



# FAMILY COUNCIL MEETING MINUTES

Location: MS TEAMS Date: 01/22/2022 Time: 10:00-3:00 PM

Teleconference details: \_\_\_\_\_

<b>Meeting Attendees</b>
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Department/facility co-chair: Lisa Flynn\Jeff Uttecht Family co-chair: Emijah Smith

Facility/council secretary: Ramona Cravens Family secretary, if applicable: Elise McKinnon

Members present: Loretta Pederson - WSP, Anna Ivanov - SCCC, Gwen McIlveen - CRCC, Donna Jaramilo - AHCC, Paula Bond - MCCW, Felix D'Allesandro - WCC, Danielle White - MCC, Jason Rice - WCCW

Non-council member attendees: Mike Obenland (DOC), Jacque Coe (DOC), Anita Kendall (DOC), Jeannie Darneille (DOC), Sean Murphy (DOC), Dianne Doonan (DOC), Sarah Systma (DOC), Jamison Roberts (DOC), Dawn Taylor (DOC), Cheryl Strange (DOC), Scott Russell (DOC), Caitlin Robertson (OCO), Jeremy Barclay (DOC), William Copland (DOC), Jo Wofford (DOC), Donald Holbrook (DOC), Rhonda Roberts (DOC), Jason Bennett DOC (DOC), Jamie Doolan (DOC), Lori Collins (DOC), Frederick Ivey (DOC), Chrislee McConnaughey (DOC), Caroline Melhuish (DOC), Paige Perkinson (DOC), Tracy Schneider (DOC), Nancy Simmons (DOC), Charlotte Headly (DOC), Carrie Stanley (DOC), Sonya Soto (OCO)

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
1000 -- 1015 Welcome/Agenda Lisa Flynn, interim DOC co-chair Emijah Smith, Family co-chair	<ul style="list-style-type: none"> <li>- Emijah introduction. She is focusing on advancing racial equity, countering racism</li> <li>- Elise McKinnon introduction</li> <li>- DOC staff stated phone link was not working.</li> <li>- Lisa Flynn: There was a reminder that the Chat function is a side bar. Please bring up in the public forum (bring up top to “welcome)</li> </ul>	
1015 -- 1100 Secretary Time Cheryl Strange, DOC Secretary: 1) DOC Pandemic Operations, 2) DOC EDI Strategies moving forward	<ul style="list-style-type: none"> <li>• COVID operations: met with OCO 1/20-1/21 to work on issues</li> <li>• There is a new web platform coming to DOC website.</li> <li>• Emergency Operations director Jamison Roberts &amp; Don Holbrook for COVID discussion.</li> </ul> <p><b><u>COVID discussion:</u></b></p> <ul style="list-style-type: none"> <li>• Guidance for the general community settings keeps changing, but congregate setting guidance did not change for protocols. DOC needs to continue to follow congregate protocols, separating into smaller cohorts to reduce exposure.</li> </ul>	

	<ul style="list-style-type: none"> <li>• PCR tests take a long time to come back. DOC is supplementing with rapid antigen test now.</li> <li>• Ventilation is being evaluated, there is purification of air when an outbreak occurs, small isolation groups are easier to move, large quarantine groups are harder to move. Each outbreak is unique due to staff shortages, complexities of rapid spread, etc. All of this can impact food service and maintaining social distancing has been very challenging.</li> <li>• Concerns regarding mail and JPay in alternate living areas. Staff are being routed to address mail and connection issues. Attempts were made to avoid closing visits, but with the rapid spread the pause was necessary.</li> <li>• Everyone is getting an opportunity to eat and they have access to water.</li> <li>• Federal COVID funding related specifically to positive cases.</li> <li>• DOC is following the DOH procedures regarding cell assignments, and transports.</li> <li>• Concerns for mental health are warranted. Mental Health staff complete frequent rounds in the units and continue to pull individuals out who are experiencing crisis. Additionally, comfort items are being purchased through the IIBF to support emotional wellness. Ideas from family members are welcomed and can be routed through their LFC/SFC representatives.</li> <li>• Concerns that IIBF has two family representatives that aren't being listened to in their recommendations. Purchases and future planning are a combination of family input, sourcing, and individual contributions through tier representative meetings and surveys.</li> <li>• Website says 1900 in isolation, 1600 in quarantine. DOC shared there is a lag in website postings because verifying data takes time and we are posting as quickly as possible. Quarantine numbers are difficult to verify as they can change swiftly.</li> <li>• DOC is working to vaccinate as quickly as possible; DOC is bringing in 40 contracts medical personnel assist with administering vaccines and boosters.</li> <li>• DOC is making sure to do a security classification review before mixing custody levels, but must use available space to meet isolation/quarantine needs.</li> <li>• It was agreed to move Equity, Diversity, Inclusion, and Respect (EDIR) conversation subject to public forum time.</li> <li>• DOC would have weekly SFC covid calls until the current outbreak as resolved.</li> </ul>	
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1030 -- 1130 Old  
Business/Review of Action  
Items

