



FAMILY COUNCIL MEETING MINUTES

Location: MS TEAMS Date: 01/21/2023 Time: 10:00-3:00 PM

Teleconference details: <https://teams.microsoft.com>

Meeting Attendees

Department/facility co-chair: Jeff Uttecht Family co-chair: Loren Taylor

Facility/council secretary: Ramona Cravens Family secretary, if applicable: Vacant

Members present: Sarah León (Vice Chair), Felix D'Allesandro (WCC Representative) Denise Bozeman (AHCC Representative), Josephine Johnson (for Danielle White, MCC Representative), Beverly Richmond (for Vacant CRCC Representative), and Gail Molina (WSP Representative)

Non-council member attendees: Melissa Andrewjeski (DOC), Danielle Armbruster (DOC), Hari Aulakh (DOC), Jason Bennett (DOC), Lorrie Collins (DOC), Dr. MaryAnn Curl (DOC), Jeannie Darneille (DOC), Dianne Doonan (DOC), Todd Dowler (DOC), J. Scott Edwards (DOC), David Flynn (DOC), Michael Hathaway (DOC), Donald Holbrook (DOC), Eric Jackson (DOC), James Key (DOC), Trisha Newport (DOC), John Padilla (DOC), Paige Perkinson (DOC), Monica Ritter (DOC), Caitlyn Robertson (OCO), Nancy Simmons (DOC), Carrie Stanley (DOC), Cheryl Strange (DOC), Sarah Sysma (DOC), Dawn Taylor (DOC), Daniel White (DOC), and Heather Williams (DOC)

Agenda

Topic	Discussion/Key Points	Next Steps
Welcome/Agenda Review	<p>Welcome to everyone in attendance</p> <p>Ramona Cravens (DOC):</p> <ul style="list-style-type: none"> • Instructions provided on how to navigate Teams to raise & lower hands and how to mute the microphone when not speaking • DOC does not participate in the Chat <p>Jeffrey Uttecht (DOC Co-Chair): Introduction of DOC Staff</p> <p>Loren Taylor (Family Co-Chair): Introduction of SFC Representatives. Loren explained that SFC meetings will now be section in the afternoon for the SFC members to bring forward concerns from their LFC meetings.</p> <p>Sarah León (Vice-Chair) introduced herself.</p>	
Secretary Secretary Time <i>Cheryl Strange, Secretary.</i>	<ul style="list-style-type: none"> • This is a very busy time of year with the current legislative session. To include bills on Solitary Confinement, employee wages, and Gratuities. • Discussed staff leaving or entering the DOC: <ul style="list-style-type: none"> ○ Julie Martin, Chief of Staff, has left. The position has not been filled yet; She wants to be very selective for the right person. ○ Todd Dowler and Scott Edwards are assisting with some of the Chief of Staff assignments with the aid of Trisha Newport. ○ Chris Poulos, Director of Person-Centered Services, has moved to a non-profit organization but will stay involved with the DOC. 	

	<ul style="list-style-type: none"> • Pro Equity, Anti Racism (PEAR) – part of DOC’s ability to comply with the Governor’s Executive Order on an equitable Washington. Three key focus areas identified: <ul style="list-style-type: none"> ○ Classification system (where the incarcerated are housed). ○ Discipline (infractions) ○ Staffing “makeup” (those who are incarcerated have staff that “look like them” around them). • We are working hard to open up after COVID. • Introduced Caitlyn Robertson, Correctional Ombuds. Her team responds to individual complaints and calls regarding the DOC and has free access to all DOC facilities. 	
<p>Update on Legislative Asks <i>Trisha Newport, Senior Director – Budget & Strategy</i></p>	<p>Presentation provided (<i>see Attachment #1</i>).</p> <p>Family member: Asked why DOC is trying to create law, when there is already a law regarding Earned Release. Trisha Newport (DOC): Every year, the legislature changes multiple RCWs that impact sentencing; if something was in place 10-15 years ago, it does not mean it is still law now. Jeannie Darneille (DOC): The bill the family member is speaking about had a sunset.</p> <p>Family Member: Questions regarding RCW 72.02.110. When bills are passed, and DOC does not ask for the funds, why is DOC not budgeting for them? Trisha Newport (DOC): This 30 + year old bill states it is subject to available funds, DOC is not required to submit requests, and the legislature is not required to provide the funds. We are focusing on direct service instead of prolonged cash assistance.</p>	
<p>Infractions & Behavior Logs <i>Mike Hathaway, Prisons Disciplinary Program Manager</i></p>	<p>Presentation provided (<i>see Attachment #2</i>).</p> <p>Loren Taylor (Family Co-Chair): Infractions have three different charges; why is that? And what about the stacking of sanctions? Mike Hathaway (DOC): If someone is found guilty of three violations, the Sanction only goes to the highest level they were found guilty. Staff are trained to avoid stacking.</p> <p>Loren Taylor (Family Co-Chair): if the infraction has multiple sanctions has been appealed and upheld, where do families go? Mike Hathaway (DOC): some infractions have mandatory sanctions, especially serious infractions.</p> <p>Loren Taylor (Family Co-Chair): who should the family or incarcerated reach out to if they feel it is harsh/extreme? Mike Hathaway (DOC): Please reach out to the facility Superintendent. They are the appeal authority.</p> <p>Loren Taylor (Family Co-Chair): Can a family liaison reach out to you for concerns? Mike Hathaway (DOC): This needs to be approved by his supervisor, Lisa Flynn.</p> <p>Loren Taylor (Family Co-Chair) asked for Caitlyn Robertson’s (OCO) input on infractions. Caitlyn Robertson’s (OCO): The OCO’s #1 concern is the evidence standard. She is currently sitting on a PEAR subgroup with Mike Hathaway, looking at infractions, discipline, and data trends. Changes won’t happen overnight.</p>	

