availability, Tom Fithian (DOC) was asked by Jeff Uttecht to provide a Securus update.

Tom Fithian (DOC): Securus Update – three facilities left with implementation activities. AHCC and CBCC have video visits coming this month. WCC had been delayed, as the reception center – is currently scheduled for next week, but this could be delayed again.

There was an issue with State Borders (incarcerated individuals from other states) being able to communicate with their loved ones. This was an IT programming code issue which has been corrected.

Example as to how things are working: as of 11:00 today, since midnight, there have been 5,000 phone calls, 41 video visits, 35 purchases from individuals, and 15,000 pieces of mail have come in and out.

- Felix D'Allesandro: Recently, during/in visitation at WCC, OC (pepper spray) was used on an incarcerated individual who became upset after receiving bad news. What is the protocol for OC use in the visitation room? Lisa Flynn (DOC): This incident is under review. We will have an update after the review is complete.
- Felix: Will families receive an update on the review? Lisa (DOC): We hope to be able to provide an update soon to WCC.
- Sarah Leon: Questions in the Chat: (1) What is being done regarding the shortage of tablets? (2) Will there be a calendar app available for the tablets? Tom Fithian (DOC): (1) The tablet shortage is a nationwide shortage; however, we are receiving them every day. Sara: was this shortage known prior to the agreement with Securus? Tom (DOC): The Request for Proposal (RFP) began four years ago, pre-COVID; after working through a contract with Securus, there were legal challenges that delayed the process another 3-4 months. Then other states contracted with them (i.e. Florida, with 38 facilities and 100,000+ incarcerated), which did not have as stringent COVID protocols as Washington state. (2) Regarding the calendar app, will find out. *Update: WA DOC removed the app due to security concerns. Securus agreed to develop a calendar app without the 'notes' function. Currently in product development.*
- Sara Leon: Which culture groups (BPC, Teach, peer-led) can function? Lisa Flynn (DOC): There are differences in the direction DOC in those groups. Volunteer-led cultural groups – during COVID, the challenge was getting people in, which affected our partnership with them, and we are working on getting them back. Currently, the regular volunteer-led BPC groups are going on at the facilities, and presently working with Fabians Fund to get them to all 12 facilities. However, DOC requires a volunteer/sponsor in the room for any peer-to-peer group instruction programs. Pre-COVID, we attempted to work with external

	<p>stakeholders regarding annual cultural events with structure –separate from the volunteer-led groups. Sara: when did this policy change? Lisa (DOC): Unknown at this time. Will have it added to the minutes. <i>Update: There have been no changes to volunteer-led cultural groups or how they submit requests for events and activities. The work being done is to develop a policy for DOC to provide opportunities for cultural/multi-cultural annual events.</i></p> <p>- Tammy Bertrand: Securus does not have the capabilities for the incarcerated to send photos. When will this be available? At SCCC the vending machine is not working for families to purchase additional photos. Tom Fithian (DOC): The Kiosks do not have the capability to take photos, but we will look into if it is a feature. <i>Update: Securus is not planning to add this feature – at least at this time.</i> Tammy: The terminals used to have polarized glass, which prohibited others not looking directly into it from seeing her. Tom (DOC): Will look into this. <i>Update: This is not something that Securus provides. However, DOC is looking into whether we can install if a product can be sourced.</i></p> <p>- Family member: WSP families were not made aware of the video visits with the tables; rather the incarcerated individual informed them about it. The Family set up a video visit and paid for everything. When it came time for the visit, the visit was canceled. Securus was contacted, and they said WSP canceled it. Tom Fithian (DOC): cannot speak to specifics of facility issue. Family member: Will folders be available for the tablets? Tom Fithian (DOC): Will ask about this feature. <i>Update: There are no folders and this feature is not planned at this time.</i> Family member: Who communicates how the free video credits work? Tom Fithian (DOC): Will ask Securus and will publish it. <i>Update: The procedures for the video visit coupon is:</i></p> <ol style="list-style-type: none"> 1. The individual gets a promotion code for four (4) free video visits each month. 2. When the individual logs into the Commissary App, the codes are displayed in the upper right button on the menu. 3. The individual gives a promotion code to the visitor(s). 4. The visitor schedules the visit and enters the promotion code. Note: a form of payment must be entered first, then the ability to enter the promotion code will appear. 5. Securus does not publicly send out this process because the individuals get the promotion codes and choose which visitors they want to give them to. <p>- Family member: Will a list be published of “things learned?” Tom Fithian (DOC): He will be having a meeting in April to discuss the lessons learned.</p> <p>-Tammy Bertrand: The incarcerated are not receiving notification about video visits unless they go to the Kiosk. Can it be sent to their tablets? Tom Fithian (DOC): I will add this to the list of Securus. <i>Update: The request has been sent to product development for consideration.</i></p> <p>- Family member: Can the Commissary list be added to the tablets? Tom Fithian (DOC): will look into this. <i>Update: This can be done. However, the products/brands change often and vary by custody level. The Commissary App lists the most up-to-date products available to purchase. We would prefer not to provide a static list outside the Commissary list.</i></p>	
<p>Facility Updates & Subcommittee Information – as reported by SFC Representatives</p>	<p>-Loren Taylor: Finding it difficult to communicate about Family Council meetings, and it is also difficult to share with others about the Family Councils. Would like the families and the Superintendents to come together as a team. Family member: Felt discouraged when she was part of the family council. Would like LFCs to be like the SFC, a partnership.</p> <p>-Tammy Bertrand (SCCC): The SCCC web page now says that all approved visitors may attend a family council meeting; you do not have to be an approved visitor. Suggest placing a link on the facility page on how to join the Family Council to include a link to the agenda. Jeff Uttecht (DOC): The Local Family Councils are vital for a good family council. The key is boundaries and managing expectations; if the expectation is that this group will change how a</p>	

facility operates just by advocating, it will not work. The DOC spends tremendous time explaining to families what it does and how it happens. Family Councils are an opportunity to have conversations: to share how DOC operates, to hear what people think, and to help with some decision-making for future action. One of the reasons personal issues are not addressed during the SFC meetings is that some people are afraid of retaliation.

