



# FAMILY COUNCIL MEETING MINUTES

Location: Skype Date: September 19, 2020 Time: 10:00-15:00

Teleconference details: Skype

## Meeting Attendees

Department/facility co-chair: Jeneva Cotton Family co-chair: Suzanne Cook

Facility/council secretary: Rhonda Roberts Family secretary, if applicable: Loretta Pedersen

Members present: Yoshi Garcia, Stephanie Biedman, Felix D'Allesandro, Paula Bond, Susan Cooksey, Portia Hinton, Stephanie Sanderson, Jason Rice, Wendy Dubinsky

Non-council member attendees: DOC: Charlotte Headley, Tim Thrasher, Julie Smith, Jason Aldana, Jeremy Barclay, Dennis Tabb, Jason Bennett, George Turcin, Dawn Taylor; VERA: Elena Vanko, Kayla James; OCO: Joanna Carns FAMILIES: Allyson A., Kehaulani W., Erin M. Janet F. Stephanie C. Ashley W, Elizabeth D, Connie H, Sydney B, Gwen M, K. Tasker, Josephine J, Tracy S, Karen C, Byron C, Carol W, Jody and Dave B, Mellie J, Amanda D, Miriam F, Diane S, Jenny G, Duara-Rahemaah W, Wendy S, Kay S, Taylor S, Anna I, Dean D, Adria M, T. Ferguson (Others on call but not identified)

## Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Housekeeping/Roll Call Welcome and Announcements - Suzanne Cook, Family Co-Chair; Jeneva Cotton, DOC Co-Chair	Roll Call and meeting setup - 67 participants at start of meeting, later in the meeting we had 97 participants; at one point 110 participants	
IIBF - Betterment Fund Anna Ivanov	II - Incarcerated Individual F&F - Friends and Family  Attachment 1 & 2  Anna gave us a definition of IIBF, a breakdown of IIBF sources, and a breakdown of Fiscal Year 2021 spending allocations. See attached presentation from Anna for numbers and more details on the notes presented here. Anna explained family friendly spending and breakdown of how	

	<p>funds are allocated. She explained that cultural events are not included in IIBF, they have separate funding. She explained the "pop up" allotment used for extra spending. She noted that some funds are not being spent (such as mileage for SFC reps traveling to Olympia, due to COVID-19 suspension of public meetings).</p> <p>Communication support phone call funding - funds 5-minute phone call per week for prisoners. Future Deployment spending - Not yet allocated.</p> <p>Anna Ivanov and Felix D'Allesandro (MCC LFC) have participated on IIBF working group with DOC. Anna gave an update on some new developments. Local facility business administrators will now be sharing quarterly IIBF numbers with Local Family Councils (LFCs). IITS - Incarcerated Individual Telecommunication Services. Unspent funds go into savings. Savings account is not new, is how DOC ended up with \$5 million in reserve. The large amount in reserves has been funding specific types of staffing (including staff pay increases over time). DOC will try to remove staff salaries from being funded by IIBF in next state legislative session. Variance report - shows how projected spending and planned fund allocations compare to actual spending.</p>	
<p>Security Operations re PPE, Mattress Pilot Charlotte Headley, DOC Security Operations Program Manager</p>	<p>Work with OCO: Lack of consistency with CIs mattress, ways to improve quality, especially in hospital and special population units. SCCC - Pilot to test mattresses in IMU and general population, it will</p>	<p>Mattress budget quote from Anita Kendall.</p>

last a few months, DOC will then gathered incarcerated individuals feedback. Conflicting results that were "subjective to the population it was serving at time." Depended on person's height, weight, and physical body's medical needs. (Back problems, recent back surgeries, etc.) IMU - more time spent on mattress, so different feedback. DOC procured a third-party vendor and is now testing these mattress options with a pilot group of prisoners. Determining which inner core material is appropriate for which height/weight of person, which is appropriate for hospital units and those with medical conditions, how long a mattress should use before being replaced. Department of Enterprise Services already had a contract with a specific vendor, so that is who DOC used Element Materials Technology in St Paul, MN. Currently running a 90-day trial. Budget analysis has been carried out, will need DOC's Anita Kendall to speak to this. *[This project is still in the pilot stage and does not have finalized budget. This will be shared when finalized]* Charlotte will work with OCO on getting family reps to help make final mattress selection decision.

Making standardized masks/PPE available to population. DOC chose not to put them on store or property as they are issuing for free. Some families would like masks to be available on commissary long-term for when cellmates have the flu, etc. DOC will consider but does not want to make such things only accessible to non-

	indigent prisoners. Also, ongoing shortages in community prioritize supplies distributed to healthcare workers, etc.	
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New business

Topic	Discussion/Key Points	Next Steps
<p>Restrictive Housing Tim Thrasher, Mission Housing Administrator; Elena Vanko, Vera Institute of Justice; Kayla James, Vera Institute of Justice</p>	<p>See Attachment 3 with Mr. Thrasher and Vera's presentation for more details on notes included here.</p> <p>Kayla James from Vera presented introductory info, she is a staff person for Vera's work with WA DOC and Louisiana DOC. Vera is nonprofit, only works with DOC jurisdictions that invite them in. This is not the first time Vera has worked with WA DOC on solitary confinement reform. Reforms focused on review of max custody classification, shortening of duration in max, etc. Elena Vanko then gives us more info on the partnership activities. Steering committee of DOC and Vera staff did not include any SFC reps. Did interviews with incarcerated individuals, and a legislator (Strom Peterson) later connected Vera staff with SFC. Vera also met with Rep. Peterson, Office of Corrections Ombuds, and Disability Rights WA. DOC Secretary Steve Sinclair, Tim Thrasher, and other DOC representatives went to Norway with Vera staff to learn from Norwegian prisons.</p> <p>Tim Thrasher gave an overview of implementation of project goals. DOC's first IMUs were built in the 1980s, and were built for isolation and containment. Challenges are ideology change, physical plant changes, and</p>	<p>DOC: Create informational page about progress on Website.</p> <p>Send out info for families on how to participate in Vera listening sessions: safeprisons.wa@vera.org</p>