### **Incarcerated Individual Betterment Fund (IIBF)**

- Background information: Restricted vs. unrestricted funding: restricted is usually through HQ (law library, TV systems); unrestricted is \$10 per I/I, and the facility can spend as needed i.e. barber shop, recreation, etc., the budget goes to Secretary for approval.
- Quarterly IIBF meeting is open to the public.
- Facility LBAs will be launching facility specific budget reports during the next quarter.
- Planned reinvestments for TV, EFV improvements, and recreation. State purchasing takes longer.
- JPay contract update: GTL filed an injunction to stop DOC from signing the contract until at least March right now, continuing the existing JPay contract for now.
- Who owns IIBF monies: All spending decisions with IIBF is with Secretary Strange.
- Mattresses are not funded through the IIBF. Current supply chain issues are causing delays in manufacturing.
- Who are the parties that are talked to in the Legislature regarding IIBF? Explanation of branches (legislative, judicial), DOC is in the middle of the legislative session, bills passed, etc. including budget bill, work with leg committees (public safety, senate human services, senate ways and means, house finance), to create RCWs, WAC created by departments, within that framework departments create policy. We implement legislation, DOC doesn't get a lot of leeways to transfer money between x and y because it has a directed purpose.
- Who is the policy holder for IIBF? Secretary Strange is the policy holder- IIBF is in statute <https://apps.leg.wa.gov/RCW/default.aspx?cite=72.09.470>

### **Wedding Rings**

*Lisa Flynn, Correctional Program Administrator*

- Wedding ring request has been approved to continue to allow outside rings, with ring sizers added at the facilities. Policy updates forthcoming.

### **EFV Fees**

- EFV fees needs more research to ensure statute compliance. Update in March.
- What Incarcerated Individual contribution needs to be - update at March meeting

### **Recreation Equipment**

- New recreation equipment has been ordered; It was requested to keep recreation equipment on the action items list so we can have facility details

### **Cultural Program Policy Workgroup**

- Cultural policy creation with external stakeholders and families prior to COVID.

- Starting to develop lists again to launch workgroups in March 2022.
- Please forward names of those interested in participating to Fred Ivey, Cultural Program Specialist.

**Transportation Assistance Program**

*Dawn Taylor, Family Services Manager*

- Launching 2/1/2022. \$50 reimbursement for gas who travel over 150 miles, DOC is working on an app where families can apply on cell phones, based on surveys (200 family responses, 700 Incarcerated Individual responses)
- Survey results will be provided to SFC.

**CI Commissary Costs/frozen boats**

*Sarah Sytsma, CI Director*

- CI commissary costs - despite inflation, hygiene has dropped 30%. Some items have increased, but majority decreased.
- CI met with DOC leadership to increase the store's spending limits (Feb 1st effective date),
- There was an isolated incident of serving frozen meals that has been cleared up. Boats are made at the food factory in AHCC, frozen and transported to facilities.
- CI has purchased emergency frozen meals for facilities to have on hand in case of needing more quickly served with supplemental sides, i.e., fruit or side salad. Each facility has meals to pull out when needed.
- Are there any plan to change the variety of sandwiches? The menu does change and will check on the frequency.
- In 2017, family member was on the committee to ensure healthy items included DOH suggested to use behavioral economics to encourage healthy spending, raise prices on unhealthy items and lower on healthy items.