-Josephine Johnson (for MCC): Was told that commissary prices are a Headquarters issue; bathrooms in the visiting room at MCC are being used for storage; no new programming or education is happening (told they have to wait for volunteers); at the last SFC meeting, asked if the incarcerated could have any input on programming -- Is there an update? Jamie Dolan (DOC): As the director of Correctional Industries, the commissary system is statewide, with two central distribution centers: eastern (at AHCC) and western (at MCC). Every incarcerated individual at each prison receives the lowest cost possible. Prices for goods outside of prison are increasing, which is a reflection of the cost of goods for those within the prison system. Loren Taylor: Working on a bill with the Legislature to create a separate account for Commissary and hoping to have it on the Governor's desk by the end of the session. Kristen Morgan (DOC): Classes at MCC (Edmonds College), classes have resumed; not having to social-distance, class sizes of 18-24 students. The Construction Trades apprenticeship faculty position is vacant; however, the business management AAS Degree, computer coding programs, GED Highschool plus programming, and pre-college & reentry programs are running, but they are about to go on quarter break, resuming in the spring quarter. There is also programming in the SOU and IOU facilities. Josephine: what about new programming -- CPR and road flaggers? Kristen (DOC): We provide OSHA 10 training. We are working with the Dept. of Transportation (DOT) for a flagger certificate and can ask about CPR. Family member (also for MCC): What about Chemical Dependency, non-violent communication, Community transition, and Thinking for a change? Kristen (DOC): Those are not under Education Services. Danielle Armbruster (DOC): We continue to open up programming to include those mentioned. But it will take some time as we come out of COVID, and it is also a staffing issue. Jamie Dolan (DOC): Correctional Industries also works with the DOT for certifications: OSHA 10, flagger, and forklift. The development team for Cf is fully staffed, focusing on the soft skill development classes to come (Making it Work, resume building, mock interviews, etc.). AJACK (a manufacturing academy) is going to AHCC, which will add 27 college credits. Eric Jackson (DOC): AA and NA programs are available at all facilities except for WCCW and LCC.

-Felix D'Allesandro (WCC): Concern about adding members to the family council. WCC had the first in-person LFC meeting. The staff shortages have impacted the incarcerated (yard time/gym time canceled). The vending machines always seem to be a problem with getting stocked; visitors on Friday take up most of the product. Communication has decreased. Family events have stopped since the CPPC has a new position. Trisha Newport (DOC): her department has submitted a decision package called "Improve Stakeholder Communication"; however, she does not think it will end up with the budget this year. Wants to partner with the SFC and LFC to build a plan to improve communication; will put that forward with the Legislature for next year. Will have conversations with Loren later. Eric Jackson (DOC): The facility is working on communication. There have been some management changes, and as things get going, there will be a focus on communication.

-Family member (also for WCC): Being a reception center greatly impacts COVID status. Appeal to implement a protocol for WCC so things are not so restricted. James Key (DOC): two months ago, the DOC took out the intake separation away. WCC is not different from WCCW in getting people from the counties; sometimes, when they come in, individuals have symptoms, and they are put into isolation -- no different than any other institution. In the current protocols, they have to go 20 days with no positives to come off of the area outbreak status. Also have to look at COVID response, programming and yard are still

	<p>ongoing – the only difference is we have to have masking and once-a-week staff testing.</p> <p>-Tammy Bertrand (for SCCC): SCCC has its first special event today. Vending machines are amazing. Associate Karen Arnold is the new facility LFC Co-Chair, and excited to work with her. Regarding the Goodie Bags, they were told that a survey was to go to the incarcerated as to what they would want, as 16% of the SCCC population is diabetic. Version 2 for inside events has been confusing to understand. Regarding the dishwasher situation, Superintendent informed her it would be ½ million dollars to replace – she would like to know how to move forward due to potential issues (TB, the flu, COVID). Would like to know how to raise the indigent limits from \$25 to \$50. Would like to learn more about photos as families would like more additional printed photos. Questions about the change in policy regarding fundraisers and how to get them back. Ongoing concerns regarding medical: insulin bottles not wiped down with alcohol swabs, kites not being responded to appropriately, follow-up care not being scheduled, lack of basic medical care and dental care. Medical has a regular monthly meeting regarding the TB concern. However, they have not been showing up for the meeting. Can there be an audit for a full accounting of the outstanding medical appointments? Lisa Flynn (DOC): regarding the photos, there was a free photo program during COVID. Secretary Strange was asked to approve a line item with the IIBF to continue the program. This year we're collecting data on how frequently we use the program and tracking requests. Suggested having someone attend the IIBF meeting to have someone explain the program better. Dianne Doonan (DOC): Looking into a way to be able to JPay a photo to family members. We are looking into data. What gets challenging is the free photos and photo coupons, which create more chaos in the visiting room. The DOC is gathering information; if the demand is there, we will look to expand it without making it more complicated or expensive for families. Tammy: asked for a follow-up in the meeting minutes on the mechanics, data, and how decisions will be made regarding photos. Lisa Flynn (DOC): We will be looking at the projected year-end requests made for the free visit room photo program and then researching the best way to offer additional photos the families are asking for in the new fiscal year. Additionally, we are working on a new Fundraisers for Incarcerated Individuals policy to structure the opportunities for individuals while ensuring we are compliant with the ethics and use of state resources policy. We are currently pending counsel from the State Ethics Board for clarity. Danielle Armbruster (DOC): asked Tammy to forward her medical concerns in an email to Danielle, which will be forwarded to someone that can answer them. Will also include her concerns about the dishwasher, Inside Events, and Goodie Bags. Regarding the indigent limits – that is in RCW 72 09 015.</p>	
	<p>-Family member (for WSP): Not prepared to respond. Has held many positions and tried to get people to participate. At WSP, many people are moving to other facilities or being released, which can affect Family Council recruitment. There is also a retaliation issue. Communication – as a previous LFC Co-Chair, when she received memos or information, she forwarded it on. Securus is an issue and its implementation.</p> <p>-Loren Taylor: No one here from AHCC or CRCC. However, there were concerns she was made aware of regarding the CRCC yard lights, which she forwarded to Superintendent Andrewjeski.</p> <hr/> <p>Loren Taylor: Loren asked Assistant Secretary Jeannie Darnelle and Superintendent Armlinda Miller for an update on what is happening in the Women's Division.</p> <p>-Jeannie Darnelle (DOC): The Women's Command is over to two prisons, Mission Creek Correctional Center for Women (MCCCW) and Washington Correction Center for Women (WCCW). Shared the Vision Statement for the Women's Division. The Women's Division has the responsibility for managing</p>	