<p>Review of Action Item– <i>Ramona Cravens</i> (Attachment #3)</p>	<ul style="list-style-type: none"> • PDFs in lieu of books (From the desk of Tracy Schneider) - It was determined that family/friends providing a PDF version of a publication (printed on paper) does not meet the defined criteria of a publication, nor does it meet the vendor requirement, as the printout would be sent in from their home/private citizen. At this time, all publications must be sent directly from a legitimate publisher and/or be an approved vendor per DOC 450.100. This is based on the review/appeal process that is specific to publications. Due date was 1/21/23 - Closing this Action Item • TV Cable –addition of Cultural channels (From the desk of Tracy Schneider) - 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. Due date was May 2023 – Closing this Action Item • Hobby Craft Purchases (From the desk of Tracy Schneider) - At this time, families will not be allowed to purchase hobby items from a hobby vendor other than Union Supply. The Department is currently reviewing six new hobby items to be added to the catalog. Due date: May 2023 – Closing this Action Item • Cultural Program Policy (From the desk of Nancy Simmons) Final committee meeting is on January 24. Still on target for closing date of this Action Item for May 2023. • EFV Standards & Policy revision – Lisa Flynn provided update. It is in the Policy Office. Hoping to have it out for public comment in the next few weeks. Due date: May 2023 – Remaining open • IITS progress - Revised IITS schedule reviewed. (<i>see Attachment 4</i>) Due date: May 2023 – Remaining open 	
<p>Open Public Forum</p>	<p>Sarah León (Vice Chair): Why can't the Department comment pro or con on a bill? Trisha Newport (DOC): We are a cabinet agency and are part of the Governor's structure. As such, we have to fall in line with his proposed budget. However, we can testify to how bills impact the Department.</p> <p>Gail Molina (WSP Representative): I have heard there are plain-clothed staff writing infractions at WSP due to a lack of regular staff. Are they trained, and what is their background in writing infractions? Don Holbrook (DOC): Believes this question is in regard to non-custody, non-</p>	

uniform staff; they do receive training in CORE in the infraction writing process.

Family member: Question about long-term funding in DOC. What is that? Trisha Newport (DOC): She was referring to healthcare services provided within our facilities.

Family member: Regarding infractions - As a formerly incarcerated person, is there an easier way for the incarcerated person to obtain evidence for themselves? Is it being worked on, or can it? Mike Hathaway (DOC): Will speak offline with the family member regarding this concern. *Update: The contact information for the family member was provided to Mr. Hathaway, who will be calling the family member.*

Family member: Regarding PEAR and disproportionate punishment for people of color. Why are only persons of color, when released from a “safe housing” due to gang status, go to general population? Why is there no reentry center for people coming from “safe housing”? Example: someone previously in “safe housing” due to no longer being affiliated with a gang; they go to work release and are around people from a former gang. Due to gang influence, the person goes back to prison. Don Holbrook (DOC): We will put on our radar and have further conversation. *Update: Reentry centers currently do not have a center(s) identified as a safe harbor. When classification counselors conduct their Facility Risk Management Team meetings (FRMT), they engage the individual, including any concerns identified by the individual, such as safety/security/threat group/community safety are discussed. This would include the county of origin and whether that is an appropriate consideration or an exception will be pursued as policy allows. When the Reentry Center Administrators screen and review the case, they also take into account any risk factors, individual and/or community safety concerns. This may include interviewing the individual to gather additional information to make the most informed decision. We currently have 12 facilities across the state, so we are able to adjust placement considerations if appropriate/necessary. This contingency is a priority versus denial. The individual may deny/resist the identified location, similar to the screening team. Alternatives are sought. If families have additional information to share, that is appreciated, especially if the individual is unaware. The reentry team will also work with the individual to look into the concerns and/or help address them if doable prior to placement. We are assigning all eligible individuals with a reentry navigator who will work with them through whatever challenges there may be, including looping in the CCO/ Case Manager on what options may be available if transferred to that location.*

Felix D’Allesandro (WCC Representative): Regarding earned time that Trisha Newport previously spoke about, is this also apply to mandatory minimums? Trisha Newport (DOC): Unfortunately, no. Nor to ISRB. It’s a narrow scope as we did not get much support. We will revisit this year.

Family member: When was CORE training curriculum updated? States that DOC should follow the judicial rules like the Governor’s state courts. Todd Dowler (DOC): CORE training has been updated to keep up to date and keep current with policy. However, there is a significant rewrite being worked on now (adding additional curriculum, instead of a 6-week academy, to a 9-week academy, AMEND principles). Mike Hathaway (DOC): the incarcerated are not allowed to handle evidence (i.e., drugs found in cell), but they can view it. Nor do the incarcerated have access