**“Get Response” Communication Strategy**

*Jacque Coe, Communication Director*

- "Get Response" is an email marketing tool like Mail Chimp and Constant Contact and allows us to build emails to increase access to agency information. We will be able to see how many are subscribing anonymously.
- Just starting technical implementation launch internally first with staff to work out bugs, followed by Family Councils, and finally publicly.
- DOC continues to use other tools like Twitter and Facebook.
- An interim resolution is being created for information shares. Families are busy and may not click on everything right away but would still like to receive emails.

<p>1130 - 1145 Policy Revision Process Overview Lisa Flynn, Emijah Smith</p>	<p><b>Family Council Policy Revision Overview</b></p> <ul style="list-style-type: none"> <li>• Timeline created to allow families to provide input through their LFCs on recommended improvements to policy.</li> <li>• Once gathered and documented at the local level, the SFCs will bring to Emijah and create a combined document.</li> <li>• Emijah will then meet with Jeff Uttecht, policy author to review recommendations.</li> <li>• The policy will enter the formal drafting process and then move into a public comment period.</li> <li>• Following the public comment period, the public comments will be reviewed for possible inclusion.</li> <li>• Projected completion date in August 2022.</li> <li>• Concerns regarding family members not wanting to use LFCs to submit ideas.</li> <li>• Concerns that family recommendations will not be used. Questions if an additional conversation with the Secretary will be allowed prior to her signature.</li> <li>• Families, friends, external stakeholders can also use the Policy Feedback Portal to submit their own ideas outside of the LFCs.</li> <li>• Secretary Strange shared Washington is an open government state, so we have a public comment process, you don't have to be a member of family council to comment, we get comments from so many people and groups, and how do we get the information out?</li> <li>• Billie Petersen (DOC) documents all comments and would be more than happy to bring the process to the group to show all comments and the outcome</li> <li>• This can be an overwhelming process. Can we show the process like bills in the legislature to show the editing process (cross out, etc.)?</li> <li>• It was suggested to do what Belinda Stewart did with the final draft, the council got to go through one last time face to face, examples of public comment would be helpful so we can see where it's coming through in the final policy.</li> </ul>	
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New business

Topic	Discussion/Key Points	Next Steps
<p>1240 -- 1330 New Business</p>	<p>Jeannie Darnielle (DOC) shared about the new Women's Division. DOC recognizes that women are different from men and need different policies for women, transgender and nonbinary persons. Thoughts moving forward:</p> <ul style="list-style-type: none"> <li>• Social work vs. punishment</li> <li>• Gender-responsive risk assessments and informed care practices</li> </ul>	<p>Charter developed; focus groups.</p>