	<p>the programs for transgender individuals. Many leadership changes. We are excited about the AMEND project. For WCCW, working with other states on a residential substance use treatment unit.</p> <p>- Arminda Miller (DOC): within ten months at MCCCW when from 48% staffed to 100%. Now focusing on programming.</p> <hr/> <p>Loren Taylor then asked Caitlyn Robertson from the Office of Correctional Ombuds to speak.</p> <p>-Caitlin Robertson (OCO): the Ombuds will have a public meeting on April 6, 2023. On April 7, 2023, will be going to Twin Rivers to present the meeting to the incarcerated. The OCO has gone to Shelton and WCCW, where statistics and facts were presented, and questions answered. Their public website has published monthly outcome reports and information regarding their public meetings: https://oco.wa.gov/ She reviewed the process of their timelines. Working towards trying to have individuals advocate for themselves, as many do not have an advocate on the outside. They have a small staff of 15 and cannot respond to all complaints immediately. Their priority is responding to the incarcerated population.</p> <p>-Family member: Are the outcomes from the OCO used for training and disciplinary actions, or even terminations? Regarding DOC form 09-242, Release of Information (ROI), does the OCO use it so families can advocate for them, as the OMBUDs are part of DOC? Caitlin (OCO): The Ombuds office is NOT part of DOC, as her office reports directly to Governor Inslee. The ROI form is only for DOC use and does not apply to the OCO. The OCO has an ROI form, which is/will be available on their website. Having someone on the outside advocate for an incarcerated person does not get a faster result; the team has prioritized the requests from the incarcerated. Additionally, the website is more effective, and you will receive a quicker response with an online/submitted request than a phone call.</p> <p>-Tammey Bertrand: Wanted to clarify that families contact the Ombuds because it is faster than the incarcerated doing it. Feels that the process is confusing. Caitlin (OCO): working to improve communication. The OCO is very aware of significant issues at SCCC, has weekly conversations with them, and tracks missed appointments. Her staff discusses daily that there need to be priorities (i.e., do we help people who cannot get their shoes or help people with access to cancer care). There is very little they decline, but it could be one month or six months. Come to the meeting if you still have questions.</p>	
<p>Open Public Forum</p>	<p>-Family Member: Jeff/Loren – will there be training for facility staff (LFCs) on how SFC meetings are run? Loren Taylor: willing to do that. Jeff Uttecht (DOC): Cannot commit. Will need to have a conversation with other staff who are not here today.</p> <p>-Family Member: Have you received any feedback regarding the trauma-informed training visitation staff received? Lisa Flynn (DOC): HQ staff went through the training first, which was very well received. Visiting personnel and additional staff received the training and have responded well / received positive evaluations. Staff are excited about this information and are stepping up, offering to become a trained facilitator to educate others within our agency.</p> <p>-Family Member: Additional comments about the need for more communication.</p> <p>-Felix D'Allesandro: Would like to have in-person SFC Meetings as it has been successful at the local level for WCC.</p> <p>-Family Member: Table-top role-play games have been approved. There is confusion with the mailroom staff as to what is/is not allowed at MCC. The new memo states individual pieces cannot be purchased, but the starter sets can. However, they are rejected at MCC. Would like all facilities to allow the game sets. Jeannie Darneille (DOC): She and Don Holbrook worked on the mentioned memo. Will meet with Don to discuss this, to ensure there is training</p>	

