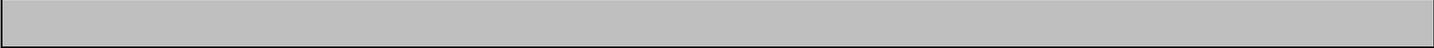




STATE FAMILY FOCUS GROUP MEETING MINUTES

Location: 7345 Linderson Way SW, Tumwater Date: 2/23/19 Time: 10 am - 3pm

Teleconference details: _____



Meeting Attendees

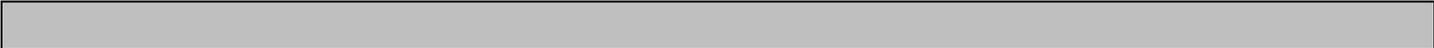
Department/facility co-chair: Scott Russell Family co-chair: Suzanne Cook

Facility/council secretary: Debra Dobson

Family secretary, if applicable: Yoshikovasha Garcia

Members present: Barbara Kaelberer, Julie Triggs, Felix D'Allesandro, Jason Rice, Jodi Kennedy, Julie Winkler, Vaness Lewis, Kay Crampton, Wendy Dubinsky, Belinda Stewart, Dawn Taylor, Jmarie Johnson-Kola

Non-council member attendees: _____



Agenda

Old business

Topic	Discussion/Key Points	Next Steps
<p>JMarie Johnson jjohnsonkola@live.com m</p>	<p>ATTACHMENT 1 - DOC SFC Powerpoint Presentation</p> <p>Appreciative listening (set the standards) be concise and straight to the point, seek to understand not to be understood, often our values may or may not align our actual position, respect other peoples backgrounds Conflict Transformation, 2 versions of right (yours and mine) Let go of need to be right Compassion for hidden emotion, idea, history, need and expectations (No jumping to conclusions) Leaving a conflict, defending or attacking just recycles the conflict Focus on transforming the goal Agree to disagree Accept WHAT IS and move on! Proposal based decision making</p> <p>--> Annie E. Casey on Youtube (PBDM) Proposal, Build on Proposal, Different proposal, Make a choice https://youtu.be/-SYTkMv1J-E</p>	<p>Present PBDM and setting up the room for success strategy at SFC & LFC.</p> <p>Continue practicing in everyday scenarios and be ready to work as a group to reinforce the expectations.</p>
		<p>Yoshikovasha Garcia is available to work with</p>

	<p>Concern was expressed for not having Yakima presented, and Community Corrections as part of the conversation have them present but not have voting rights.</p> <p>We need to be at this meeting to combine efforts, are develop the relationship with Family council - inviting the family services unit to participate and help us,</p> <p>How can we interact with Family Services? Graduated re-entry folks to be involved too.</p> <p>More information needs to go out to inform incarcerated individuals of the new changes that affect them.</p> <p>LFC follows up with new changes and make sure the support happening is clearly explaining any changes coming.</p> <p><u>Voting:</u> <u>proposal to use majority vote --> 14 yays, 0 nays</u> <u>proposal to use 51% of majority vote</u></p> <p>Anything we decide on the local level we need bring to the SFC.</p> <p>Our job is to help build relationships at the local level Communicate with Assistants in regards to WACS if it is supported it goes top Executive Strategy Team.</p>	<p>families in Yakima in conjunction with Jason Rice (WSP SFC Rep)</p> <p>Reach out to Graduated Re-entry and Family services to work more collaboratively</p> <p>Communicate</p> <p>Stay on Topic</p>
<p>Belinda presents Framework, Story and Process</p>	<p>ATTACHMENT 2 – Communication Structure ATTACHMENT 3 – Prisons Division Corrections Program</p> <p>Keep in mind “What does the DOC take into consideration?”, before any change is implemented.</p> <p>Celebration: Visiting applications now managed and centralized to the state. Whereas before it was inconsistent.</p> <ul style="list-style-type: none"> ● It took over 3 years collecting data, before it was considered <p>Our goal is to solve problems: logistically can it be done? Yes, people can now e-mail in apps</p>	<p>Council members to share an understanding of the limited staff and the expectations before changes are implemented</p>

	<p>Will it require changes to staffing? Yes, 6 people to manage the apps</p> <p>Is there the capacity at the locations to do such things? Yes. Took workload off facilities, space found for the 6 people</p> <p>Benefit: centralized, created consistency across the state with applications</p>	
	<p>ATTACHMENT 4 – Ground Rules</p> <p>ATTACHMENT 5 – Updated Ground Rules</p> <p>Adjustments made to Behavior expectations, Structure expectations</p>	

New business

Topic	Discussion/Key Points	Next Steps
Next meeting	<p>(New location & more space)</p> <ul style="list-style-type: none"> ● Introduction of Council Reps ● New reps Intro new ground rules and expectations ● Plan ahead of meeting, what the meeting is to be about. ● We will stick to our agenda ● Review after everyone leaves and set new agenda for next meeting. 	

Roundtable open discussion

Next meeting location: DOC HQ, 7345 Linderson Way, Tumwater Date: March 16, 2019

Time: 10 a.m. to 3 p.m.

Comments: _____

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

A dramatic seascape with a large wave crashing under a cloudy sky with a bright light source.