	<ul style="list-style-type: none"> <li>• High degree of trauma that may be increased through operations</li> <li>• Corrective and disciplinary actions that are just and fair.</li> </ul> <p><b>Key Areas</b></p> <ul style="list-style-type: none"> <li>• COVID has hit women hard in 2022, making sure babies in our care are safe, advocacy groups for transgender and non-binary</li> <li>• 285 policies in DOC to change to inclusive and equity language</li> <li>• Jo Wofford, Gender Resonsive Administrator is working with Subject Matter Experts in the field of gender responsivity and trauma-informed care, women's pathways to prison tend to be different, and policies are written for men.</li> <li>• Overclassification for women is common and makes it harder for women to have access to programming, want to hear from family members, previous incarcerated, etc</li> <li>• Include anti-racism. Be courageous to say it, leaning on Jeannie Darnielle's leadership to highlight women's issues; who is getting into parenting programs?</li> <li>• COVID is challenging, in the process of standing up new division, and traumatic experience of COVID struggles with this type of call structure</li> <li>• Reducing program impacts.</li> <li>• Secretary Strange has asked what flexibility we have with good time so we can move on our authority. It was a DOC request to change laws around reentry to expand access.</li> <li>• The council requested who can they contact (in the legislature) to make sure we show our support? Laurie Jenkins, Andy Billick others</li> <li>• Updates on transgender movement will be forthcoming.</li> <li>• Trauma-informed care for men. There are legislative limits, DOC wants to make sure approach is equitable; money to move to mental health treatment, money for gender-informed practices. More information to follow.</li> </ul> <p><b>Family Notification regarding outside hospital admission/death</b></p> <ul style="list-style-type: none"> <li>• Jeff Uttecht (DOC) - family notification during a medical emergency - policy to make contact with emergency contact on file</li> <li>• The council brought forward that issue due to incident at SCCC serious heart surgery with no update to wife, so what is the process? Jeff Utecht: check policy and call in - Sean Murphy: security challenges with</li> </ul>	
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location, asked health services manager to fix this process

- DOC is working to improve website contacts with an after-hours option
- DOC will develop improved plan for family notification working with Emijah and the SFC.

### **Supporting Mental Health during incarceration/COVID**

- Mental Health services are available - Sean Murphy: mental health staff walking through units routinely, get a feel for baseline behavior, and triage those who are experiencing challenges,
- Scott Russell: stepping in for David Flynn, telehealth aspect of service for the meeting, mobilized units to all facilities to gain access to community providers, as well, packets with resources - vaccinations and boosters coordinated [sjrusse1@doc1.wa.gov](mailto:sjrusse1@doc1.wa.gov) if not getting vaccinated quickly, when visits resume, DOH can offer vaccinations at visits, Request Of Information (ROI) could be offered during orientation.

### **Deputy Secretary Time**

- Introduction of Jeff Uttecht as the new SFC Co-chair history of Jeff Uttecht employment with DOC
- Ramona Cravens is assistant to Jeff Uttecht and will be taking over as DOC Co-Secretary. Rhonda Roberts was thanked for her service on the council.
- COVID outbreaks at the facilities are challenging at this time.
- New legislative session. Efforts on restrictive housing - the department is very supportive of decreasing restrictive housing, working on alternatives to restrictive housing, more work with Safe Harbor for those transitioning out of gangs,
- Working on programming (Hustle 2.0) is evidence-based trauma-informed programming (CBT). Good feedback on this program because it is peer-led and incarcerated individuals help inform material, 175 units to people in restrictive housing, peer-led options for those in restrictive housing at SCCC, want to move into peer-led more, **legislative staff taken to restrictive housing units, more out of cell time**, impacts of coming into restricted housing is hard on families, goal: out of cell time, more positive interactions, more therapy, and programming while in restricted housing setting,
- Working with AMEND - public health vs. incarceration, classification model transitions, gender-specific changes