	<p>for the mailroom staff, and to improve the implementation of this new policy. Lisa Flynn: This will also be reviewed by Tracy Schneider and Brandon as it falls under them.</p> <p>-Family Member: Wants to know if the Cable TV channels are determined at the HQ level or each facility. Dianne Doonan (DOC): Lisa's team is working on having one provider. The difficulty is that different providers service different areas. Some facilities do not have TV. Tom Fithian's group was contacted to see if the tablets could provide TV access.</p> <p>-Family Member: How are things going to look come April 4, 2023, when there are no more masking requirements? Will it be the same for all facilities? James Key (DOC): We have returned the response to the institutions and reentry centers. The institutions are doing well. Protocols are at the HQ level, where each institution follows them, and we have weekly meetings between HQ and the institutions. We are dealing with three things: 1-HQ clinical (they are protecting the incarcerated and protecting staff; 2- DOH recommendations; and 3- L&I, following their protocols. Protocols were changed for events. We have had two meetings with the DOH with HQ clinical and staff, and looking at how things will look on April 4, 2023, trying to step down as much as possible. We have to factor in keeping the incarcerated and families safe while looking at the CDC guidelines Vs. the DOH Vs. our protocols. He hopes to have something come out by April 3, 2023.</p> <p>-Family Member: It's a privilege for staff to enjoy their life, families, and work without a mask. The staff are bringing in COVID; Families are not because we are tested going in and going out of visitation. But for the incarcerated, it feels like they are punished for something they do not have control over. Please consider this regarding the upcoming change on the 4th.</p> <p>-Family Member: Where does testing come into play for visitors (before and after visits)? James Key (DOC) Testing is still happening. Do not know if that will change. Family Member: Told if families test positive after a visit, the incarcerated is guaranteed. James Key (DOC): The incarcerated is isolated but not quarantined.</p> <p>-Family Member: As staff are only tested once a week, but there is rigorous masking and testing on the incarcerated and visiting families, will you please consider this for April 4, 2023? James Key (DOC): the mandate from the DOH has to do with masking. Testing and other subjects are in the conversations with the DOH, L&I, etc. Staff testing is related to the status of the institution. All will be looked at. The DOH announcement was all over the board and interpreted differently by different people. We do want to step down the protocols.</p> <p>-Family Member: She thought there was going to be an announcement regarding an email going out to families, to bring a volunteer from each facility to assist with the IIBF meetings regarding the IIBF budget. Jeff Uttecht (DOC): It was the hope that the volunteer from each facility LFC. He is not aware if DOC (HQ) reaches out to each individual visitor/family member as there was concern from families about their personal email being sent out to everyone. We will need to continue to have a conversation to see how we can reach out better.</p>	
<p>Review of Action Items -- Ramona Cravens (DOC)</p>	<p>There was no time left in the meeting to review the action items. It will be added to the notes. (Attachment #1)</p> <p><i>EFV Standards & Policy revision – Action Item Due Date: May 2023</i></p> <ul style="list-style-type: none"> o Update: EFV policy is scheduled for release for public comment on Friday, March 17, 2023. A new <i>EFV Resource Guide for Families</i> is now available as a DOC publication https://doc.wa.gov/docs/publications/fact-sheets/500-GU020.pdf. Families are encouraged to provide feedback on both the draft revisions and new resource guide using the policy feedback survey associated with DOC 590.100 Extended Family Visiting - https://doc.wa.gov/information/policies/feedback-survey.htm <p><i>Cultural Program Policy -- Action Item Due Date: May 2023</i></p>	

	<p>o Update: The workgroup comprised of internal and community members completed the initial draft that was shared with executive leadership within prison facilities. We are now bringing it back for additional revisions, meeting with the DOC EDIR team and our new tribal relations director, as well as the original community member workgroup participants. Following that, we will conduct a survey with the incarcerated population using a new survey tool to gather feedback. These events are not associated with volunteer-led cultural groups, which remain under DOC 530.100 Volunteer Services https://doc.wa.gov/information/policies/showFile.aspx?name=530100. Volunteer-led cultural groups will continue the process of submitting proposals through the CPPC to the facility leadership for authorization at the local level.</p> <p>ITS progress -- Action Item Due Date: May 2023 - Tom Fithain</p> <p>o Update: Some delays. Work is still in progress.</p> <p>No new Action Items to add to the list.</p>	
<p>Closing – Jeff Uttecht (DOC) and Loren Taylor.</p>	<p>Jeff Uttecht (DOC): Thank you for participating today. Loren Taylor: Thank you, and we appreciate the time to share.</p>	

Next meeting location: Microsoft Teams/Virtual Date: May 20, 2023 Time: 10 am – 3 pm

Comments: _____

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 16-01, RCW 42.56, and RCW 40.14.

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



FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Process/Policy	<p>EFV Standards/EFV Policy Revision: <u>5/21/2022 update:</u> Extending due date - a June 30th deadline has been set for facilities to complete Standards; DOC working on statewide process for sign-ups for EFV's; Policy Revision – current status? <u>07/16/2022 update</u> – EFV Policy, waiting for the FC policy to be out for public comment. Then EFV policy revision will be sent out gather feedback, to follow the Policy process. EFV Standards – still working on creating department standards across the state. Extending due date to 11/19/22 to allow for the policy revision process time. Also updated title from <i>EFV Standards/sign-up process/EFV Policy Revision</i>, to <i>EFV Standards/EFV Policy Revision</i> as the signup process is included in the EFV policy revision.</p> <p><u>09/17/2022 update:</u> Currently working on gathering feedback from the SFC. Extending due date to 02/01/2023 to allow for policy revision process.</p> <p><u>11/19/2022 Update:</u> EFV policy is in the policy office, Target due date is around</p>	Lisa Flynn/Dawn Taylor/Liz Hainline	04/28/2022	May 2023	