victims' advocate buy-in, custody staff union (Teamsters 117) buy-in. Staff are being informed and trained to implement reforms. For example, staff are being instructed to manage low-level misbehavior in unit rather than relying on sending prisoners to IMU. In 2019, DOC went from four levels to three levels. Level three is where prisoners get a TV, access to more visiting. Transition pod at MCC IMU focused on interaction between staff and individuals without restraints. This is where they are observed prior to release back to general population. Message to staff is that DOC wants prisoners in and out of IMU as quickly and safely as possible. Expansion of GED and chemical dependency programming to people who weren't previously eligible (such as older people, LWOP, etc.) His biggest takeaway from Norway was how staff interact with the population. COVID-19 has interrupted DOC's focus on implementing many Norwegian reforms, but they are still committed in staff training reforms. Statewide, some restrictive housing beds are being used for medical isolation due to having toilets in cells.

Elena gave more info: She says this is the first DOC jurisdiction they've worked with where the DOC has devoted a full-time staff member to the project. Transition pods: for people who are waiting for transfer to a general population (because they can't be reassigned to their original GP location). Provides GP conditions while waiting. Plan for informational page on DOC website providing regular updates about Vera-Solitary

	<p>project got derailed by COVID, but is still planned.</p> <p>COVID has precluded Vera staff travel to Washington, but are doing work remotely. The agreement has extended until the end of 2020. Kelsey is analyst who analyzes DOC's data they send to Vera, which includes both local facility and DOC HQ data tracking people in solitary confinement.</p> <p>Elena notes that DOC has remained committed to reforms despite also having to focus on COVID response. Although contract with Vera ends in 2020, they feel DOC is set up for continued progress on reforms beyond this partnership's termination.</p> <p>Vera and DOC will be holding virtual "listening sessions" with interested families to get feedback on DOC's solitary confinement and communication practices.</p> <p>Notes Vera staff typed into Skype chat box to answer family questions:</p> <p>This round of the work doesn't include a public report of recommendations, mainly because we've worked with the department in the past. We communicate through the Restrictive Housing Steering Committee, with our calls with Tim and Julie who are our project leads, and provide guidance to the department's reform plans through that group, or through or site visits to facilities.</p>	
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	<p>When signing onto the project, the DOC is agreeing to aim to meet this goals--ideally within the 18 month partnership-- but due to COVID-19 there may be some goals that will be achieved after the partnership is over in December. The recommendations are reflected in the goals and strategies that Vera works with the DOC on.</p> <p>Vera is prioritizing creating channels for family feedback as our project is ending in December.</p> <p>Norway rarely uses restrictive housing and any separation from the general population is for very short periods of time.</p> <p>Note in chat box from DOC's Jason Aldana: The staff training is a program that has requirements for completion built into it. There are skills/knowledge assessments and supervisory review. We are currently working on ways to capture and track completion in our training data base</p> <p>Note in chat box from Tim Thrasher answering plans to bring WSP IMU South into compliance with 9th Circuit requirements for outdoor exercise access in IMU: We are in planning stages for WSP IMU South. MCC IMU was completed first (last year). We have some of the money that was requested from Legislature and Capital Projects is working on the schematic blueprints at this time. Hoping construction will begin on the near future.</p>	
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<p>Phased Reopening of Visitation  Jeneva Cotton, SFC DOC Co-Chair</p>	<p>Attachment 4</p> <p>Visitation reopening phases will be independent from DOC's Safe Start Corrections phased plan. See Jeneva's presentation document for more details. DOC working group (only included DOC staff, no other stakeholders) met to determine a safe phased approach to reopening in-person visitation. Has already been allowing attorney visits. Looked to what other states are doing, and where other states have run into challenges. Some states had to close visiting after restarting, WA DOC doesn't want to do that, so is trying to have a sound approach from the beginning. Most other states were not imposing physical barrier between visitors and families, but were allowing only brief or no contact.</p> <p>Phase Two: Physical barriers, no children, only two visitors at a time, visits for one hour, once per month, and prisoners will be assigned visiting cohorts. Visits will be scheduled in advance, visitors will receive screening, including having temperatures taken. Both prisoner and visitor must wear facility-provided mask, vending machines closed. DOC is getting info on quantity of barriers needed, will finish this by end of September. Then building of barriers will begin. No online system is currently possible to schedule visits, so will be made by the visitor, by phone, unless IT can come up with an online scheduling system. Start date not yet determined. When Phase II starts, IMU visitation will also resume. At this time, no special accommodations for long-</p>	<p>DOC will post info on DOC visitation website to announce start of visiting once logistics have been dealt with.</p>
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	<p>distance visitor. No extra visit time. Goal is "to keep it as fair as possible, giving everyone the same opportunity for visit time." But may be able to extend visitation time depending on how things go the first month of visiting resuming. One-hour time slot will start when visit starts so check-in process will not eat into visiting time. Medical staff were consulted on need for barriers. Visits for work release facilities are a separate thing, will have their own plan. Facilities will be required to track visitation data.</p> <p>Physical barriers made by CI.</p> <p>DOC doesn't know enough about COVID to know when Phase Three with expanded visiting access could begin.</p> <p>Phase Four: Will be whatever new normal is. (May include expanded visitation access at some facilities.) EFVs reopen.</p>	
<p>CORE Training &amp; Staff Accountability Jason Aldana, Training and Development Unit Administrator</p>	<p>Staff training in relation to DOC's new mission and values: Autumn 2019, DOC rolled out new mission, vision, and values. Aldana is in charge of developing staff training. His approach is to focus on new staff and new employee orientation. Staff are introduced to mission and values, and how these relate to job they will do. There was a recently finished course for supervisors, with crucial conversation component, on how to talk to staff who are "struggling with values, or whose performance doesn't align with our values". They were ready to roll this course out, but then COVID hit and training was paused. This training works best in-person and</p>	<p>Have Mr. Dunivan speak at next meeting, get more info from DOC on what enforcement and accountability will look like in the months and years after the training.</p>