	<ul style="list-style-type: none"> <li>• WashingtonONE - helps ID risk of the individual - up for review and wants to look at racial equity lens, governor supportive of DOC asks</li> <li>• Family member: notification to the family: there is no policy, and this needs to be put in place quickly (next month or two) Sean Murphy - David Flynn will look at the communication system</li> <li>• Concerns about lack of mental health training. DOC is moving toward trauma-informed care more "what has happened than what is wrong" funding is being requested around trauma care</li> <li>• Vaccines and booster clinics are being scheduled to ease process for individuals</li> </ul> <p><b>OCO Information</b></p> <ul style="list-style-type: none"> <li>• The Office of the Corrections Ombuds (OCO) the complaint form can be found here: Submit a Complaint (<a href="https://oco.wa.gov/submit-complaint">https://oco.wa.gov/submit-complaint</a> )</li> <li>• Subscribe to OCO updates here: Subscribe to OCO Updates (<a href="https://public.govdelivery.com/accounts/WAGOV/subscriber/new?topic_id=WAGOV_158">https://public.govdelivery.com/accounts/WAGOV/subscriber/new?topic_id=WAGOV_158</a> )</li> </ul>	
<p>1330 -- 1445 Open Public Forum DOC &amp; families</p>	<ul style="list-style-type: none"> <li>• Action Item List continues and will be posted with minutes.</li> <li>• Families will be able to purchase musical instruments through Union Supply. It was asked to continue source from the current vendor. Families want to buy directly for our loved ones. Union Supply is not providing what we need.</li> <li>• Choice between transportation program and lodging assistance. Do families have to choose between a hotel voucher or gas card? DOC Family Services will look into options with IIBF Administrator.</li> <li>• JPay \$15 credit for incarcerated individuals to choose stamps or games or music, etc., fees for weight deck are rolling over, so they don't have to pay for next quarter,</li> <li>• Mike Obenland (DOC): working at Monroe to get everyone moved, but there is a slowdown.</li> <li>• Concerns regarding out-of-cell time. AHCC only be allowed out 10 min per day, 3-days per week, to shower and sync their devices - Mike Obenland: need to check in with AHCC about that</li> <li>• Testing concerns at AHCC. AS Obenland will look into concerns.</li> <li>• Loved ones concerns about program availability during COVID. Families can follow up with the local facility administration for answers.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Will SFC informational COVID calls be public? Mike Obenland: I need to staff that with Lisa Flynn to make sure we're as transparent as possible.</li> <li>• Items being bought by an incarcerated individual must be returned to DOC when replaced. Since bought by incarcerated individual/family member, should be given to them to keep - Sean Murphy: I'll have to look into it and get back;</li> <li>• What is (any) policy holders role? - Sean Murphy: becomes SME about that policy, stays in line to coordinate responses and updates, and details for drafting new policy (Jeff Utecht for SFC);</li> <li>• Who provides medical insurance for incarcerated individuals? Secretary Strange - inmate health plan posted on the website describes the process of care (<a href="https://www.doc.wa.gov/corrections/services/health.htm">https://www.doc.wa.gov/corrections/services/health.htm</a>)</li> <li>• At WCC, the R5 unit has no plugins to sync players and no hot water, no store delivery - Mike Obenland: need to ask WCC about the store; the plugin is challenging because we can't just rewire, can we look into handing it to staff to sync? Just thinking out loud.</li> <li>• Sean Murphy - AHCC concern - head epidemiologist says when we have isolation patients, it's easier to get them outside, quarantine groups are much smaller (only two cells at a time), and is limiting access to outside - Family follow-up - not outdoors...just to dayroom Sean Murphy: based on the size of the spread, James Key is looking at the process, and I will follow up later today.</li> <li>• SFC/LFC minutes should be posted and not published in a timely fashion; how can we hold facilities accountable?</li> <li>• JPay video visit credits frustrating because only able to use if used before - Secretary Strange: volume of data that is missing is due to shortages and website issues - asking for infrastructure funds, OCO willing to help</li> <li>• What is Don Holbrook's role? - Sean Murphy: COVID response across 12,288 incarcerated individuals, Don focused solely on COVID including how 12 facilities are responding and what their needs are, COVID is a full-time job, so we dedicated someone to that position, Rob Jackson is Superintendent of WSP now</li> <li>• People housed in RCF at AHCC not getting memos - Mike Obenland: yes, I will make sure that happens - Sean Murphy: every 72 hours, both incarcerated individuals and staff should receive updated plan (laundry, food service, etc.) to