	<p>1/1/23. Visitation policy will begin when EFV policy is through the public comment period. Extending due date to May 2023 <u>01/21/2023 update:</u> It is in the Policy Office. Hoping to have out for public comment in the next few weeks. <u>03/18/2023 Update:</u> EFV policy is scheduled for release for public comment on Friday, March 17th. A new <u>EFV Resource Guide for Families</u> is now available as a DOC publications https://doc.wa.gov/docs/publications/fact-sheets/500-GU020.pdf. Families are encouraged to provide feedback on both the draft revisions and new resource guide using the policy feedback survey associated with DOC 590.100 Extended Family Visiting - https://doc.wa.gov/information/policies/feedback-survey.htm</p>				
Policy	<p>DOC Cultural Events policy <u>01/17/2022 update:</u> Extended due date to 06/01/2022 due to delay in start date. <u>05/21/2022 update:</u> Extending due date as the start date was 6/01/22 <u>07/16/2022 update:</u> Work group starting up again. Extending due date, for November 2022 meeting for status update. <u>09/17/2022 update:</u> Nancy Simmons is now the point person for this policy. A virtual meeting will be scheduled with those interested r previously involved in the work group. Hope to</p>	Nancy Simmons/Dawn Taylor	11/20/2021	May 2023	

	<p>have the draft policy submitted to Policy Office in December. Extending due to 02/01/23 to allow for the policy revision process.</p> <p><u>11/19/2022 Update:</u> National corrections survey process is completed. Next step: the solicitation process for vendor interest. Extending the due date to May 2023, but will still provide updates.</p> <p><u>01/21/2023 Update:</u> Final committee meeting is on January 24, 2023.</p> <p><u>03/18/2023 Update:</u> Title of Action Item updated from Culteral Program Policy to DOC Culteral Events Policy. The workgroup comprised of internal and community members completed the initial draft that was shared with executive leadership within prison facilities. We are now bringing it back for additional revisions, meeting with the DOC EDIR team and our new tribal relations director, as well as the original community member workgroup participants. Following that, we will conduct a survey with the incarcerated population using a new survey tool to gather feedback. These events <i>are not associated with volunteer-led cultural groups</i>, which remain under DOC 530.100 Volunteer Services</p> <p>https://doc.wa.gov/information/policies/showFile.aspx?name=530100. Volunteer-led cultural groups will continue the process of submitting proposals through the CPPC to the facility leadership for authorization at the local level.</p>				
--	---	--	--	--	--

Contract	<p>IITS update – discuss contract and current connectivity issues. <u>05/21/2022 update:</u> Deadline extended to 07/16/2022 for an update on the implementation schedule of Securus/tablets/go-live dates/schedule of what facilities are next. <u>7/16/2022 update:</u> Implementation has begun. Anticipated completion, 02/23/23. Extending due date until February 2023, but will request status update at November 2022 meeting. <u>09/17/2022 update:</u> Services have been implemented at MCCCW, phones & tablets at WCCW. Will be working on next phase for the Men's prisons. <u>11/19/2022 Update:</u> Implementation still in progress. Some delays. Due date extended to May 2023. Updates will continue as progress is made. <u>01/21/2023 Update:</u> Update provided during meeting. Still in progress.</p>	Tom Fithian/Keith DeFlitch	03/19/2022	May 2023	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<p>Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed</p>	<p>Owner of Issue</p>	<p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>	<p>mm/dd/yyyy</p>
<p>Process</p>	<p>TV Cable - can additional Cultural channels be added <u>09/17/2022 Update:</u> A paper survey and family input, which is being utilized. Still looking at different satellite providers and waiting on national survey sent to other states/companies to see if theirs would meet Washingtons needs. Also working on a survey tool to send to the I/L. Extending due date from 9/17/22 to 11/19/22 to allow the Department to work on this. <u>11/19/2022 Update:</u> The department is still working on this. Extending due date to May 2023 <u>01/21/2023 Update:</u> The Department has worked on requirements with the contracts office, including surveying the population on requested channels during this solicitation process. Providing a list of proposed cultural channels is part of the solicitation process. The Department is dedicated to ensuring that the solicitation is inclusive of cultures and diversity in consideration of channel content and availability. The team is working closely with the contracts office for the solicitation to consider all factors of service, including channel lineup, packages, and content. Closing Action Item.</p>	<p>Tracy Schneider /Christopher Stone /Janet Nelson</p>	<p>7/16/2022</p>	<p>May 2023</p>	<p>01/21/2023</p>

Policy	<p>Hobby Craft Purchasing– Request for families to be able to purchase from Hobby Craft <u>09/17/2022 Update:</u> Extending the due date from 9/17/22 to 11/19/22 to allow the Department to work on this. <u>11/19/2022 Update:</u> Still being worked on by the Department Extending due date to May 2023 <u>01/21/2023 Update:</u> Union Supply will be the only vendor families can purchase hobby craft items from. However, we are reviewing six new hobby items to be added to the catalog. Action Item closed.</p>	Tracy Schneider /Christopher Stone /Janet Nelson	7/16/2022	May 2023	01/21/2023
Policy	<p>Allowing PDFs from books into facilities when the publisher has allowed the printing. (i.e., Dungeons & Dragon game) <u>11/19/2022 Update:</u> Will have more information at the January SFC meeting, Extending due date to January 2023 SFC meeting. <u>1/21/2023 Update:</u> At this time, all publications must be sent directly from a legitimate publisher and/or be an approved vendor per DOC 450.100.</p>	Brandon Marshall/Tracy Schneider	09/17/2022	01/21/2023	01/21/2023

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

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. Upon completion, the data classification category may change.

Amend Update for the Local Family Council

04/08/23

- 1. I believe you're not learning properly about how the system works in Norway- thus I would recommend help from an actual Norwegian with a loved one in SCCC. I can volunteer to teach a bit digitally, but is it allowed?**

Please, reach out to Courtney Grubb or Lieutenant Lance Graham at DOC Headquarters to address this question.