	<p>will resume when COVID restrictions are lifted. DOC is also making an online course for staff agency-wide to be trained on values, mission, and vision. Long-term goal: Create a training course for the custody staff so that they know how staff can participate in culture shift. Strategies for getting custody staff buy-in: setting expectations, engaging them in conversations, field officer training program for training all new officers, traveling roadshows where DOC HQ trainers provide more intensive training for staff at facilities that are having special difficulties. Jason is working on a course on crucial staff accountability created by DES will be adapted for DOC. Staff will be required to take annual refresher course on the mission and values. Studies that show 90-minute online training is max that can hold adult attention.</p> <p>Families and Jason then discussed whether these trainings can be effective in changing culture, obtaining buy-in, and preventing retaliation. Families emphasize that there is disconnect in the transmission of cultural change from DOC leadership to custody line staff. It is a perennial concern, and families are concerned that DOC HQ is naïve about the truth of what happens on the ground.</p> <p>Jason is happy to take suggestions from people, via email <a href="mailto:jason.aldana@doc.wa.gov">jason.aldana@doc.wa.gov</a>, and would work with the family scenarios to create training role playing exercise. He is planning to expand supervisory development curriculum.</p>	
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	<p>DOC has racial bias component to CORE training course.</p> <p>Families express concern that DOC policy is not providing proper framework or support for new trainings. For example, policies governing staff perceptions of "threat" from prisoners and visitors.</p> <p>Skype chat box comment from Jeneva: Mr. Dunivan was supposed to be on our meeting as well to co-present with Mr. Aldana, and was going to speak to the expectations provided for staff and what actions would be/could be taken if they were not following the agency values. Mr. Dunivan will be rescheduled.</p> <p>Families suggest that each facility has a local designated monitor to ensure implementation and reinforcement of new trainings and culture is effective. Problem: Jason as training administrator has no enforcement power.</p> <p>Trainings: Emphasizing a shift away from over-reliance on infractions and restrictive housing, encouraging a more dialogue-based approach to correcting behavior.</p> <p>See Teamsters 117 Collective Bargaining agreement for more info on policies governing staff accountability (specifically, pg. 25 of PDF): <a href="https://www.ofm.wa.gov/sites/default/files/public/labor/agreements/19-21/teamsters.pdf">https://www.ofm.wa.gov/sites/default/files/public/labor/agreements/19-21/teamsters.pdf</a></p>	
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<p>Round Table Discussion</p>	<p>We will use Microsoft Teams for next SFC meeting due to tech problems with Skype. WA Tech and DOC IT won't allow DOC to host Zoom meetings because of security problems. Microsoft Team meetings can be recorded so will expand access to meetings.</p> <p>Questions:</p> <p>1) Are flu shots going to be given? If so, When?</p> <p>Yes, but Jeneva doesn't know exactly when. UPDATE: Most facilities already have schedules in place to begin flu shots in late September/early October.</p> <p>2) Family member states that optical through CI is taking an exceptionally long time to complete orders. Is CI optical up and running and why are they taking so long to complete?</p> <p>Jeneva will get more info on which CI factory shops are open again after shutting down for COVID.</p> <p>3) What is DOC's COVID-19 process for marriages?</p> <p>Ceremony at MCC just occurred. Process has to comply with emergency command response system. Requires separate documentation and approval, so wanted to try it at Monroe first to make sure it works. Lisa Flynn has been working with all facilities. She will be sharing with facilities how to move forward with marriage ceremonies.</p>	<p>Update 10/02/2020: MS Teams is not yet approved for all DOC staff computers. Currently DOC's ability to use MS Teams is only by computer with no call-in option. Jeneva will work with IT to determine options.</p>
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	<p>5) What will qualify as a reason DOC may end a visit during Phase 2? i.e. holding hands, touching barrier...?</p> <p>Removing masks would be grounds, going in an off-limits area, etc. Rules will be posted, and will be sent with email rules with visiting scheduling confirmation.</p> <p>6) Please address psychological effects of delayed access to visitation for small children under COVID visiting plan.</p> <p>Jeneva will share concerns with DOC medical.</p> <p>7) Will DOC help recruit Family Council members?</p> <p>As much as possible during COVID, but it is challenging. DOC is open to suggestions on how to recruit for FC members.</p> <p>8) New Safe Start plan will be posted reflecting new plan for visiting.</p> <p>9) Memo okaying former volunteers after one year, not three, is not attached to visiting policy. Jeneva asks Anna to send her an email so they can fix that. UPDATE: This was corrected on 09/23/2020.</p> <p>10) re: promotional transfers above, please address when camp configurations that have greatly reduced capacity are expected to change Some promotional transfers are happening, but there is a big backlog due to COVID.</p>	
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	<p>11) EFV applications are on pause, precedent being given to regular visiting applications.</p> <p>12) Yes, DOC is still working on cultural events.</p> <p>13) DOC has been instructed by Governor to work on density reduction in camps, but some space is being cleared up in camps to make way for those coming in. Backlog.</p> <p>14) Can there be more activities for prisoners under COVID restrictions?</p> <p>DOC has expanded approved items for recreation. Video game consoles have been denied based on issues other states have had. More to come, and DOC is open to suggestions that would meet security standards.</p> <p>15) Dawn Taylor from DOC HQ is encouraging facilities to help prisoners make video greetings to send home to families.</p> <p>16) No vendor has been chosen yet for replacing the current JPay contract. Still between Securus (JPay) and CenturyLink.</p>	
November Agenda Items	<p>James Dunivan - Expectations and consequences for staff concerning cultural shift, mission, values; updated position descriptions, etc.</p> <p>Suzanne and Jeneva will compile by email, families should email their SFC reps desired topics.</p>	