be distributed, so they know what is authorized to do. –</li> <li>• Family member: son had COVID, vaccines, booster, did they change the formula of shot bc he has COVID again? - Sean Murphy: vaccinations matter, but they don't prevent it fully</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Council requested update on new JPay contract - Secretary Strange: Securus is on hold right now - Diane Doonan (DOC): intent to have phones on tablets if Securus prevails – Currently, no video visits due to broken kiosk - Lisa Flynn: coordination to get repair techs in with pandemic is challenging, we are following up to get people in at SCCC GA unit</li> <li>• 1044 education bill required to report on 12/1/21. Did we do that report? What are we doing about the education program? Sean Murphy - get back specifically with education, but have not missed any reports. All information can be found at leg.wa.gov</li> <li>• Why move people repeatedly when quarantining? Sean Murphy - as we create new space for quarantine/isolation, the number of exposed/positives increases, we overrun space capabilities, so we have to shift more, we have to sanitize the previous area before moving more people in - Timeline to L&amp;I results, Sean Murphy - the agency was not cited, but not sure on the timeline</li> <li>• Link to minutes not working, minutes need to be posted before today Sean Murphy - working to fix that issue, working outside of the agency to update</li> <li>• Can staff and Incarcerate Individual memos posted on kiosks shared with families? Sean Murphy: we'll have to broaden teams to see if that can happen; we are trying to communicate a lot, but we are not communicating as much as we'd like to family members: IIBF review is in 5 days, but the agenda is not up on the website - Lisa Flynn: Get Response program is that intent to improve family communication. Diane Doonan - Jan 27<sup>th</sup> at 4 pm for IIBF, 4<sup>th</sup> Thursday of the month following the end of the quarter</li> <li>• Move EDIR to next meeting</li> <li>• Food boats expired and nothing fresh delivered to incarcerated individuals, not enough microwaves to heat food, so food is not getting eaten - Sean Murphy: director of CI not on, fixed that problem one issue is food service workers, requests for more microwaves (using IIBF) to reduce lines - Diane Doonan: microwaves can be purchased through IIBF- Food frozen from sitting outside no one wants to eat that, can we buy a box of fruit? Sean Murphy: bringing up good issues</li> <li>• How is DOC tracking staff members for COVID? testing/screening protocol, and quarantine/iso protocol? - Sean Murphy: working with DOH staff during non-outbreak tested PCR once per week (all staff is vaccinated), tested more often (up to daily rapid antigen test) depending on outbreak level, CDC new guidance for congregant care setting staff, keeping close tabs of</li> </ul>	
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	<p>who goes where and how - family member: any effort to separate vaccinated and unvaccinated incarcerated individuals? - Sean Murphy: no - Kiosks have been closed for video visits</p> <ul style="list-style-type: none"> <li>• Staff tested daily; why no family test so they can visit? - Sean Murphy: extreme staff shortages require closing down programming and visits because there is no staff to support, also COVID is being brought in through visits, and closure is in the best interest of Incarcerated Individuals - family member: no testing after EFV at MCC, so how does DOC know family is bringing it in? - Sean Murphy: DOH is recommending closure</li> <li>• LFC WCC R-unit families not allowed to join LFC - Sean Murphy: instruct Mike Obenland to see who can participate at WCC; Sean Murphy visited WCC to check in with Incarcerated Individuals and is optimistic that COVID starting to work out of the facility</li> <li>• Teams checking on quarantine individuals, how many people are on that team, and how often conducting checks? - Scott Russell: 3 shifts, health and welfare checks every shift, clinical and non-clinical staff checking each shift, alert appropriate people if major issue - How many mental health staff are there? - Sean Murphy: depends on the model of care at that facility - Secretary Strange: mental health care is considered a health service and is covered by the inmate health plan for a certain number of visits, group of psychiatrists, psychologists to treat everyone <a href="https://www.doc.wa.gov/docs/publications/600-HA001.pdf">https://www.doc.wa.gov/docs/publications/600-HA001.pdf</a></li> <li>• Lisa Flynn - defer to Dr. Rainier in minutes</li> <li>• Action items will posted with minutes</li> <li>• Secretary Strange: great conversation, opportunity to continue to improve, great opportunity in policy to figuring out who is included in family council,</li> <li>• Lisa Flynn: next meeting Mar 19th</li> </ul>	
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**Roundtable open discussion**