- 2. How is Amend being Implemented?**

At SCCC there are Currently we have the Resource Team Model that has been in effect for over the last 7 months inside the Restricted Housing Unit. Over the last 7 months the Resource Team has worked with 25 Incarcerated Individuals focusing on Normalization prioritizing humane interaction over the action. We have provided such opportunities as:

- Life Skills
- Re-entry navigation
 - Jobs for persons formally Incarcerated
 - Low-income housing options
 - Substance Abuse Treatment
 - State Assistance prior to release
 - Driver License study material
 - Practice Tests for Drivers License
 - Veterans Assistance
- Resource Team Assisting in acquiring DD214 for former Veterans
 - Incarcerated Individual spent 10 years in isolation, was nonverbal with other Incarcerated or Staff. After working with the Resource Team for several months he was successfully transitioned into a General Population setting and has maintained in General Population for 2 months. The Resource Team continues to check up on him in General Population and he is thriving in this minimum custody setting.

- 3. Is there an implementation plan you can share?**

Resource Team Model is currently in effect at SCCC within the Restricted Housing Unit, please see above for further information, or you can contact Sergeant Eric Garcia at SCCC.

Contact Officer Model is currently being established within SCCC General Population. H1 housing unit will be the pilot unit for this project. 17 staff members have volunteered to take

part of the Contact Officer Model at SCCC. 9 of which will directly work within H1, the remainder will work in various locations throughout the facility promoting the principles surrounding Normalization, Dynamic Security, Humanity, and Progression.

Several Normalization projects are currently in place at SCCC. We have established an Amend Advisory Council that consists of current Incarcerated Individuals and a Staff Sponsor, that are passionate about promoting Culture Change at our facility. Currently looking into showcasing art within the H1 housing unit by the Incarcerated currently residing within that unit with the intent to promote a wider expansion of such to generate uplifting murals.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
1 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

REVIEW/REVISION HISTORY:

Effective: 10/1/92
Revised: 12/15/94
Revised: 9/3/02
Revised: 1/12/04
Revised: 12/17/06
Revised: 5/11/07 AB 07-014
Revised: 2/6/09
Revised: 7/19/10
Revised: 5/1/12
Revised: 1/13/14
Revised: 11/1/17
Revised: 3/22/22

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout
Removed I.A.10 that volunteers must obtain tuberculosis screening/testing if volunteering more than 80 hours per month
II.A.2., II.B.2., II.B.2.a., II.B.3.c., II.B.5.a., II.B.7. - Adjusted language for clarification
II.B.7.a. - Removed unnecessary language
III.C. - Adjusted list of forms required in the volunteer file
Added IV.B.3.a.1) form use for documentation
V.A. - Added clarifying language
Removed XI.A.1. that form may be provided at the end of service

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

3/15/22

Date Signed



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
2 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 51.12.035; DOC 130.200 Lawsuit Processing/Liability Protection; DOC 150.150 Visits and Tours of Department Facilities and Offices; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 230.500 Vehicle Use; DOC 280.525 Records Management; DOC 400.025 Identification Cards; DOC 420.340 Searching and Detaining Facility Visitors; DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting; DOC 560.100 Privileged Communication and Chaplain Responsibilities; DOC 560.200 Religious Programs; DOC 810.015 Criminal Record Disclosure and Fingerprinting; DOC 850.025 Outside Employment/Volunteer Activities; DOC 850.030 Relationships/Contacts with Individuals; DOC 860.200 Recognition Program; DOC 870.400 Personal Appearance/Uniform Standards; DOC 890.000 Safety Program; Volunteer Guidebook; Records Retention Schedule

POLICY:

- I. Volunteers offer their time, talents, and professional expertise and are crucial to the Department's ability to achieve its mission.
- II. The Department will actively recruit from and engage with educational, cultural, religious, and various socioeconomic groups in the community in pursuing volunteers.
- III. Volunteers will not displace classified employees or be assigned to positions for which funding is available. Tasks assigned to classified employees may be shared, but not removed for the purpose of creating assignments for volunteers. Volunteers will not be substituted for classified employees when authorized positions can be filled. Volunteers may be eligible for service credit hours.

DIRECTIVE:

- I. General Requirements
 - A. Prospective volunteers must meet and maintain the following requirements. Exceptions must be approved by the Appointing Authority:
 1. Be at least 18 years old.
 2. Provide valid, government-issued photo identification.
 3. Not under active supervision of any local, county, state, or federal corrections agency, or under felony indictment.
 4. Not have been released from a state, local, or out-of-state correctional facility or supervision within the past 12 months.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
3 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

5. Meet the screening requirements in DOC 490.800 Prison Rape Elimination Act (PREA) Prevention and Reporting.
 6. Willing to provide a needed service without pay.
 7. If providing professional services, appropriately certified or licensed with proof of credentials to perform the services. Credentials will be noted on DOC 03-440 Volunteer Application and Registration.
 8. Not an immediate family member of an individual who is housed at the location where they are volunteering.
 9. Does not have a current or prior personal relationship with an individual or the family of an individual who is housed at the location where they are volunteering.
- B. Applicants must complete DOC 03-440 Volunteer Application and Registration, with the exception of occasional individual or group service volunteers who will be processed as facility guests per DOC 150.150 Visits and Tours of Department Facilities and Offices.
- C. Before an assignment is offered, applicants will complete:
1. DOC 03-031 Criminal Disclosure,
 2. DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check, and
 3. DOC 03-506 Sexual Misconduct and Institutional Employment/Service Disclosure.
 - a. To the extent possible, all previous institutional employers will be contacted for information on substantiated allegations of sexual misconduct or any resignation pending investigation of alleged sexual misconduct.
- D. Volunteers will be subject to searches per DOC 420.340 Searching and Detaining Facility Visitors.
- II. Responsibilities
- A. The Volunteer Program will be managed by the Headquarters Correctional Program Administrator, who will ensure:
1. Volunteer Specialists are trained in their duties.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
4 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