Statewide Family Council

Saturday, February 23, 2019

INTRODUCTION

Facilitation

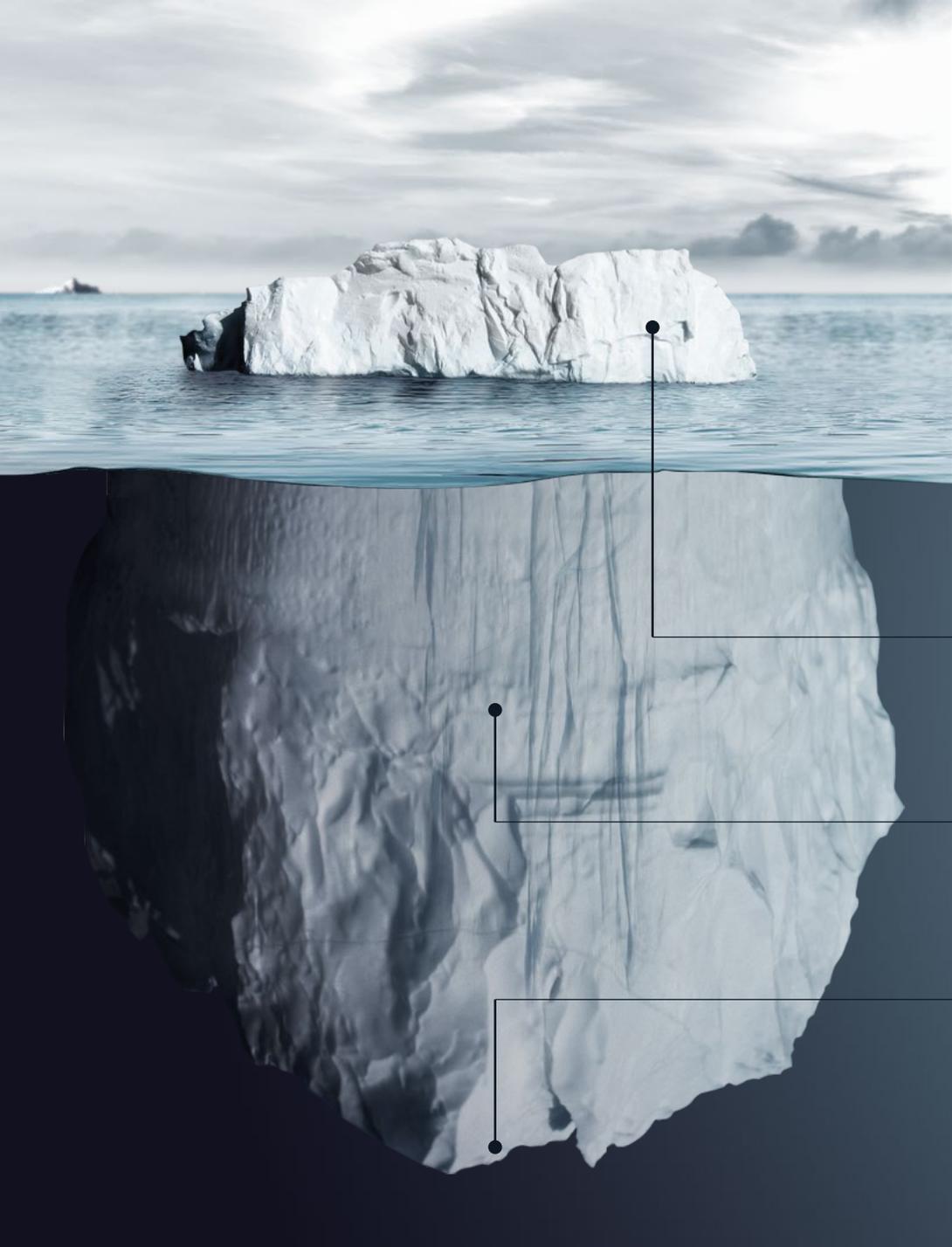
Gracious Space

Group Development

Appreciative Listening

Conflict Transformation

Decision Making

An iceberg floating in the ocean, with a small portion visible above the water and a much larger portion submerged below. The image is split vertically, with the left side showing the natural scene and the right side being a dark blue overlay with text.

Facilitation

- ❑ A facilitator is neutral. She never takes sides.
- ❑ Attitude is Respectful, Positive, Ego-less, Agenda-less
- ❑ Facilitation is focused on HOW people participate in the process of learning or planning.



General Services:

- Analyze and understand current issue and conflicts
- Recommend the right techniques/tools for team improvement
- Provide training and support
- Ensure time keeping throughout the meeting
- Ensure effective communication



Specific Services:

1. Attend Family Council meetings
2. Ensure conversations are respectful and appropriate
3. Ensure everyone has a voice
4. Establish a safe environment and ground rules
5. Be flexible when soliciting information
6. Establish the reason the Council was created. Revisit its mission and vision, and the reason we are here



Gracious Space

THE FOUR ELEMENTS

1. SPIRIT

- ☐ The spirit we bring. The spirit we create together. A greater spirit we can tap into.

2. SETTING

- ☐ The approach needs to fit the goal of the interaction. Attend to the physical space.