	<p>to the Department’s security systems. Family member: can they have a transcription of a video? Mike Hathaway (DOC): during the hearing, the hearing officer views the hearing and describes what is seen.</p> <p>Family member: Where does the incarcerated individual find that they signed their civil rights over to the DOC? Where does DOC have the right to take away the incarcerated civil rights and punish them inside a prison facility when the incarcerated individual did not sign over their civil rights? Jeff Uttecht (DOC): The way this question was formed and asked cannot be answered.</p>	
<p>Covid & Visitation Review <i>Dr. MaryAnn Curl, Chief Medical Officer, and James Key, Deputy Assistant Secretary</i></p>	<p>Dr. MaryAnn Curl (DOC) – Provided an update on COVID, Respiratory Syncytial Virus (RSV), and Influenza.</p> <ul style="list-style-type: none"> • COVID-19 is still the #3 cause of death in the US. • Older adults and those with multiple chronic medical conditions continue to be at the highest risk of getting very sick from COVID-19. • Data shows that vaccines, especially the newer bivalent booster, provide protection from the newer Omicron strains and largely decrease the risk of bad outcomes. Vaccinations continue to be the single most important step an individual can take to reduce risk. Prompt identification of COVID-19 infection by testing and antiviral treatment is an important additional step to decrease the chances of a bad outcome. • DOC continues to offer testing, vaccinations, and effective antiviral treatment options; available at all facilities. We are seeing reluctance to test from some individuals thinking it will put their cellies or the unit in lockdown and affect other individuals. We encourage anyone with symptoms to get tested so we can treat them if needed. • Some preventive measures remain to decrease transmission and keep our people safe, including masking and testing when indicated. • DOC is gradually decreasing restrictive measures in coordination with DOH and CDC guidelines. If there is evidence of increasing bad outcomes, DOC might have to re-implement some of the prior measures, but the recent data makes this unlikely. <p>We are still seeing respiratory syncytial virus (RSV) and influenza (flu) activity, which can contribute to restrictions.</p> <ul style="list-style-type: none"> • RSV peak activity seems to have passed (<i>See Attachment #5</i>) • Flu activity in Washington state is not relatively high in comparison to the rest of the US (<i>See Attachment #5</i>) <p>James Key (DOC) –</p> <ul style="list-style-type: none"> • We continue to work with the CDC and DOH for visitation. • Provided a brief overview of Version 34 Guidelines <ul style="list-style-type: none"> ○ No more intake separation. ○ Still using Green, Yellow, and Red in masking when it comes to visiting, vending machines, etc. ○ We are starting up Culteral events and family friendly events ○ Modifications to indoor and outdoor events 	

	<ul style="list-style-type: none"> ○ Moving COVID response back to the facilities, instead of being at Headquarters. ● Will have Version 34.1 guidelines out soon. ● We continue to meet with the DOH every two weeks, including working on issues with RSV. 	
<p>Facility Updates and Subcommittee Information <i>By Statewide Family Council Representatives</i></p>	<p>Loren Taylor (Family Co-Chair): Three questions being asked of each facility that has an LFC/SFC representative present:</p> <ol style="list-style-type: none"> 1. What has the transition to Securus been? 2. How is visitation going? 3. Other concerns. <p>Denise Bozeman (AHCC):</p> <ol style="list-style-type: none"> 1. Securus has been horrific, including e-mails. It can be days/weeks before messages are received or never received. Trying to call from different areas is difficult. 2. Visitation – the break between Count between the morning and evening sessions is frustrating – missing out on 30-60 minutes of a visit. 3. Other issues – Struggles with the COVID protocols. When one person tests positive, there is a facility-wide lockdown. <ol style="list-style-type: none"> a. Dr. Curl (DOC) – COVID does have a ripple effect. However, restrictions are gradually going away <p>Felix D’Allesandro (WCC):</p> <ol style="list-style-type: none"> 1. We do not have an active LFC. Some have problems with Securus, and some do not. We are the last facility to receive the players. There was an issue when someone came from another facility that HAD the players, whereas WCC does not. Unsure how this was resolved. <ol style="list-style-type: none"> a. Tom Fithian (DOC): This will happen. The phones have all been switched over to Securus. WCC must be last to receive as they are the reception center. It will be about a month until the tablets work at WCC. b. Felix – is there a possibility for some incarcerated to get a keyboard? Tom Fithain (DOC) – this has not come up, and I will speak with Securus. 2. Visitation – Leadership is saying we are still under version 33 and we will remain there until we clear the last outbreak (which occurred under Version 33). Has e-mails that reflect this from the facility leadership. <ol style="list-style-type: none"> a. James Key (DOC): Asked Felix to send e-mails to Ramona, for James to look into. <i>Update: The facility must be cleared from the outbreak under the old guidelines before proceeding into the new guidelines. James has reached out to the facility to assist Felix in understanding what is happening.</i> 3. Other items – Still short on mattresses at the facility. <ol style="list-style-type: none"> a. Don Holbrook (DOC): The new material will be in at the end of the month. CI will begin production once received. <p>Josephine Johnson (MCC):</p>	

1. Securus – Those with T-Mobile for their phone service had issues. The players – there was no information provided on how to add monies to the accounts; when trying to contact Securus, there is no live person to speak with. The guys are enjoying making calls. Took a few days for Apps to load
2. Visitation – a lot more visiting per session with cohorts being dismantled. There was an issue with the vending machine cards. Enjoying visitation without masks
 - a. Dan White (DOC): adjusting telephone availability at the facility. Working on the vending machine card issue – working with the vending machine company as it has been an issue getting their employees access to the facility.
3. Other – Closure of CI Jobs is taking programming away from the incarcerated.
 - a. Danielle Armbruster (DOC): unfortunately, CI had to close the print shop and the sign shop. Will continue to look for additional programming opportunities.

Loren Taylor (Family Co-Chair): What can be done to allow incarcerated individuals the opportunity to make calls during Count? Tom Fithian (DOC): Will contact Securus to see if phones can be turned on. However, this is a facility operational concern.