- a. In Prisons, the Community Partnership Program Coordinator will serve as the facility Volunteer Specialist.
 - b. The Community Corrections Supervisor in each Reentry Center, Field Office, and Community Justice Center will designate an employee as Volunteer Specialist for the work site.
 - c. The Headquarters Correctional Program Administrator/designee will serve as the Volunteer Specialist for all volunteers providing services at Headquarters.
2. Electronic data on volunteers who have been suspended or terminated from service (i.e., "red-flagged") is posted on the electronic volunteer management system.
 3. The Volunteer Guidebook is updated as needed.
 4. Internet and intranet communication on the Volunteer Program is current.
- B. Volunteer Specialists will be responsible for local oversight of the Volunteer Program, and will:
1. Facilitate and manage volunteer recruitment, orientation, training, retention, and volunteer recognition per DOC 860.200 Recognition Program.
 2. Post volunteer service hour data on the electronic volunteer management system under "Monthly Volunteer Report" by the 10th of each month.
 - a. The Department's Business Office will retrieve information from the electronic volunteer management system and report volunteer monthly service hours to the Department of Labor and Industries (L&I) on a schedule determined by L&I.
 3. Ensure eligibility, training, and screening requirements are met.
 - a. Criminal history records checks will be completed per DOC 810.015 Criminal Record Disclosure and Fingerprinting.
 - b. All applicants who will access confidential information (e.g., medical, personnel, records for individuals under the Department's jurisdiction) must be fingerprinted per DOC 810.015 Criminal Record Disclosure and Fingerprinting before an assignment is offered.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
5 of 10

NUMBER
DOC 530.100

POLICY

TITLE
VOLUNTEER PROGRAM

- c. The electronic volunteer management system must be searched for information on prior suspensions/terminations before an assignment is offered.
4. Review volunteer service proposals from the community, employees, and/or individuals under the Department's supervision.
5. Create and maintain volunteer files per DOC 280.525 Records Management and the Records Retention Schedule using DOC 03-438 Volunteer File Checklist and DOC 03-437 Volunteer File Closure Sheet. All active files will be considered confidential and maintained in a locked, secure location.
 - a. Volunteer Specialists will post required volunteer information on the electronic volunteer management system under "DOC Volunteers".
6. Post a current schedule of volunteer services in areas of the facility accessible by volunteers, employees, and incarcerated individuals.
7. Address volunteer-related issues/problems and report suspended or terminated volunteers to the Headquarters Correctional Program Administrator. This data will also be posted on the electronic volunteer management system.
 - a. A volunteer will be notified in writing of any suspension or termination action.
8. Report Volunteer Specialist changes to docvolunteerprogram@doc1.wa.gov.

III. Volunteer Training

- A. Completion of mandatory volunteer orientation training is required before beginning services.
- B. All training requires approval from the Headquarters Correctional Program Administrator and will be provided by authorized employees or volunteers trained in the curriculum. Training will include:
 1. Site-specific orientation
 2. Safety and security issues
 3. Emergency response
 4. The role of correctional employees
 5. Unlawful and sexual harassment
 6. Reentry program information, if applicable



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
6 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

7. Religious Program orientation, if applicable
8. Intern-specific orientation, if applicable
9. Prison Rape Elimination Act (PREA), suicide prevention, and infectious disease control training, which will be conducted annually thereafter

C. Volunteers will review and sign the following forms during orientation, which will be maintained by the Volunteer Specialist in each volunteer file.

1. DOC 03-161 Volunteer Safety Orientation Information
2. DOC 03-421 Volunteer Confidentiality Agreement
3. DOC 03-435 Registered Volunteer Agreement
4. DOC 03-441 Volunteer Orientation Checklist
5. DOC 03-450 Volunteer Policy Review Check Sheet
6. DOC 03-451 Volunteer/Intern Program - Assignment Descriptions

IV. Standard Volunteer Functions

A. Volunteer duties must be approved before service delivery and will be limited to those documented in the volunteer assignment description.

B. Volunteers may:

1. Participate in more than one program and provide services at more than one Department site.
2. Be authorized to use state vehicles per DOC 230.500 Vehicle Use.
3. Participate in the following as part of their volunteer duties, with approval from their Appointing Authority:
 - a. Be on an approved visit list.
 - 1) DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer will be used to document approval.
 - b. Correspond with or accept telephone calls from an incarcerated individual.
 - c. Provide transportation for a releasing individual or an individual residing in the community.
 - d. Serve as a community outing sponsor for individuals in Reentry Centers.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
7 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

4. Observe while accompanying Field officers on routine field/home visits.
 5. Complete Department hearing documentation or testify to their knowledge of a case if requested by the Department.
- C. Volunteers will not:
1. Develop a relationship with an individual outside the scope of their defined duties per DOC 850.030 Relationships/Contacts with Individuals.
 2. Participate in arrests or conduct searches of individuals, homes, or property.
 3. Escort individuals who are under arrest to jail or Prison.
 4. Obtain urine samples for testing.
 5. Accept correspondence, JPay eMessages, or telephone calls from individuals, transfer items between individuals, or in any way provide mail or communication service for or from individuals unless approved by the Headquarters Correctional Program Administrator and their Appointing Authority.
 6. Provide a residence for a releasing individual or an individual residing in the community unless approved by their Appointing Authority per DOC 850.030 Relationships/Contacts with Individuals.
 7. Provide medical or legal advice unless specified in their job duties.
 8. Accept property or funds directly or indirectly from individuals per DOC 200.000 Trust Accounts for Incarcerated Individuals, except when allocated through the Incarcerated Individual Betterment Fund.
 9. Proselytize per DOC 560.200 Religious Programs.
- D. Volunteers will track and report their service hours on DOC 03-434 Record of Volunteer Services or as requested by the Volunteer Specialist or Volunteer Sponsor. Volunteers are responsible for keeping track of their volunteer hours each month.
- E. Prison volunteers will comply with applicable dress code standards per DOC 870.400 Personal Appearance/Uniform Standards.