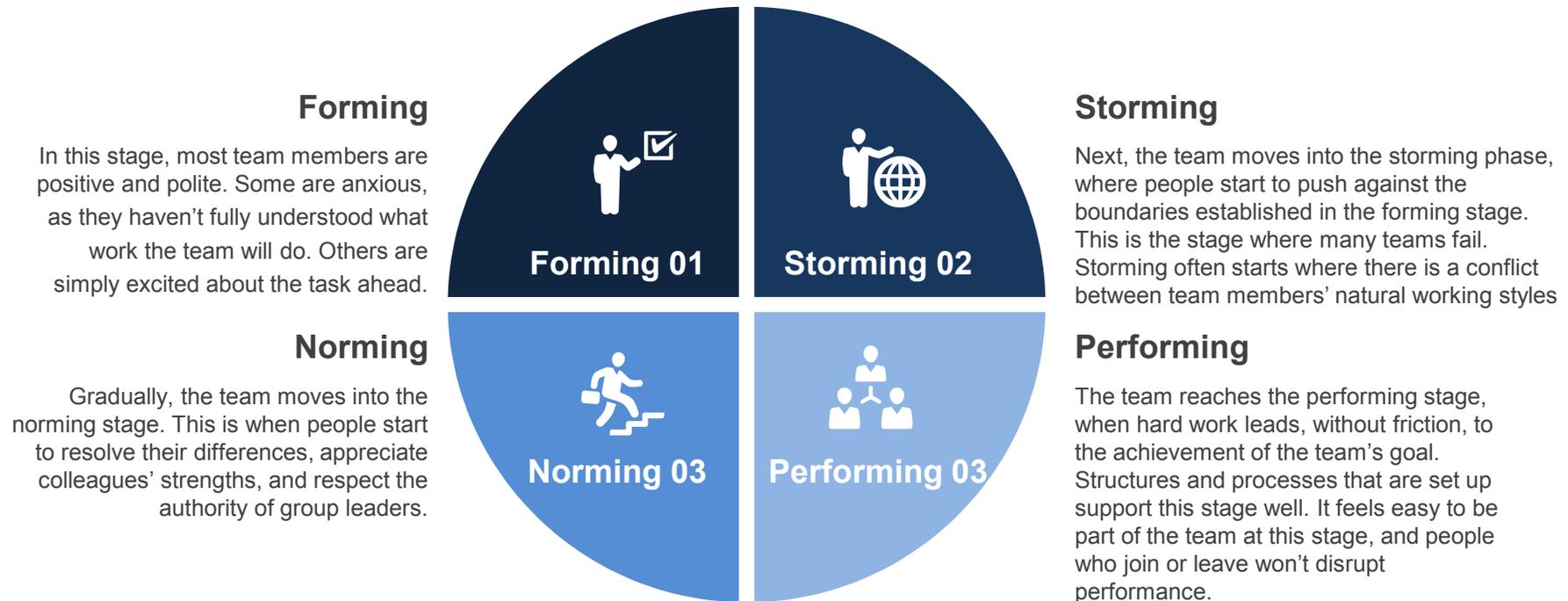
3. INVITE THE 'STRANGER'

- ☐ Who needs to be in the room. See the 'stranger' as an opportunity to learn. Welcome the 'stranger' inside us.

4. LEARN IN PUBLIC

- ☐ Suspend judgment and explore assumptions. Take risks. Deal with your own learning. Learn as a group.

Group Development





Appreciative Listening

CHARACTERISTICS

- ✓ Being quiet while the other person is talking
- ✓ Being attentive to the speaker by not performing other tasks
- ✓ Looking at the person who is speaking
- ✓ Responding when the speaker asks something
- ✓ Thinking about what the speaker is saying, rather than thinking about what you want to say next