Gail Molina (WSP)

1. Securus – Tablets were delayed. Complaints regarding dropped calls, third-party warnings, and issues with hearing calls. Is it possible for Securus to make a list of issues corrected/not corrected?
2. Visitation – Frustrating to still be doing this (masking, testing). Some do not understand the color coding. Losing time with loved one when they have to test.
3. Other – there is a lack of staff, so yard times are canceled. There is verbal abuse coming from the staff. I wanted to know who sends out messages to all families, as there used to be “just one person who did that.” There are vending machine issues (having to use quarters), and families are not made aware ahead of time.
 - a. Don Holbrook (DOC): Will look into vending machines. The Department is working on staffing issues, including issues with the Teamsters Union, regarding who can fill vacant positions. Still, recruitment is actively happening. Depending on where an Incarcerated Individual is, there should be around three times a day for activities.

Sarah León (SCCC):

1. Securus – It could have been better, but understand DOC is troubleshooting a new system. The cord length on the phones is shorter. It is nice the incarcerated can call from their tablet phone (walking around). The quality of the tablet phones is like being underwater; calls are being dropped, and T-mobile has been an issue. There was a resolution for a family member to purchase stamps internationally. However, Securus charges a \$3.13 surcharge when buying \$10.00 in stamps.

2. Visitation – different staff have different rules during visitation. Some people who are older have issues with only having hourly bathroom breaks.
 - a. Jason Bennett (DOC): he was not aware of the bathroom issue but will look into it. *Update: this has been corrected. Restroom breaks are provided every hour, even during the last hour of the visit. Recognizing emergencies happen, the staff will make exceptions to provide additional restroom breaks if needed.*
3. Other issues: What is happening with TB cases? Peer-led programming is no longer happening unless a staff sponsor is present. AMEND program at SCCC has been very positive, and hearing good feedback from the incarcerated. Have not had any updates on a new dishwasher. Wanted to thank Sean Murphy for staying true to his words in assisting with the music program at SCCC.
 - a. Don Holbrook (DOC): Peer to Peer activity must have a sponsor. It is not a different protocol – it was not being followed correctly. Sarah: Where is it in policy for the Peer Lead program? Don: It was in the religious policy, but this is being moved and is currently with the policy of-fice.
 - b. Jason Bennett (DOC): No active TB cases at SCCC. We have not had any progress regarding the dishwasher; it has become a Capitol project due to costing over a quarter million dollars to resolve.
 - c. Dr. Curl (DOC): There are no active TB cases on campus. People are being treated, but they are at WSP.

Beverly Richmond (CRCC)

1. Securus – difficult to hear conversations. When do they get their 50 stamps? Can there be a calendar app? The free calls - the first call is free, however, we used to be able to save it.
 - a. Tom Fithain (DOC): will find out about the calendar app. Does not believe that Securus allows when someone gets to have a free call, but will ask about it. Will also look into the call quality issues. Suggested that calls should be made where the person has the best connection.
2. Visitation – we are in Green, and visitation is easy. Vending machines are sometimes empty, and the photo option is no longer there.
 - a. Melissa Andrewjeski (DOC): Not aware of the photo or vending machine issues. Will have the management team look into it next week.
3. Going back to pre-covid yard time would be nice. And would like to resume family-friendly events. There was also a memo about four TVs in 4-man cells, where they were going down to only two TVs
 - a. Melissa Andrewjeski (DOC): There are scheduled yard times based on a rotation. We are looking to increase this. Also, starting work on family-friendly events. The TV is-

	<p>sue has been corrected, going back to four TVs. The facility is looking at creative ways so that all TVs can be on the counter or a shelf at the same time.</p> <p>Don Holbrook (DOC) asked to present: Working on several legislative bills. Trying to bridge the communication gap. It has been a struggle coming out of COVID with many staff who do not know anything different. We all get frustrated, but we always assume positive intent.</p> <p>Jeannie Darneille (DOC) asked to present: Working on the results of the Gender Informed Practices Assessment (GIPA). We've rebuilt leadership teams at both facilities. We have implemented 13 advisory teams. Addressing housing needs, program needs, and other interventions who are transgender, non binary, intersex, or along the gender continuum in all 12 facilities. Have had some challenges with the Securus changeover.</p> <p>David Flynn (DOC) asked to present: Working on the primary concerns from the OCO reports of 2019 and 2020, which were Health Services related. We are working hard on recruitment. Work continues with obtaining an Electronic Health Record, redesigning healthcare delivery, and putting a patient-centered medical home in place. Working with the Prisons Division for the treatment of opioid use.</p>	
<p>Open Public Forum</p>	<p>Family Member: Would like to revisit the PDFs in lieu of books, especially for books that are out of print or religious books (specifically Druid Fellowship). Thank you for the change in format, Loren – this has been very helpful. Dawn Taylor (DOC): Requests for religious books should be made through the religious coordinator. Jeff Uttecht (DOC): Please e-mail us (rcravens@doc1.wa.gov), and we will connect you to the person that can assist with your questions about the PDFs.</p> <p>Family Member: 1) Is the print shop closed permanently? Danielle Armbruster (DOC): Unfortunately, yes, it is closing permanently., 2) If you received money last year, why are you asking for more this year (regarding Ratcliffe & King County)? Danielle Armbruster (DOC): It is the continuation and increase in cost to run the facility. 3) Regarding hearings – Is there a requirement for the tape recorder to stay on the entire time & can it be required that anytime calls are being made during the hearing, the speaker can be turned on/recorded? Jeff Uttecht (DOC): Does not disagree with the comment about not shutting off the tape but is unaware of a procedure regarding the shutting off of the tape. Does not see a reason why phone calls should be put on a speaker/recorded.</p> <p>Family member: would like more oversight on the MAP program for drug abuse. Is there someone who does oversight? David Flynn (DOC): we do have oversight. We talk about this topic weekly and will bring your request to the table.</p> <p>Beverly Richmond (for CRCC Representative): Question regarding the budget and the 33% that the Governor put in the budget for earned time. Requesting clarity. Jeannie Darneille (DOC): It is a proviso in the budget where DOC has been asked to write the bill for the Governor.</p> <p>Sarah León (Vice Chair): Suggestion to provide non-licensed medical staff (administrative staff) training on what is medically necessary/medically urgent care. For example, when triaging medical Kites, the</p>	