Next meeting location: MS TEAMS Date: 3/19/2022 Time: 10:00-3:00 PM

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

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

## FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting:</b> <b>Key Points/Discussion:</b> Description of issue <b>Update:</b> Update from each meeting till closed	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Process	EFV/Visit Family Friendly Survey <u>01/17/22 update:</u> Surveys are going until 1/31/22 and information will be tallied.	Lisa Flynn/Dawn Taylor/Liz Hainline	09/18/2021	04/01/2022	
Policy	EFV Costs/sign-up process <u>01/17/2022 update:</u> Continuing to gather a few pieces of feedback to make decision by 04/01/2022.	Lisa Flynn/Liz Hainline/Dianne Doonan	10/15/2021	04/02/2022	
Policy	DOC 530.155 Revision/Work groups <u>2/23/2022:</u> Released timeline expectations for family input to Family Co-chair, Emijah Smith.	SFC co-chairs	11/20/2021	08/01/2022	
Process	Expanding number of visitors allowed per individual during visiting. <u>01/17/2022 update:</u> Will review again prior to visit program reopening.	Don Holbrook/Clinical	11/20/2021	04/03/2022	
CI	CI Commissary Costs/increasing amount of limit/days of delivery <u>01/17/2022 update:</u> Scheduled for update during March 2022 SFC.	Sarah Systma/Danielle Armbruster	11/20/2021	01/15/2021	
CI	CI Food/frozen boats/quality concerns <u>01/17/2022 update:</u> Addressed facility specific issues and continue to assess improvements. Next update at March 2022 SFC.	Sarah Sytsma	11/20/2021	01/15/2022	
Communication	Remove the use of the word "offender" <u>01/17/2022 update:</u> Update postponed to March 2022 SFC.	Sean Murphy	11/20/2021	01/15/2022	<b>ongoing</b>

Communication	Option for families who do not want to share their personal emails, but still want communication. <a href="#">02/16/2022 update: Developing listserv process to provide additional information for families without publicizing personal email addresses. Updated due date.</a>	Jacque Coe	11/20/2021	04/15/2022	
Policy	Purchase of hobby craft by family <a href="#">01/17/2022 update: Completed security review and looking at possible process, review by incarcerated population pending.</a>	Tracy Schneider/Jamie Dolan	11/20/2021	04/15/2022	
Policy	Cultural program policy development <a href="#">01/17/2022 update: Extended due date to 06/01/2022 due to delay in start date.</a>	Fred Ivey	11/20/2021	06/01/2022	
Communication	Public calls to receive COVID information	Don Holbrook/Mike Obenland	01/22/2022	03/01/2022	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting:</b> <b>Key Points/Discussion: Description of issue</b> <b>Update: Update from each meeting till closed</b>	<b>Owner of Issue</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>
Policy	Checking on continuing outside wedding rings after COVID; 11/20/2021 update – meeting pending with policy owner. Ring sizers. <a href="#">01/17/2022 update: Approved and will be revised in policy.</a>	Dawn Taylor/Charlotte Headley	9/18/2021	12/01/2021	01/17/2021
Family Support	Transportation options/ADA options <a href="#">01/17/2022 update: Transportation Assistance program begins 02/01/2022.</a>	Lisa Flynn/Dawn Taylor	10/01/2021	12/01/2021	02/01/2022
CI/Union Supply	Purchase of musical equipment by family <a href="#">02/08/2022 update: Musical instruments added to Union Supply catalog.</a>	Charlotte Headley	11/20/2021	01/15/2022	02/08/2022

Process	Rec/Wellness Survey/Equipment Procurement <u>01/17/2022 update:</u> All recreation equipment purchases made and pending shipment from successful bidders and commercial vendors.	Tracy Schneider	10/01/2021	11/30/2021	11/22/2021
COVID	Photos in Visit Room <u>01/17/2022 update:</u> Photos resumed with masks on 01/06/2022.	Sean Murphy/Clinical Team	11/20/2021	12/15/2021	01/06/2022
Communication	COVID information updated for families; <u>01/17/2022 update:</u> Restored weekly LFC/SFC COVID calls on 1/28/2022	Dave Flynn/Mike Obenland	11/20/2021	12/15/2021	01/28/2022