✓

✓

✓



C O N F L I C T T R A N S F O R M A T I O N

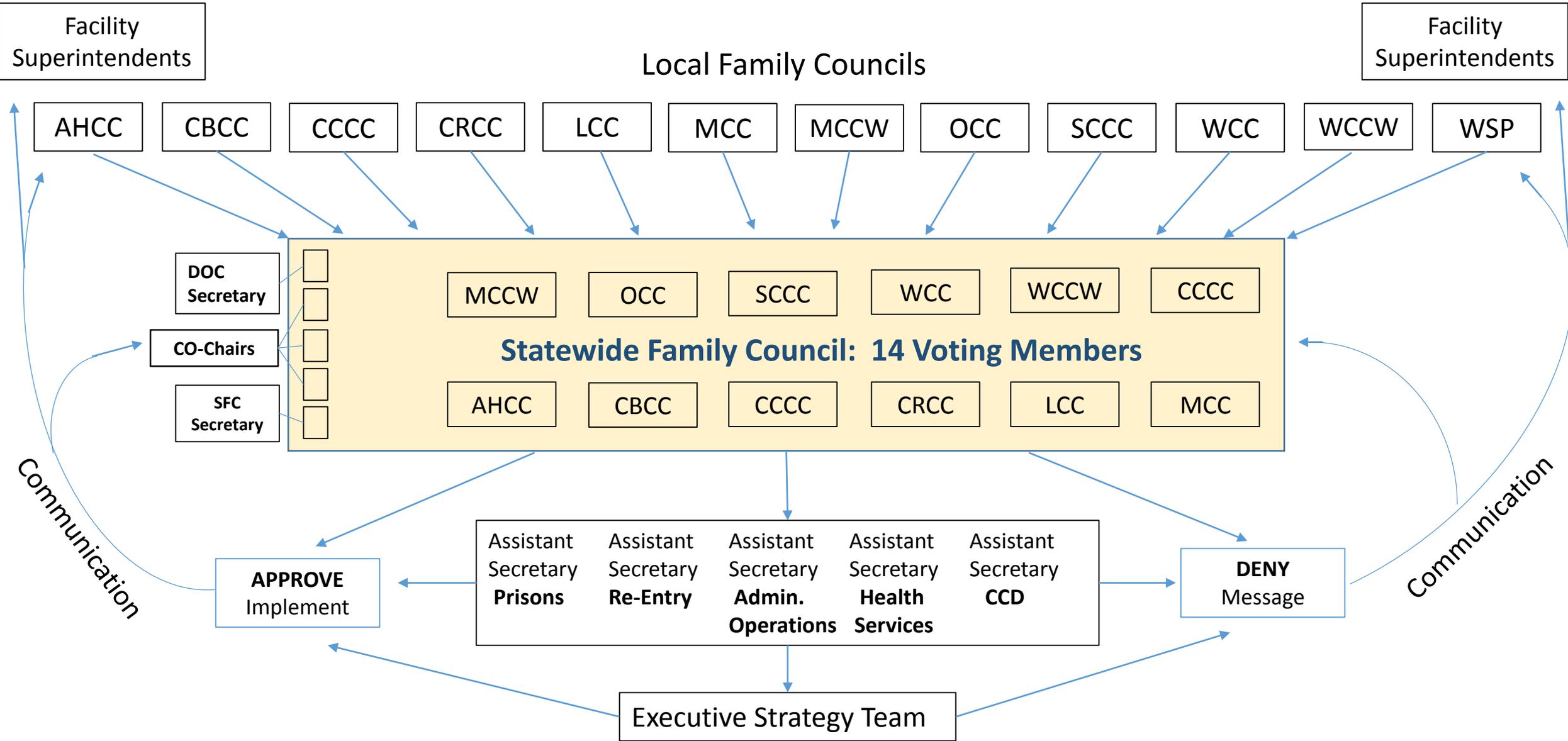
THINGS TO CONSIDER:

- ❖ There are two versions of right – **yours** and **mine**.
- ❖ The first step toward conflict transformation requires us to let go of our need to be “right.”
- ❖ Most conflicts are not entirely about the topics actively being argued. Hidden beneath are emotions, ideas, intentions, history, needs and expectations. Ask questions before jumping to conclusions and judging.
- ❖ Withdrawing from a conflict, defending, or attacking just recycles the conflict. The goal is to transform it.
- ❖ There are two types of apologies:
 - When you’re wrong – admit it quickly. “You are right. I’m sorry.”
 - When you’re right – acknowledge the other person’s experience. “I am so sorry that you suffered (were inconvenienced) by this.”
- ❖ Try to collaborate rather than compromise. Compromise is a fallback for collaboration.
- ❖ If you cannot arrive at a mutually acceptable resolution, agree to disagree in ways that are not destructive to your relationship or the Council.
- ❖ When all else fails, accept **WHAT IS** and move on!