	<p>administrative staff reading it has some working knowledge as to essential/urgent. Dr. MaryAnn Curl (DOC): This is a good idea, and will speak to David Flynn (DOC) about this. Please know there are systems in place regarding missed medication, where the medical provider must be alerted.</p> <p>Family member: Thank you for the tablets for all of the incarcerated individuals. There have been some issues with trying to hear the calls correctly, and it was the tablet that was the issue that was replaced.</p> <ul style="list-style-type: none"> Family member: Is there a policy where the incarcerated can use their tablet/phones? Don Holbrook (DOC): Tom had to leave, but he will look into this. <i>Update: DOC Policy 280.925, Access to Information Technology Systems and Data for Individuals, page 2, talks about prohibited places. It states other than recreational yard and living units, exceptions will be granted by the superintendent for those that do not have access in a living unit.</i> <p>Family member: This call has been very traumatic. Feels constantly targeted during these calls (meetings). Wanted to revisit the question regarding her civil rights as a wife of an incarcerated person. What right does DOC have to take away my visit for 90 days? Sarah León (Vice Chair): This is frustrating for everyone – for families, and the DOC, due to the systems already in place.</p> <p>Family member: Had issues with Securus but was due to T-Mobil.</p> <p>Felix D’Allesandro (WCC Representative): There will be a quarterly update for the Incarcerated Individual Benefit Fund (IIBF). Dianne Doonan (DOC): information to attend this meeting and the agenda is on the public website where you find out information on the IIBF.</p> <p>Family member: Suggested IIBF funds be used to assist the incarcerated individuals to learn life skills (how to pay bills) when released. He was encouraged by a family member to attend the upcoming IIBF meeting.</p>	
<p>Closing</p>	<p>Loren Taylor (Family Co-Chair): asked agenda items for the next meeting (March 18, 2023) to be discussed at the LFC meetings and provided to their facility SFC representatives.</p> <p>Jeff Uttecht (DOC Co-Chair): Thank you, everyone! And have a great weekend.</p>	

Roundtable open discussion

Next meeting location: MS TEAMS Date: March 18, 2023 Time: 10:00-3:00 PM

Comments: Please send topic requests for the next meeting through the LFCs/SFCs.

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.

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

Statewide Family Council
Governor's Proposed Budget Briefing

JANUARY 21, 2023



Introduction

TRISHA NEWPORT (she/her)
Sr. Director of Budget and Strategy
Trisha.Newport@DOC1.wa.gov

Division includes:

- Budget and Grants
- Capacity Planning
- Research and Data Analytics
- Office of Strategy and Innovation

Started at DOC in January 2020 as the Deputy Director of Executive Policy.

Worked in the Office of Financial Management (OFM) as a Budget Assistant to Governor Inslee.



Tripp at the Washington Corrections Center for Women (WCCW) checking out the Prison Pet Partnership (PPP) program and facilities.

Governor's Budget Overview

- ✓ The Department of Correction's agency budget requests can be viewed by visiting <https://abr.ofm.wa.gov/>.
- ✓ The Governor's proposed 2023-25 budget for DOC is available on the [OFM website](#).
- ✓ The 2023-25 operating budget bills are [SB 5187](#) and [HB 1140](#). DOC is Section 223.
- ✓ Most budget investments DO NOT have an individual bill.
- ✓ Using the governor's budget proposal as a starting point, both the Senate and the House will develop their own budget proposals, which will then be used to build a final compromised budget that will go to the governor for signature on or before April 23, 2023.
- ✓ The final 2023-25 budget becomes effective July 1, 2024.

Governor's Budget Overview

Budget priorities and challenges

Budget priorities

- Pressing needs and continuing what we started
- Stabilize agencies' ability to provide services
- Invest in housing and homelessness, behavioral health, education, public safety, climate and salmon recovery

Challenges

- Federal COVID-19 relief funding winds down
- Caseloads/enrollments rebound
- Inflation is driving up costs
- Economic uncertainty
- Recruitment/retention concerns

Governor's Budget Overview

- ✓ The budget has two main sections, maintenance level and policy level.

“Maintenance level (ML) reflects the cost of mandatory caseload, enrollment, inflation and other legally unavoidable costs not contemplated in the current budget.”

Policy level (PL) is funding for “new programs or any change in the level or scope of existing programs”

– OFM Budget Instructions



Governor's Budget Overview



The Governor's proposed 2023-25 budget included **\$107.8 MILLION** general fund-state for DOC's ML funding.

- ✓ Prison, supervision and violator caseload adjustments
- ✓ Lease rate changes for field offices, equipment and vehicles
- ✓ Inflationary costs of goods and services to include food, prescription medications, laundry services and utilities.

Governor's Budget Highlights

✓ AMEND COLLABORATION & TRAINING

Improve the living and working conditions for all within our prisons.

52 FTES, \$12.63 MILLION

✓ RESTRICTIVE HOUSING REFORM

Further reduce the use of solitary confinement in WA state prisons.