	Melena Thompson – Executive Policy Director for updates on legislative actions	
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**Roundtable open discussion**

Next meeting location: Skype Date: November 21, 2020 Time: 10:00-3:00

Comments: \_\_\_\_\_

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

# **Attachment 1**

**Incarcerated Individual Betterment Fund  
Fiscal Year 2021 Budget**

Projected Revenue		Prisons		Reentry		CCD		Total
Gross Phone Commission Revenues from GTL Contract	88.5%	3,927,500		0.0%		0.0%	88.2%	3,927,500
Interest	0.0%	500		0.0%		0.0%	0.0%	500
J Pay Commissions	7.7%	342,760		0.0%		0.0%	7.7%	342,760
Laundry Machine Revenue	0.0%			0.0%		0.0%	0.0%	0
Recycling Revenue	0.1%	4,000		0.0%		0.0%	0.1%	4,000
Miscellaneous Revenue								
Vending Commission Revenue	3.7%	164,927		100.0%	12,922	0.0%	4.0%	177,849
Contraband	0.0%			0.0%		0.0%	0.0%	0
<b>Subtotal before LNI 25%:</b>	<b>100.0%</b>	<b>4,439,687</b>		<b>100.0%</b>	<b>12,922</b>	<b>0</b>	<b>100.0%</b>	<b>4,452,609</b>
Less 25% to Crime Victims Compensation to LNI:		(1,109,922)		(3,231)		0		(1,113,152)
<b>Total Projected Revenue</b>		<b>3,329,765</b>		<b>9,692</b>		<b>0</b>		<b>3,339,457</b>

Budgeted Expenditures (Restricted)	FTE	% of Total Spend (All)	Prisons	% of Total Spend (All)	Reentry	% of Total Spend (All)	CCD	% of Total Spend (All)	Total
Headquarters staff (IIBF Administrator & IT Staff)	2.0	5.3%	244,757	0.0%		0.0%	5.2%		244,757
Prison Recreation staff (no overtime)	7.0	13.1%	609,483	0.0%		0.0%	12.9%		609,483
Prison Recreation staff overtime	0.0	0.2%	8,500	0.0%		0.0%	0.2%		8,500
Prison Stores - Security staff	2.6	4.9%	225,792	0.0%		0.0%	4.8%		225,792
Prison Visiting staff	1.0	2.7%	124,627	0.0%		0.0%	2.6%		124,627
Prisons Law Library staff	9.0	15.8%	732,230	0.0%		0.0%	15.5%		732,230
Family Services staff	3.0	7.7%	359,568	0.0%		0.0%	7.6%		359,568
Prison Project Positions from FY2019	4.0	7.6%	351,046	0.0%		0.0%	7.4%		351,046
<b>Total Staffing Cost</b>		<b>57%</b>	<b>2,656,003</b>				<b>56.1%</b>		<b>2,656,003</b>
Family Friendly- Events & Activities		2.8%	130,092	34.4%	27,310	7.8%	6,200	3.5%	163,602
Family Friendly Transportation Contract-Western Van		0.0%		0.0%					
Family Friendly -Matthew House Hospitality Services		0.0%		0.0%					
Family Friendly KUBI Camp		0.0%		0.0%					
Family Friendly -Hotel Voucher Program		1.6%	75,000	0.0%		0.0%	1.6%		75,000
Family Friendly- Supplemental Pop-up		1.7%	77,908	27.3%	21,690	7.3%	5,800	2.2%	105,398
Family Friendly- SFC Travel & Meeting Supplies		0.2%	10,000	0.0%		0.0%	0.2%		10,000
Family Friendly- Communication support (July/Aug)		2.8%	130,900				2.8%		130,900
Family Friendly- Communication support (Sept)		1.0%	46,750				1.0%		46,750
Family Friendly- Communication support (Oct)		0.8%	37,400				0.8%		37,400
Family Friendly- Communication support (Nov)		0.8%	37,400				0.8%		37,400
Family Friendly- Communication support (Dec)		1.0%	46,750				1.0%		46,750
Family Friendly- Incarcerant Comfort Items		0.0%	0				0.0%		0
Family Friendly- Future Deployment		1.6%	75,000				1.6%		75,000
Parenting Inside and Out (PIO)		0.2%	11,250	0.0%		0.0%	0.2%		11,250
FOSA			2,000	0.0%		0.0%	0.0%		2,000
<b>Total Family Friendly</b>		<b>15%</b>	<b>680,450</b>		<b>49,000</b>		<b>12,000</b>	<b>15.7%</b>	<b>741,450</b>
Motion Picture License		0.1%	3,500	4.2%	3,300	0.0%		0.1%	6,800
Supplemental Motion Picture License (placeholder)		1.5%	70,000	0.0%		0.0%			70,000
TV Systems		15.1%	699,317	26.3%	20,866	0.0%		15.2%	720,183
Law Library Subscriptions, Books, & PC Lease		5.6%	258,204	0.0%		0.0%		5.5%	258,204
Law Library Additional Publication Through Thomson Reuters		0.2%	11,112	0.0%		0.0%		0.2%	11,112
<b>Total Other Spending</b>		<b>22%</b>	<b>1,042,133</b>		<b>24,166</b>		<b>0</b>	<b>22.5%</b>	<b>1,066,299</b>
Supplemental Emergent Spending Requests (placeholder)		2.2%	100,000	0.0%		0.0%		2.1%	100,000
<b>Subtotal of Restricted Spending:</b>	<b>28.6</b>	<b>96.5%</b>	<b>4,478,586</b>	<b>92.1%</b>	<b>73,166</b>	<b>15.1%</b>	<b>12,000</b>	<b>96.4%</b>	<b>4,563,752</b>