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
3/22/22

PAGE NUMBER
8 of 10

NUMBER
DOC 530.100

POLICY

TITLE

VOLUNTEER PROGRAM

V. Identification Cards

A. Volunteers will be issued volunteer identification cards per DOC 400.025 Identification Cards. All volunteers are required to wear the identification card on the outermost garment when providing volunteer services for the Department.

1. Identification card issuance, security, and destruction will comply with DOC 400.025 Identification Cards.
2. Department employees and contract staff may not wear their blue or yellow identification cards while performing volunteer duties.
3. Volunteers serving in multiple Department sites must be issued an identification card for each site.
4. Volunteer identification cards will be maintained at the Department site when not in use. Volunteers must return the identification card before leaving the site.

VI. Religious Volunteers


- A. In addition to other volunteer requirements, volunteers providing religious programs will follow DOC 560.200 Religious Programs.
- B. Religious Coordinators will follow procedures per DOC 560.100 Privileged Communication and Chaplain Responsibilities.

VII. Health Care Volunteers

- A. Volunteers assigned to deliver health care will be trained and supervised by health services personnel and provided specific job descriptions approved by the Health Services Division.

VIII. Employees/Contract Staff Serving as Volunteers

- A. In addition to meeting the provisions of this policy:
 1. Employees who wish to volunteer will complete DOC 03-433 Approval for Employee Serving as a Department Volunteer.
 2. Contract staff who wish to volunteer will receive prior authorization from their employer.
- B. Volunteer duties will not be the same as the employee/contract staff's regularly assigned work duties.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 3/22/22</p>	<p>PAGE NUMBER 9 of 10</p>	<p>NUMBER DOC 530.100</p>
	<p>TITLE VOLUNTEER PROGRAM</p>		
<p>POLICY</p>			

- C. Employees/contract staff must follow guidelines per DOC 850.025 Outside Employment/Volunteer Activities to avoid conflicts of interest.

IX. Volunteer Sponsors

A. Volunteer Sponsors will:

1. Comply with 03-451 Volunteer/Intern Program - Assignment Descriptions.
2. Serve as liaisons between their group volunteers and the facility.
3. Supervise and coach volunteers.
4. Report any concerns regarding a volunteer to the Volunteer Specialist.
5. Ensure volunteer contact information is current.

- B. Volunteer Sponsors may access approved areas of the designated facility unescorted and may escort other volunteers and program visitors as approved by the Superintendent/designee.

- C. Sponsor status is in effect for one year and is site specific. Annual renewal requires annual training and approval by the Volunteer Specialist and/or the Appointing Authority/designee.

1. For both new and renewing sponsors, training will include:

- a. Overview of Department/facility changes,
- b. Annual volunteer in-service training,
- c. Responsibilities and expectations of sponsors,
- d. Relationships between volunteers and individuals under the Department's jurisdiction, and
- e. Boundaries/manipulation role play.

2. New sponsors receive additional training that includes:


- a. Security mindset, contraband, emergency reporting, and
- b. Leadership, professionalism, confidentiality.

X. Lawsuit Processing Liability Protection

- A. A volunteer who is sued may request defense through the Office of the Attorney General per DOC 130.200 Lawsuit Processing/Liability Protection.

- B. Volunteers must report any accident or injury per DOC 890.000 Safety Program.

1. If a volunteer is injured while participating in an authorized volunteer service program, and within the parameters of the volunteer's assignment

 STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS	APPLICABILITY DEPARTMENT WIDE		
	REVISION DATE 3/22/22	PAGE NUMBER 10 of 10	NUMBER DOC 530.100
	TITLE VOLUNTEER PROGRAM		

POLICY

description, medical benefits will be covered by Washington State Industrial Insurance.

XI. End of Service

- A. A volunteer who wishes to resign from the Volunteer Program will notify the Volunteer Specialist.
- B. Failure to participate in any scheduled activities for a period of 6 months will result in termination. Exceptions may be made by the Superintendent/designee.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Institutional Employer. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

- DOC 03-031 Criminal Disclosure
- DOC 03-161 Volunteer Safety Orientation Information
- DOC 03-421 Volunteer Confidentiality Agreement
- DOC 03-433 Approval for Employee Serving as a Department Volunteer
- DOC 03-434 Record of Volunteer Services
- DOC 03-435 Registered Volunteer Agreement
- DOC 03-437 Volunteer File Closure Sheet
- DOC 03-438 Volunteer File Checklist
- DOC 03-440 Volunteer Application and Registration
- DOC 03-441 Volunteer Orientation Checklist
- DOC 03-450 Volunteer Policy Review Check Sheet
- DOC 03-451 Volunteer/Intern Program - Assignment Descriptions
- DOC 03-506 Sexual Misconduct and Institutional Employment/Service Disclosure
- DOC 05-370 Request for Criminal History Record Information WASIS/NCIC III Check NCIC/WACIC Check
- DOC 20-450 Approval for Visits by Current/Former Employee, Contract Staff, or Volunteer