8.5 FTES, \$3.61 MILLION



Governor's Budget Highlights

✓ OCCUPATIONAL HEALTH PROGRAM

Maintain current staffing levels previously funded with Federal COVID funds and address all infectious diseases. 12.6 FTES/\$3.51 MILLION

✓ ADDICTION CARE DELIVERY

Expand availability for prison-based SUD so that those that need treatment can get it. 20 FTE, \$6.2 MILLION



Governor's Budget Highlights

✓ FOOD SERVICE DIABETIC DIET

Creating the ability to add foods low carb, hi protein, fruit and vegetables to manage incarcerated individual's diabetes. **\$1.8 MILLION**

✓ RESOLUTION PROGRAM

Address patient grievances in timely manner.
3.9 FTE/\$894,000

✓ COMMUNITY CUSTODY PATIENT CARE

Address acute medical and behavioral health for community custody violators returning to prison
19 FTE/\$5.97 MILLION

✓ ELECTRONIC HEALTH RECORDS

RFP release scheduled for January 17, 2023.



Governor's Budget Highlights

✓ REENTRY CENTER CONVERSIONS

Ensure ongoing operations of the Bellingham and Helen B. Ratcliff reentry centers in Snohomish and King counties so that north sound individuals have access to the work release program. **44.6 FTE/\$6.02 MILLION**

✓ EARNED TIME POLICY

Indicated support for proposed legislation that would increase the maximum amount of earned time up to 33% to include sentence enhancements. The department is currently working with the AG's and Code Revisors Office to draft legislation.



QUESTIONS?



IMPROVING PUBLIC SAFETY BY POSITIVELY CHANGING LIVES



Prison Disciplinary



The graphic features the Department of Corrections Washington State logo at the top left, which includes a stylized arch and the text "Department of Corrections WASHINGTON STATE". To the right of the logo is the title "Strategic Anchors" in a large, bold, dark blue font. Below the title are three rounded rectangular boxes, each containing an icon, a title, and a descriptive sentence. The first box has a blue target icon, the second has a red handshake icon, and the third has a green eye icon. Each box has a dark blue horizontal bar at the top containing its title. The background of the graphic is white with a decorative horizontal bar at the top consisting of three segments: dark blue, light blue, and grey.

Department of Corrections
WASHINGTON STATE

Strategic Anchors

Mission	Our Commitment	Vision
Improving public safety by positively changing lives.	To operate a safe and humane corrections system and partner with others to transform lives for a better Washington	Working together for safer communities

Behavior Observation Entry (BOE)

- DOC Policy 300.010 – Behavior Observations (2/7/20)
 - <https://doc.wa.gov/information/policies/default.aspx>
- BOE's were meant to replace most Behavior Logs
- BOE is a Classification Process
- BOE's have an appeal process, through the Facility CPM
 - On appeal the CPM's may update, delete or have the BOE remain
- 3 types of observations: **Positive, Negative, or Neutral**

3 types of observations

Positive: is a desirable behavior that indicates individual progress

Negative: is undesirable behavior that doesn't necessarily rise to level of a violation

- In Prisons, rule violation behavior address through an onsite adjustment will be documented as a negative BOE stating it is an onsite adjustment for disciplinary purposes.
- Rule violation behavior resulting in an infraction or other violation process will not be documented as a BOE.

Neutral: is behavior that is not necessarily positive or negative but could be useful for employee/contract staff awareness and will be addressed by the case manager by checking in with the individual.

Behavior Observation Entry

Staff will document observed, off-baseline behaviors as a BOE to:

Inform Classification Staff	Collect information on patterns of improvement	Inform incentive and disciplinary processes	Review and reinforce positive skills and behaviors
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BOE's must be factual and objectively written. BOE's will not contain opinions, conclusions, conjecture, or judgments about the documented behavior.

General & Serious Infractions

- DOC Policy 460.000 – Disciplinary Process for Prisons (WAC 137-28-230)
- General infractions are meant to encourage compliance of the rules using a low level of intervention in a swift and certain manner.
- When general violation behavior is observed and a staff member does not make an on-site adjustment or a Behavior Observation Entry (BOE), the staff member will prepare and submit an infraction report.

Infractions Hearings

Infraction hearings are usually scheduled and heard within 5 business days of the reported behavior or the end of an investigation.

There may be postponements for additional business days (1 to 20) with appropriate written approvals.

Individual Rights during the Disciplinary Process



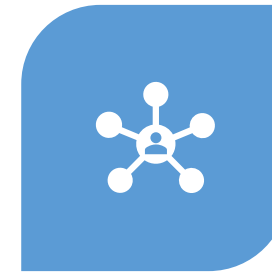
A FAIR AND IMPARTIAL HEARING



WRITTEN NOTICE OF THE ALLEGED
VIOLATION AND SUMMARY OF
EVIDENCE AT LEAST 24 HOURS
BEFORE THE HEARING



TO BE PRESENT, OR WAIVE THEIR
ATTENDANCE AT THE HEARING



REQUEST A DEPARTMENT
ADVISOR/INTERPRETER*

Individual Rights during the Disciplinary Process

To testify or remain silent

To call witnesses (usually through witness statements) and present documentary evidence

To propose questions to the Hearing Officer to ask witnesses

To appeal the findings and/or sanctions

The Disciplinary Hearing Officer (DHO) may allow witnesses and documentary evidence during the hearing.

Individuals
do not have
the right to

- Cross-examine witnesses
- Have the reporting staff member present at the hearing
- Receive a polygraph or other supplemental tests
- Examine physical evidence
- Receive confidential information



Department (Staff) Advisors

WAC 137-28-295

- Individuals may request or have a Department Advisor appointed by the hearing officer. The Hearing Officer will consider the individuals:
 - Literacy
 - Overall ability to speak for self and present a case
 - Ability to communicate in English
 - Mental health status
 - Complexity of the case
 - Any disability that might impair the individual's ability to prepare their defense

Determination's

- The hearing decision and supporting reasons will be documented in the electronic file (OMNI) and on the Infraction Report. A copy of the report will be provided the individual.
- If the Disciplinary Hearing Officer determines that an individual is guilty, sanctions may be imposed per WAC 137-28, DOC 460.050 Disciplinary Sanctions, and other applicable policies.