Staffing Costs as a subset of the Subtotal above: 57.2% 2,656,003

Budgeted Expenditures (Non-Restricted)		% of Total Spend (All)	Prisons	% of Total Spend (All)	Reentry	% of Total Spend (All)	CCD	% of Total Spend (All)	Total
Per Incarcerated Individual Allocation (\$10) - based on Prison ADP of 16,413 and WR ADP of 624; total ADP of 17,037			164,130		6,240				170,370
<b>Subtotal of Non-Restricted Spending:</b>		<b>4%</b>	<b>164,130</b>		<b>6,240</b>		<b>0</b>		<b>170,370</b>

<b>Total Budgeted Expenditures (All- Restricted &amp; Non):</b>	<b>100.0%</b>	<b>4,642,716</b>	<b>92.1%</b>	<b>79,406</b>	<b>15.1%</b>	<b>12,000</b>	<b>100.0%</b>	<b>4,734,122</b>
<b>91,406</b>								

<b>Revenue v Spending Variance (use fund balance):</b>	<b>(1,312,951)</b>	<b>(69,715)</b>	<b>(12,000)</b>	<b>(1,394,665)</b>
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Use of Fund Balance to cover overage for FY2020 Budget	1,312,951	69,715	12,000	1,394,665
Final Budget Variance	0	-	-	-

<b>Estimated IIBF FY2020 Fund Balance as of 06-30-2020:</b>	<b>6,989,626</b>
<b>Use of Fund Balance for FY2020 Budget overage (see Revenue v Spending line above):</b>	<b>(1,394,665)</b>
<b>Reserve Needed for IIBF Fund Working Capital:</b>	<b>(700,000)</b>
<b>*Revised Fund Balance After Use for FY2021 Budget:</b>	<b>4,894,961</b>

Note: reserve of \$700,000 equates to 2 1/2 months of expenditures Policy requires reserve of 2 months expenditures \*Fund solvent through end of FY2025 based on current information.

**Budget Approval, per IIBF Policy Requirements**

Jeannie Miller, Assistant Secretary, AOD	_____	Date	_____
Rob Herzog, Assistant Secretary, Prisons Division	_____	Date	_____
Danielle Armbruster, Assistant Secretary, Reentry Division	_____	Date	_____
Julie Martin, Deputy Secretary	_____	Date	_____
Stephen Sinclair, Secretary		Date	8/20/2020

# **Attachment 2**

# INCARCERATED INDIVIDUAL BETTERMENT FUND\*

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FISCAL YEAR 21 (JULY 1, 2020 – JUNE 30, 2021)

\*WILL BE USED FOR II BETTERMENT ACTIVITIES THAT ENHANCE SECURITY AND ORDERLY OPERATION OF A FACILITY BY REDUCING IDLENESS, ENCOURAGING POSITIVE DEVELOPMENT OF FAMILY AND COMMUNITY TIES, AND AUTHORIZED EXPENSES FOR II.