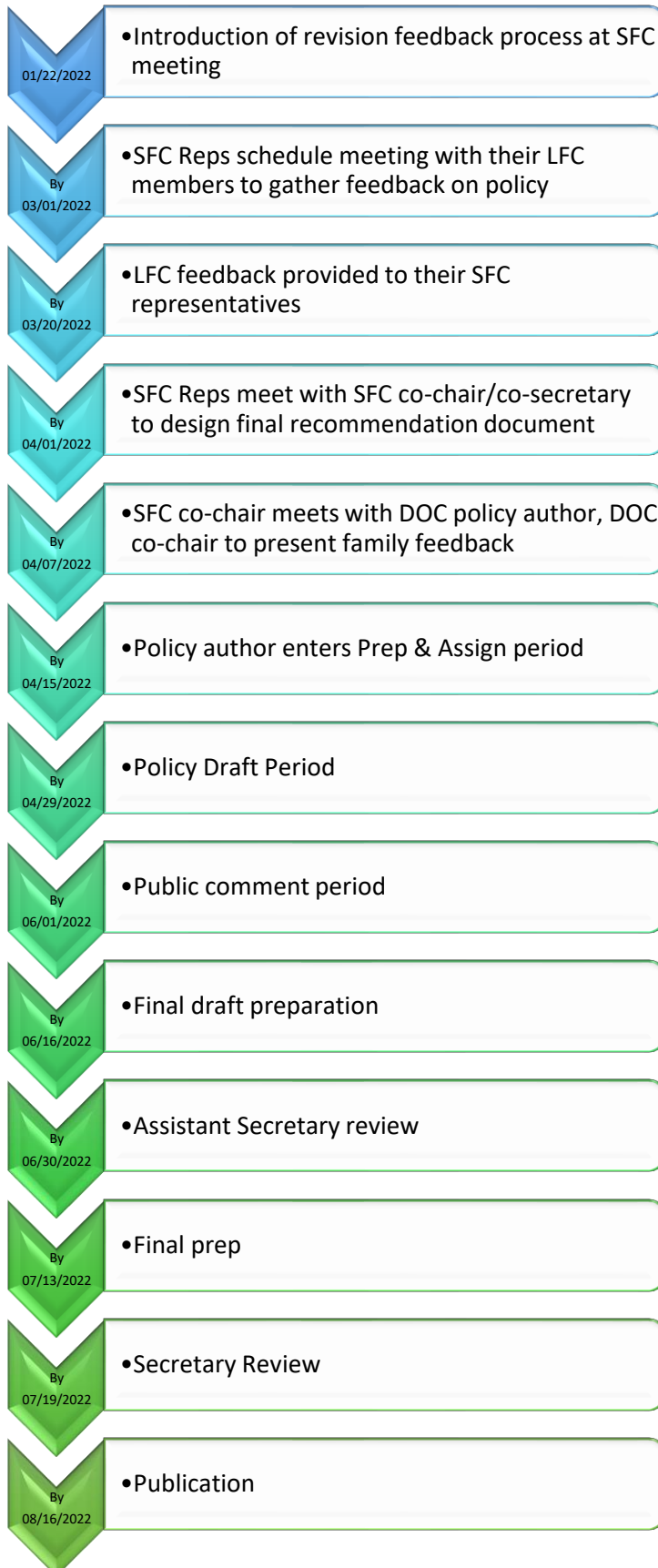
Distribution: **ORIGINAL** – Family Council Co-Chairs

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# DOC 530.155 *Family Councils*

## Policy Revision Feedback process for families

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Refer to the following link for the full policy review process:

<https://doc.wa.gov/docs/publications/fact-sheets/100-FS002.pdf>

Policy feedback should include recommendations for the following areas:

- *Policy* Section I – IV (page 2)
- General Responsibilities
- General Requirements
- Local Family Councils
- Statewide Family Councils
- Election process

Follow the attached link to the public web site for **DOC 530.155 *Family Councils***:

<https://doc.wa.gov/information/policies/showFile.aspx?name=530155>