Making a Determination

When determining guilt or innocence, Disciplinary Hearing Officers must rely solely on the evidence presented at the hearing.

Was the evidence presented relevant, credible, accurate, reliable and handled appropriately?

The Disciplinary Hearing Officer (DHO) will consider “mitigating” factors when deciding to reduce violations.

Disciplinary Hearing Officers may find an individual guilty of a lesser-included violation without issuing a new report or conducting a new hearing.

Sanctioning

- Disciplinary sanctions are intended to impact and guide individual behavior rather than to punish. Sanctions will be determined based on the circumstances, seriousness of the offense and the individuals previous conduct record.



During the dispositional (sanctioning) stage, other factors may be considered, such as:

- The individual's institution file

- Prior misconduct
- Mental Health status
 - Hearing officers should consider the individuals mental health issues, their intellectual, emotional, maturity level and what effect a particular sanction may have on them.
 - Mental Health staff may be consulted to assist in determining appropriate sanctions.

- Overall institution adjustment

PRISON SANCTIONING GUIDELINES
VIOLATION CATEGORIES AND RANGE OF SANCTION OPTIONS

Mandatory sanctions cannot be suspended or revoked. Unless otherwise noted, mandatory sanctions are in addition to other sanctions imposed for the violation.

GENERAL VIOLATION SANCTION OPTIONS	FIRST OFFENSE	SECOND OFFENSE WITHIN 6 MONTHS	THIRD OR SUBSEQUENT OFFENSE WITHIN 6 MONTHS	MAXIMUM RANGE OF SANCTION WITHIN 6 MONTHS
Reprimand and Warning (R & W)	As determined by Disciplinary Hearing Officer			
Removal from waiting lists for work/other program assignments	As determined by Disciplinary Hearing Officer			
Loss of privileges (one or more): <ul style="list-style-type: none"> • Loss of recreation (i.e., gym/yard) • Loss of fee-based recreation • Loss of telephone • Loss of television/radio • Loss of library, except law library when a documented court deadline has been imposed • Loss of dayroom access • Loss or limitation of personal property • Denial of attendance at special events • Denial of participation in offender organization functions • Loss of in-cell hobby • Loss of hobby craft • Loss of mobile electronic device or other electronic media • Loss or limitation of commissary (loss is based on facility ordering rotation schedule) • Loss of weightlifting 	0 - 10 days	0 - 20 days	0 - 30 days	30 days
Evening confinement to cell/room	0 - 5 consecutive evenings	0 - 7 consecutive evenings	0 - 10 consecutive evenings	10 consecutive evenings per incident
Weekend and/or holiday confinement to cell/room	0 - 1 consecutive weekends	0 - 2 consecutive weekends	0 - 4 consecutive weekends	4 consecutive weekends per incident
Confinement to cell/room	0 - 5 consecutive days	0 - 7 consecutive days	0 - 10 consecutive days	10 consecutive days
Extra work duty hours	0 - 40 hours	0 - 80 hours	0 - 120 hours	120 hours
Written order to cease problematic behavior. The order will include a warning that if the behavior is repeated within a specified period, not to exceed 180 days, the offender will be charged with a 658	0 - 60 days	0 - 90 days	0 - 180 days	180 days

- Use the Prison Sanctioning Guidelines (DOC 460.050 Attachment 2) to assist in determining appropriate sanction for the specific violation behaviors.

General Appeals

- General Infractions - Send to the Disciplinary Hearings Clerk within **2** business days after receiving notice of the decision of the Disciplinary Hearing Officer/Sergeant (Appeal Receipt 17-077)
- Appeals are submitted on the General Infraction Appeal Decision DOC 17-084 form
- The facility primary Disciplinary Hearing Officer will act on the General Infraction appeals within 10 business days of receipt unless extended by the Superintendent.
- Sanctions are not stayed upon appeal

Serious Appeals

- Serious Infractions - Send to the Disciplinary Hearings Clerk within **15** business days after receiving notice of the decision of the Disciplinary Hearing Officer (Appeal Receipt 17-077)
- Appeals are submitted on the General Infraction Appeal Decision DOC 17-074 form
- The Superintendent/designee will act on the infraction appeal within 10 business days of receipt.
- Sanctions are not stayed upon appeal

Correctional Worker Core Academy

- Beyond the basics of report and infraction writing, the Correctional Worker Core Academy has several courses to help new staff understand some of behaviors they will see inside the prisons.
 - **Addressing Behaviors** - Staff learn skills to address individual behavior in order to effect incarcerated individual change for a productive and safe environment. The course objectives include, but are not limited to, explaining the importance of addressing behavior to set tone and for the safety of the facility and describing different personality styles and to discuss how these styles affect management strategies.
 - **Foundations & Baseline Behavior** - Staff learn how to apply the principles of human behavior dynamics to appropriately manage incarcerated individual behavior. The course objectives include, but are not limited to, defining and applying the concepts of behavior management, discuss Maslow's Hierarchy of Needs and how it applies to incarcerated individual behavior, and identifying strategies for assessing environmental and individual baselines.
- Our Training & Development Unit (TDU) Administrator Jason Aldan shared that his team is developing new content for the July 2023 academy surrounding trauma-informed care.