## REVENUE - \$4.4M

Phone Commissions – 88%

Jpay Commissions – 8%

Vending Commission – 4%

**Crime Victims – (25%)** in addition to 5% deductions

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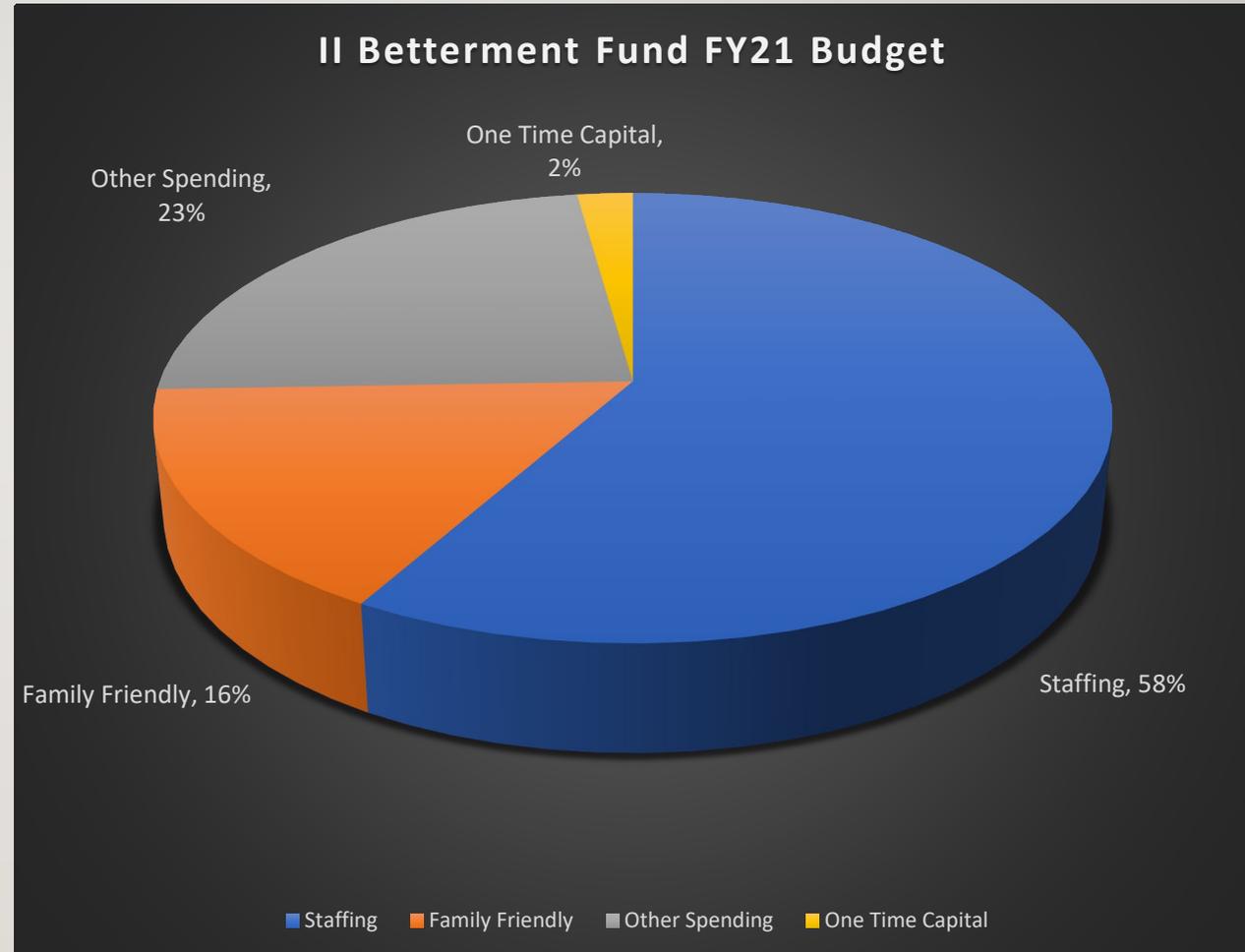
## SPENDING - \$4.5M

Staffing – 58% 28.6 positions

Family Friendly – 16%

Other Spending – 23%

One Time Capital – 2%



# FAMILY FRIENDLY SPENDING - \$740K OUT OF \$4.4M

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Events (inc. Work Release and Community custody) - \$163K excludes cultural events

**TBD** Hotel Voucher Program - \$75K

**TBD** Pop Up Allotment (inc. WR and CC)- \$105K

SFC Mileage Reimbursement - \$10K

Communication support - \$299K one 5 min call per week for IIs

**TBD** Future Deployment - \$75K

Parenting Inside Out - \$11K

Family and Offender Sentencing Alternatives (FOSA) - \$2K

# NOTES:

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- Local Business Advisors (LBAs) will be sharing facility level spending quarterly at LFCs. Please get involved.
- Revenue, aka commissions, are dependent on IITS negotiations
  - If commissions increase, how will this benefit the incarcerated and F&F?
- All unspent funds go into reserves (~\$5M)
- Matthew House and Western Van Service contracts have been terminated (~\$220K)
- DOC will try to move out salaries in the next legislative session. How will this benefit the IIs and F&F?

# NEXT STEPS:

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- Post the list of LBAs and CPPCs by facility and their contact info to the website - **DOC**
- Post FY21 budget and quarterly financial report - **DOC**
- Define the TBD buckets of spending – **Anna/Felix/DOC**
- Review the variance report (budget to actuals) in October with HQ staff – **Felix and Anna**
- Add IIBF topic to SFC agenda regularly - **Jeneva**

# **Attachment 3**

# *Safe Prisons, Safe Communities*

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*From Isolation to Dignity and Wellness Behind Bars*

Washington State Department of Corrections

Vera Institute of Justice

**Vera** INSTITUTE  
OF JUSTICE



# Overview

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- Background on the Partnership
  - Progress Pre-COVID-19
  - Impact of COVID-19
  - Moving Forward
  - Family Engagement
  - Q & A
-

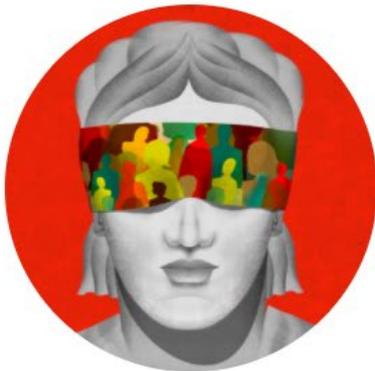
# Background on the Partnership

# Vera Institute of Justice



At a time of unprecedented challenge, we're fighting for justice reform built on bedrock American values and grounded in action at the state and local level.