Thank you for listening



COMMUNICATION
 State Family Council, Local Administration, Local Family Council



Prisons Division

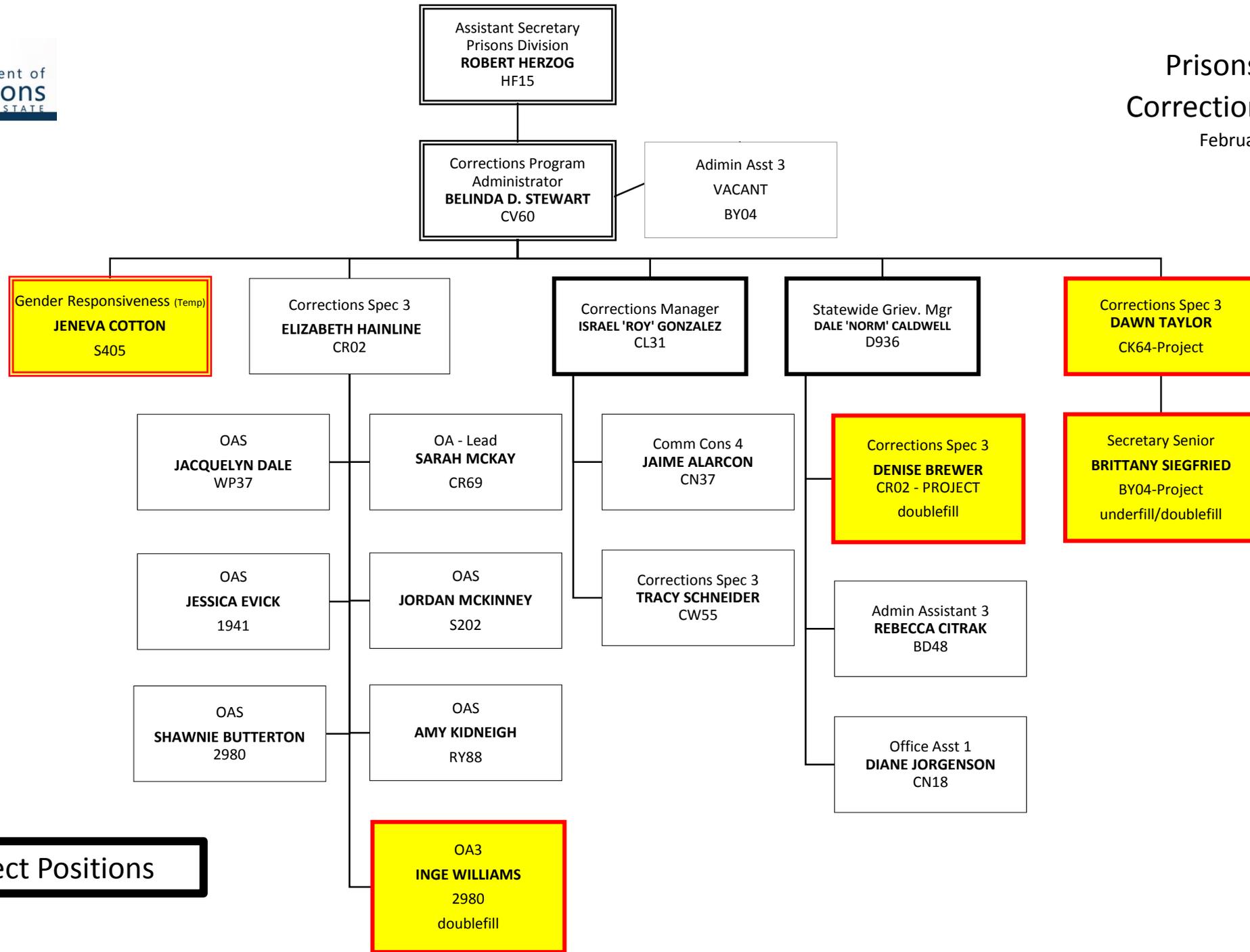
Corrections Programs

February 1, 2019

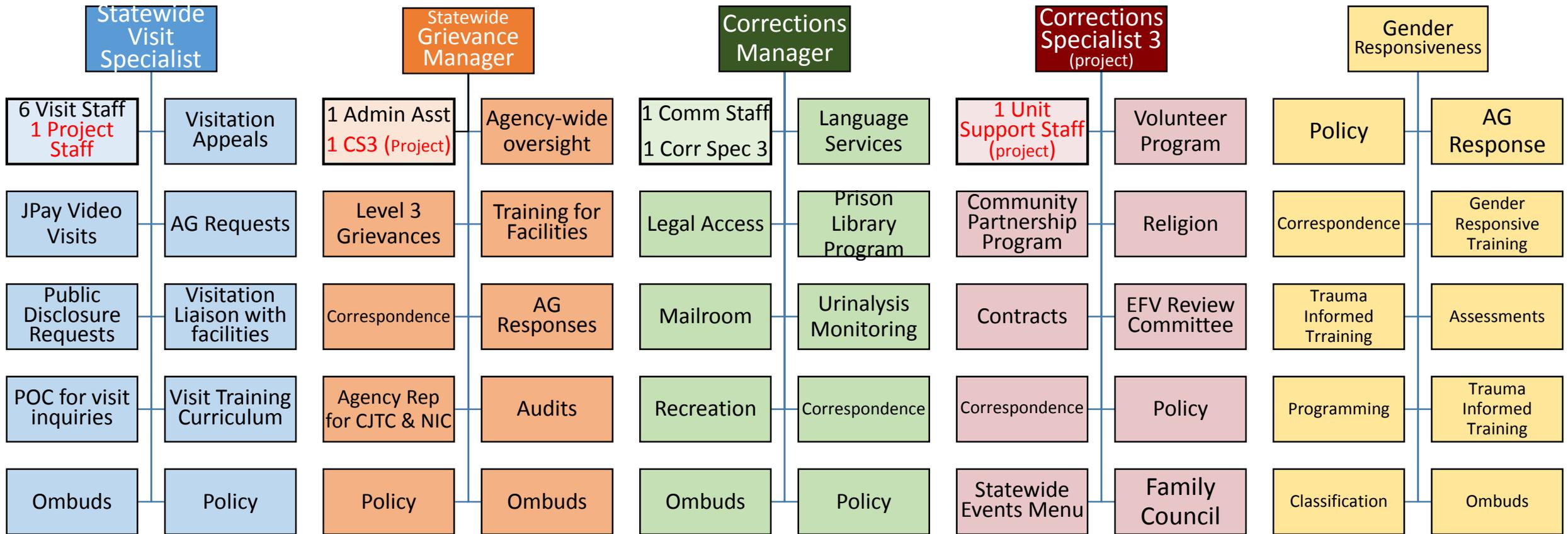


Prisons Division Corrections Programs

February 1, 2019



 Project Positions



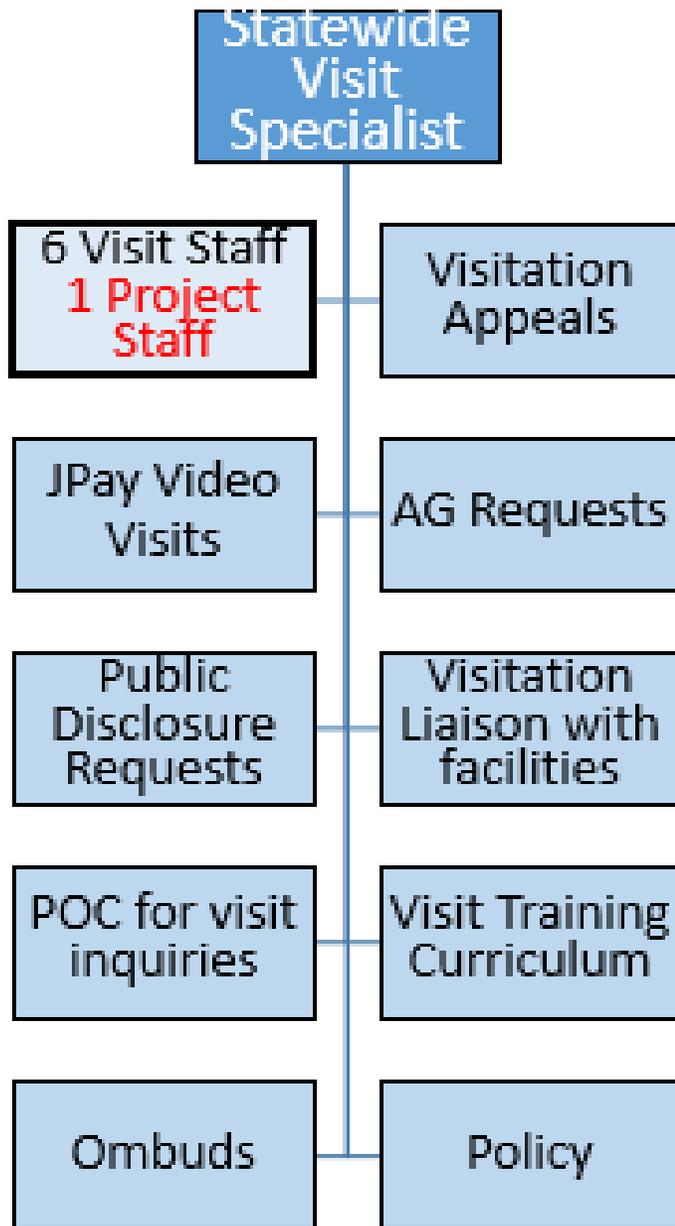
Responsibilities

Statewide Visit Program

DOC Policies

DOC 450.300 Visit for Prison Offenders

DOC 450.050 Prohibited Contact



Corrections Specialist 3

Statewide Visit Program