Vera is committed to



Securing Equal Justice



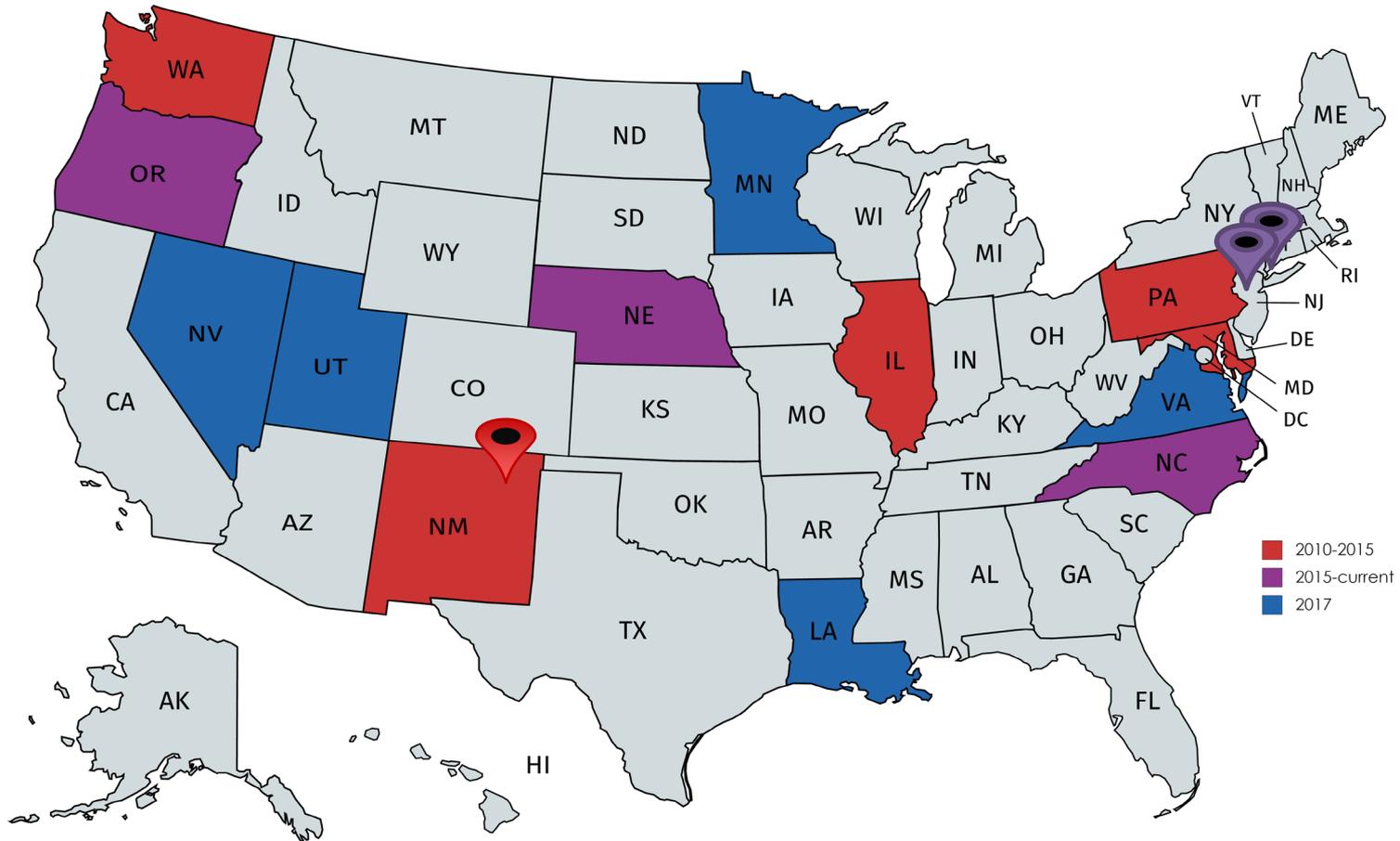
Ending Mass Incarceration



Strengthening Families and Communities

# Vera Institute of Justice

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# Vera's Overarching Goals

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1. Ultimately, **end the use of restrictive housing as we know it** in prisons and jails across the U.S., through the use of safe and effective alternative strategies.
2. Ensure that whenever people *are* separated from GP, conditions of confinement:
  - ✓ **are not isolating** or harmful
  - ✓ provide sufficient access to **socialization, programming, and treatment**

# WADOC and Vera

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- **2011** – WADOC and Vera worked together on Vera's *Segregation Reduction Project*
- **2012-2019** – WADOC implemented reforms
- **2019** – New partnership began
- **2020** – COVID-19 crisis
  - Partnership extended through end of 2020

# Goals of the Project

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- **Eliminating** the use of restrictive housing for **non-violent and low-level behavior**, and for **particularly vulnerable populations**—including people with serious mental illness.
- **Significantly reducing people's lengths of stay** in restrictive housing, moving towards a long-term goal of ending prolonged restrictive housing.
- **Improving conditions in restrictive housing**, including a less isolated environment, additional out-of-cell time, opportunities for meaningful human interaction, and access to programs and services.

# Goals of the Project

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- **Addressing racial and ethnic disparities** in the use of restrictive housing.
- **Achieving at least a 20% decrease** in total restrictive housing population by the end of the project, putting the DOC on the path to a long-term goal of reducing the population by **at least 50%** in the next four years.

# Partnership Activities

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- Technical Assistance (TA)
  - 7 site visits
  - Working with department and facility-level committees
  - Developing and implementing reforms
  - Internal communications plans and trainings
  - Providing expertise, and connection with resources
    - Study trip to Norway
  
- Research
  - Administrative data – analyzed quarterly
  - Survey of everyone in RH

# Strategies for Reform

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# Strategies for Reform

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- Reducing admissions to Ad-Seg
- Shortening lengths of stay (Ad-Seg and MAX)
- Repurposing RH units
- Transforming conditions in RH
- Communication and training – culture change

# Progress Pre-COVID

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# Reforms Implemented: Policy Changes

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- Ad-Seg:
  - Narrowed reasons for placement (“significant risk” to the safety of others)
  - Maximum time period reduced from 47 days to 30
  
- MAX:
  - Narrowed language on reasons for placement
  - Reduced the number of levels from 4 to 3
  - Transition Pods
  
- All RH: visits from *any* approved visitors (not just immediate family)

# Reforms Implemented

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- Training for all RH staff
  - Reasons to reduce RH
  - Overview of partnership with Vera
  - Details on RH policy changes
- Communications/messaging to staff

# Reforms in the works

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- Repurposing RH units into GP units
  - Transfer Pods
  - Transition Pods
- Continued focus on changing conditions in RH
  - More out-of-cell time
- Implementing lessons learned from Norway
- Webpage with info and data on reforms

# Progress Made

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- Before COVID, WADOC was making progress towards the goals.
- From Dec. 31, 2018 to Dec. 31, 2019:
  - Reduced total RH population by **5%**
  - Reduced lengths of stay in RH
- As of Dec. 31, 2019, **62% of people in RH** spent an average of **less than 30 days** there.