Number of Individual **Visitors** at End of 2018: **35,899**

Number of statewide facility **VISITS** in 2018: **192,909**

Visit Applications Received: **35,363**

30 days allocated by policy

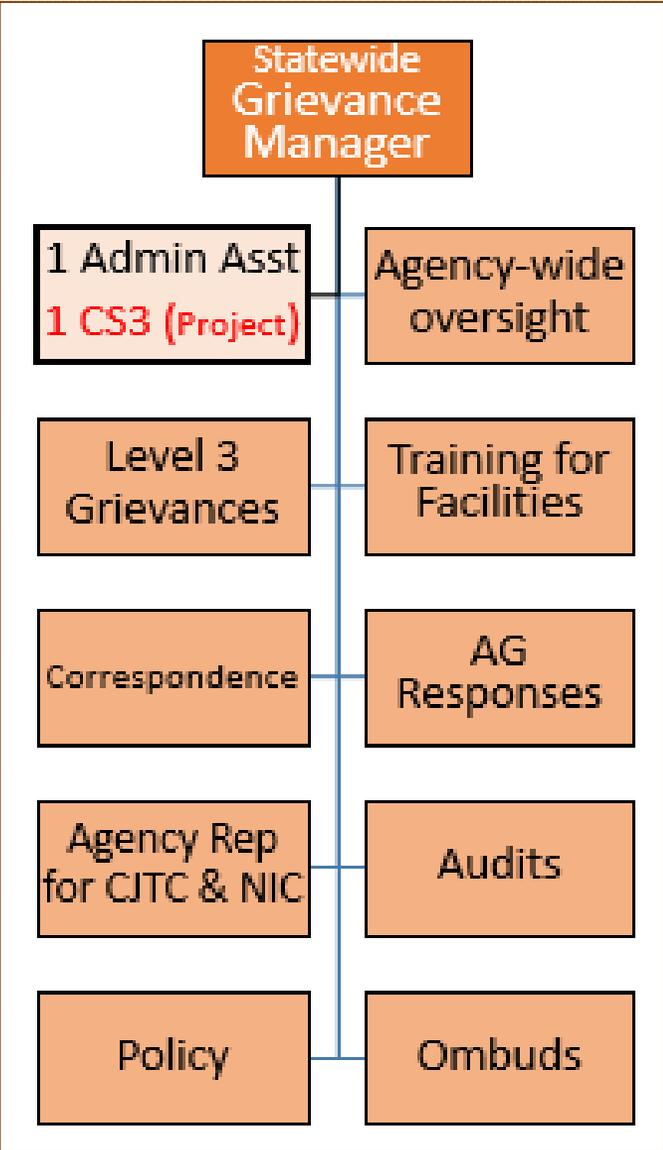
Visit Appeals Received: **1,139**

45 minutes average time preparing each response

*Approx. **45%** of CS3 time*

Ombuds: *Approximately **10%** of time is used to respond to Ombuds*

Statewide Grievance Program



DOC Policies

DOC 550.150 Offender Grievance Program

Grievances

23,110 Unique Grievances

35,045 Grievances (all levels)

22,682 Level 0

8013 Level 1

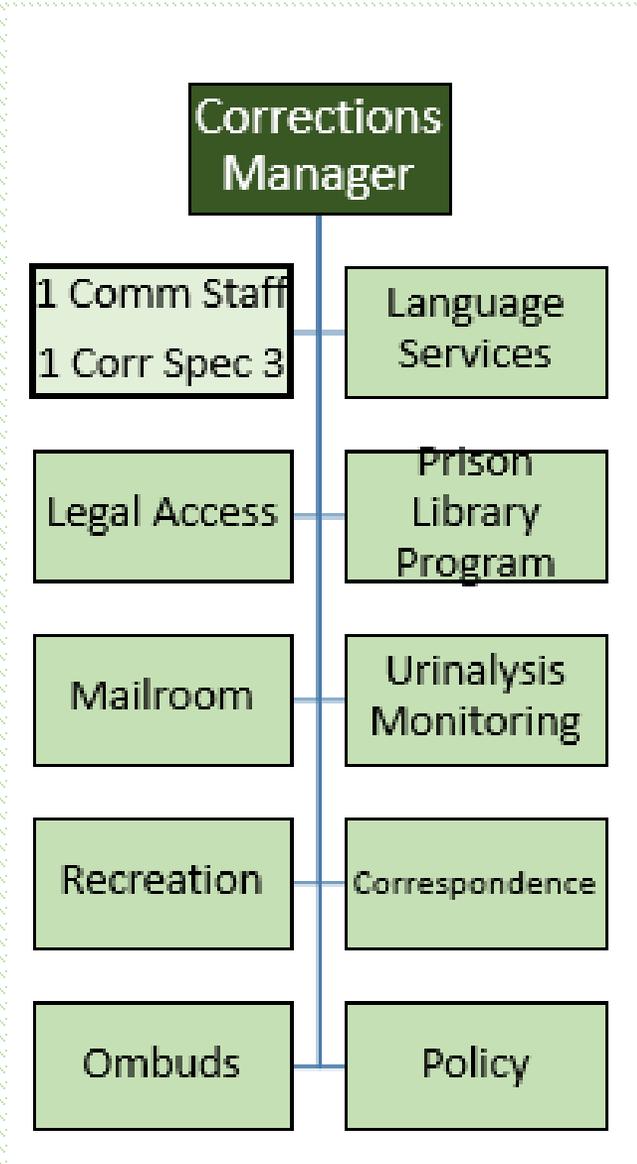
2985 Level 2

1365

Level 3



Corrections Manager



DOC Policies

DOC 420.380 Drug/Alcohol Testing

DOC 450.100 Mail for Prison Offenders

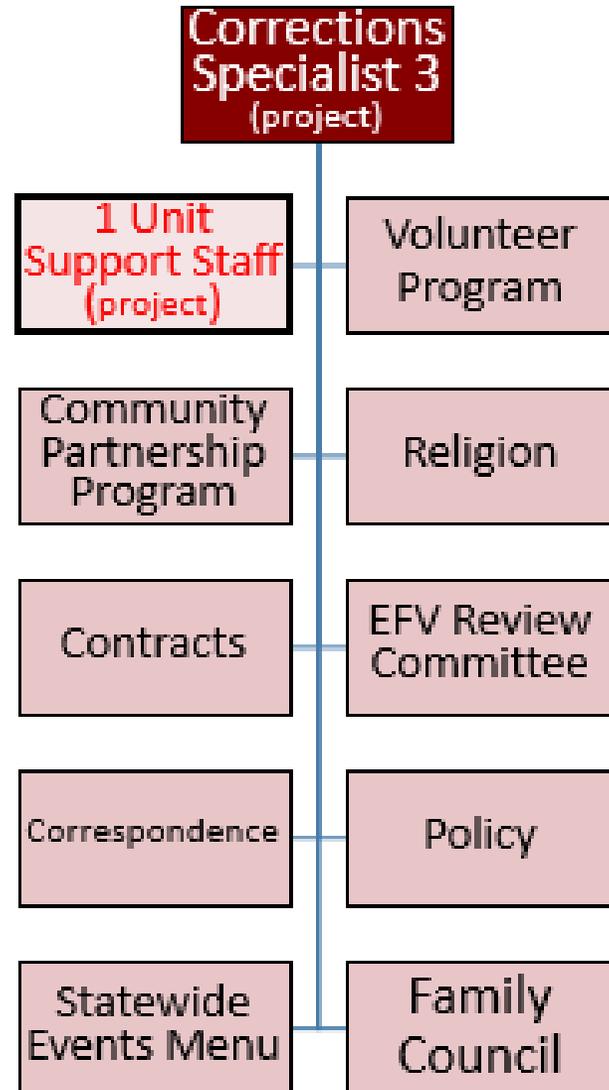
DOC 450.500 Language Services for Limited English Proficient (LEP) Offenders