# Impacts of COVID-19

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# 2020 Data

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- Data from first two quarters show that, despite the challenges of COVID-19:
  - ✓ WADOC has *not* significantly increased overall use of restrictive housing.
  - ✓ WADOC has continued to make progress towards some RH reform goals.

# Dec. 31, 2019 vs. June 30, 2020

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- Total RH population *remained stable*
  - 742 to 749 people (0.01% increase)
- Ad-Seg population *decreased substantially*
  - 485 to 435 people (10% decrease)
- Median LOS in Ad-Seg *decreased*
  - 16 days to 15 days (6% decrease)

# Dec. 31, 2019 vs. June 30, 2020

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- MAX population did *increase*
  - 257 to 314 people
  - (3 large-scale violent disturbances)
- Median LOS in MAX *decreased*
  - 158 to 140 days (11% decrease)
- Reducing MAX population and shortening LOS remain areas of focus for reforms.

# Dec. 31, 2019 vs. June 30, 2020

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- The proportion of people with SMI in RH has also *decreased*
  - **Ad-Seg:** People with SMI made up **9.9%** of the population in Dec. 2019, but this decreased by almost half to **5.1%** in June 2020.
  - **MAX:** People with SMI made up **15.6%** of the population in Dec. 2019, but **13.7%** in June 2020.  
(Note: Many are in Special Offenders Unit)

# Moving Forward

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# Next Steps of the Partnership

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- Extended through end of 2020
  - Implement plans to repurpose RH units
  - Prepare to end disciplinary segregation
  - Continued communications and training
  - Webpage with information and data – coming soon!

# Family Engagement

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# Questions & Answers

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# Thank you!

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## WADOC:

Tim Thrasher, Mission Housing Administrator

Julie Smith, Project Manager

## Vera Institute of Justice:

Elena Vanko, Kayla James, Kelsie Chesnut

[Safeprisons.WA@vera.org](mailto:Safeprisons.WA@vera.org)

For more information on RH reform:

**[www.safealternativestosegregation.org](http://www.safealternativestosegregation.org)**

# COVID-19 Response

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- Medical Isolation:
  - Phone calls – DOC bought portable phones
  - Personal property allowed
  - Commissary access
  - Mental Health rounds 3 times per week
  
- Quarantine:
  - Generally in a GP unit/same housing
  - Personal property
  - Commissary (and access to microwave)
  - Time in dayrooms and yards – in small groups, with social distancing

# **Attachment 4**

# SAFE START VISITATION



# CURRENTLY IN PHASE 1:

Our in-person visitation program was suspended in March 2020, which led to solely utilizing the video visitation system through JPay:

- \* Prior to COVID-19, incarcerated within WA DOC averaged approximately 320 video visits per month
- \* Between 03/01/2020 and 07/01/2020, there was average of 220 video visits each day throughout our facilities
- \* Between 03/01/2020 and 07/01/2020, incarcerated within WA DOC had approximately 26,000 video visits

*However, we realize there are issues and limitations with the video visitation system as a whole:*

- \* Technological issues
- \* Scheduling issues
- \* \* Other issues



# PHASE 2: START DATE TO BE DETERMINED

- All visitors must be on approved list
- Up to two adults are allowed per visit
- Children under 18 not allowed to visit
- Visitors with serious underlying medical conditions should not visit
- One visit per incarcerant per month
- Visits will be for one hour
- Visits will be scheduled in advance through local facility
- Visits will be scheduled by cohort
- Visits will be no contact
- Visitors must answer screening questions and participate in temperature check
- Visitors must sign acknowledgement form with up to date contact info
- All visitors will be provided surgical masks that must be worn
- The following will not be in use:
  - Vending Machines
  - Water/Drinking Fountains\*
  - Games/Books
  - Children's Areas
  - Photos

\*Bottled water available for visitors and I/I with medical need

**FOR SAFETY REASONS, VISITS WILL BE TERMINATED FOR ANY NON-COMPLIANCE**

# PHASE 3: NO START DATE YET DETERMINED; WILL BE BASED ON CLINICAL RECOMMENDATIONS

## Changes from Phase 2:

- Up to two visitors per visit, one may be a child 8 years of age and older
  - Children's areas will remain closed
  - Child must remain with visitor at all times
- Up to two visits per incarcerated/month
- Visits will be for two hours
- Beverage vending open to visitors only\*

\*Bottled water available for visitors and I/I with medical need



**FOR SAFETY REASONS, VISITS WILL BE TERMINATED FOR ANY NON-COMPLIANCE**

# PHASE 4: NEW NORMAL

## Changes from Phase 3:

- New normal visit schedule to be established
- Resume regular number of visitors per visit
- Resume visits for all ages
- Barriers will be removed
- Reopen access to
  - Visitor Restrooms
  - Vending Machines
  - Water/Drinking Fountains
  - Games/Books
  - Children's Areas
  - Photos
- EFVs will be reopened for scheduling