DOC 510.010 Library Services

DOC 540.105 Recreation Program for Offenders

DOC 540.200 Movie/Video Selection

Corrections Specialist 3



DOC Policies

DOC 530.100	Volunteer Program
DOC 560.100	Privileged Communication and Chaplains Responsibilities
DOC 560.200	Religious Program
DOC 590.100	Extended Family Visits
DOC 590.200	Offender Marriages and State Registered Domestic Partnerships
DOC 590.500	Legal Access for Incarcerated Individuals

Community Partnership Program

Volunteer Program

Training

Events

Family Friendly Programs
& Events

Community Connections

Redemption

L&I Reports

Volunteers

Average number of monthly volunteers

2113

Volunteers entered facilities for programs

25,361

Total Volunteer hours for 2018

139,349 hours

Value of Service provided by volunteers:

(Based upon Independent Sector Releases New Value of Volunteer Time)

\$3,440,527

Religion

Religious Diets

Property

Faith Groups

Community Connections

Policy

Religious Items

Ombuds

Religious Contractors

Annual Events

Religious SharePoint

Religious Contractors

48

Monitor Training, Criminal Histories,
Badging, Contract, etc.

EFV Review Committee

Reviews: 101

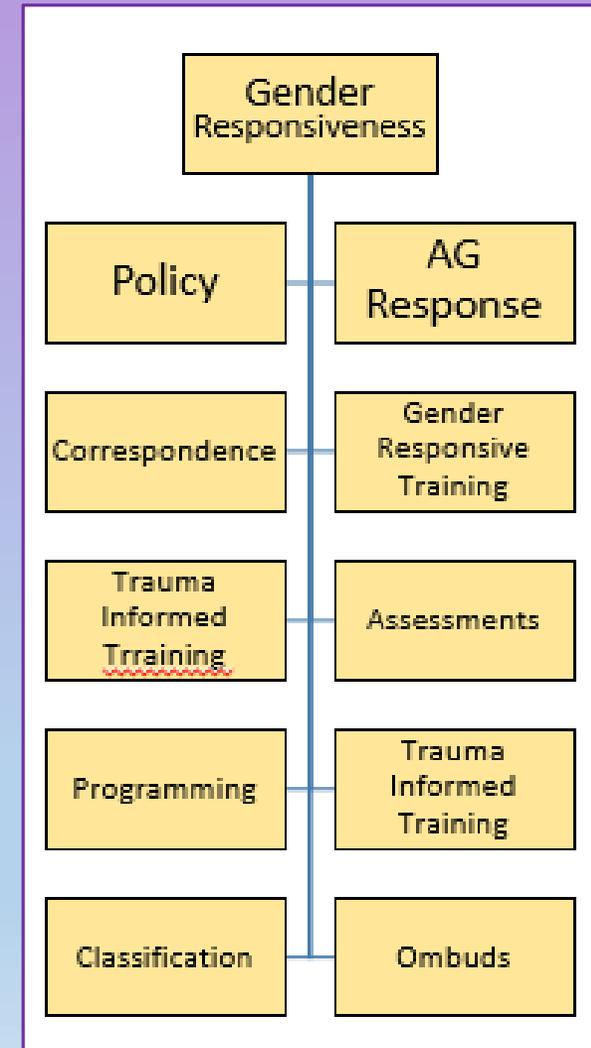
Appeals: 31

Gender Responsiveness

Oversight to ensure Washington State Department Policies and Practices are gender responsive and trauma informed.

DOC Policies

DOC 590.370 Gender Responsiveness



Recent Suggestion

Allow visitors to be on more than 1 incarcerated individuals visit list

- This type of change requires strategic planning; implementing without the proper consideration could be catastrophic.
- Would need to conduct nationwide survey to determine best practices.
 - Identify Benefits and Concerns
- Would need to be thoroughly reviewed by Department Stakeholders to include (at a minimum):
 - Executive Leadership
 - Superintendents and facility management
 - Statewide Security Advisory Council
 - Visit Room Staff
 - Visit Application Processing Staff

Possible Implications:

- Significantly increase the amount of time it takes to process applications.
- Will make an impact on capacity issues and will most likely reduce the overall amount of visiting hours available per individual each week.
- Would require resources that are not available.

DOC Considerations

What the Department considers:

Is suggestion/change feasible?

- Logistics
- Capacity
- Staffing

How long will this take?

What is the impact on ALL Visitors?

What is required for the idea/change?

Logistics

Capacity

Statewide Security Advisory Council

Family Council

What do we want to spend our time on?

What is feasible considering our resources?

What will make the biggest impact?

Ground Rules

Be respectful

Practice active listening

Be professional

Work collaboratively

No sidebars/side conversations

Follow-through

Limit our focus to a specific problem

Maintain an ongoing list of projects and status

Assume positive intent

Practice “3 then me” philosophy

Be understanding

Be willing to compromise

Bring problems and solutions

Be nonjudgmental

Be transparent

Be flexible

GROUND RULES

STATE FAMILY COUNCIL

Be respectful

Practice active listening

No sidebars/side conversations

Assume positive intent

Be understanding

Be willing to compromise

Be non-judgmental

Be transparent

Be flexible

Take a time out when needed