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 sign-up process is included in the EFV policy revision. <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. <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	

	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.				
Policy	<p>Cultural program policy development <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 have the draft policy submitted to Policy Office in December. Extending due to 02/01/23 to allow for policy revision process. <u>11/19/2022 Update:</u> National corrections survey process is completed. Next step: the solitation process for vendor interest. Extending due date to May 2023, but will still provide updates. <u>01/21/2023 Update:</u> Final committee meeting is on January 24, 2023.</p>	Nancy Simmons/Dawn Taylor	11/20/2021	May 2023	
Contract	<p>IITS update – discuss contract and current connectivity issues. <u>05/21/2022 update:</u> Deadline extended to 07/16/2022 for an</p>	Tom Fithian/Keith DeFlitch	03/19/2022	May 2023	

	<p>update on the implementation schedule of Securus/tablets/go-live dates/schedule of what facilities are next.</p> <p><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.</p> <p><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.</p> <p><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.</p> <p><u>01/21/2023 Update:</u> Update provided during meeting. Still in progress.</p>				
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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>
Process	<p>TV Cable - can additional Cultural channels be added</p> <p><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/I. Extending due date from 9/17/22 to</p>	<p>Tracy Schneider /Christopher Stone /Janet Nelson</p>	<p>7/16/2022</p>	<p>May 2023</p>	<p>01/21/2023</p>

	<p>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. Closed action item.</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)</p> <p><u>11/19/2022 Update:</u> Will have more information at the January SFC meeting, Extending due date to January 2023 SFC meeting.</p> <p><u>1/21/2023 Update:</u> At this time, all publications must be sent directly from a legitimate publisher and/or be an approved veder 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.

Individual Technology Services (ITS) Implementation Schedule

Installation and Service Deployment

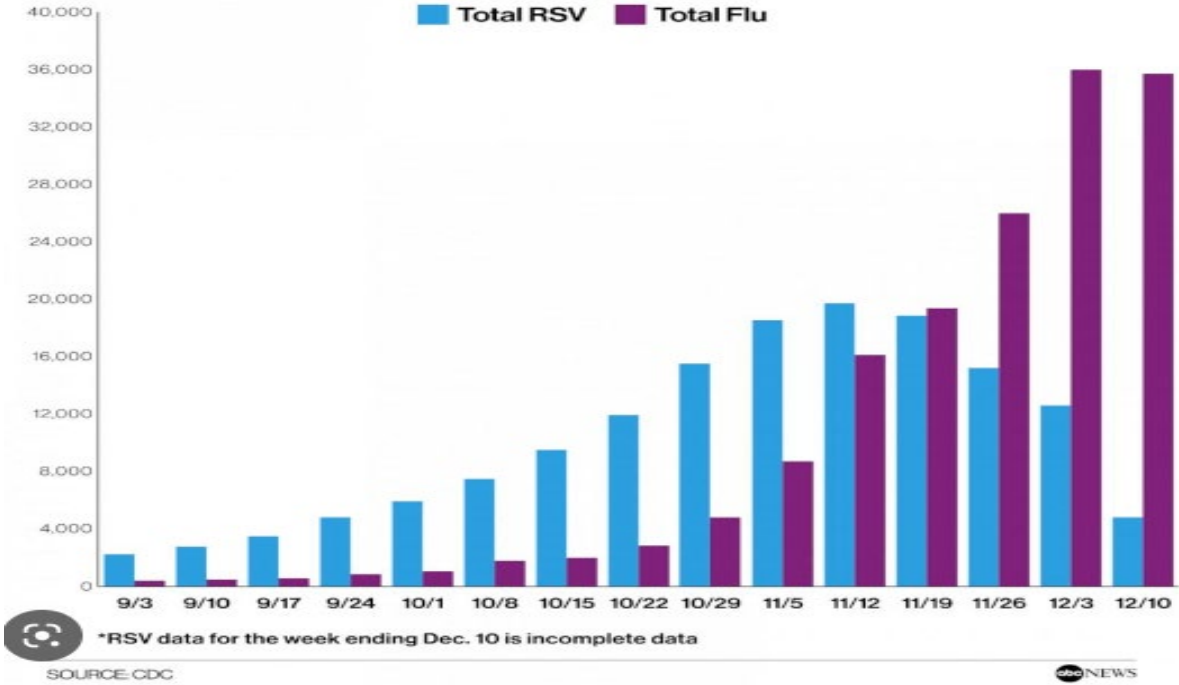
3. AHCC a. SVC Go-Live: TBD	4. CRCC a. SVC Go-Live: TBD
5. LCC a. Tablet Go-Live: 1/24/23 b. SVC Go-Live: TBD	6. MCC a. Tablet Go-Live: 1/17/23 b. SVC Go-Live: TBD
7. SCCC a. SVC Go-Live: TBD	8. CBCC a. Tablet Go-Live: 2/14/23 b. SVC Go-Live: TBD
9. WSP a. Tablet Go-Live: 2/7/23 b. SVC Go-Live: TBD	10. CCCC a. SVC Go-Live: 1/19/23
11. OCC a. Tablet Go-Live: 1/19/23 b. SVC Go-Live: TBD	12. WCC a. Tablet Go-Live: 2/21/23 b. SVC Go-Live: TBD *must be last male facility

Tablet Go-Live - will include a phased approach for purchased content application enablement. (i.e., Day 1 enable games downloads, once all games download, move to enable music downloads (Day 1/2), lastly work to enable eMessaging downloads (Day 2+ or once all other purchase content has successfully downloaded).

Why - to reduce degradation and traffic congestion with all individuals downloading content on the wireless access points all at the same time. Premium content will be phased to increase user supportability and reduce user frustration.

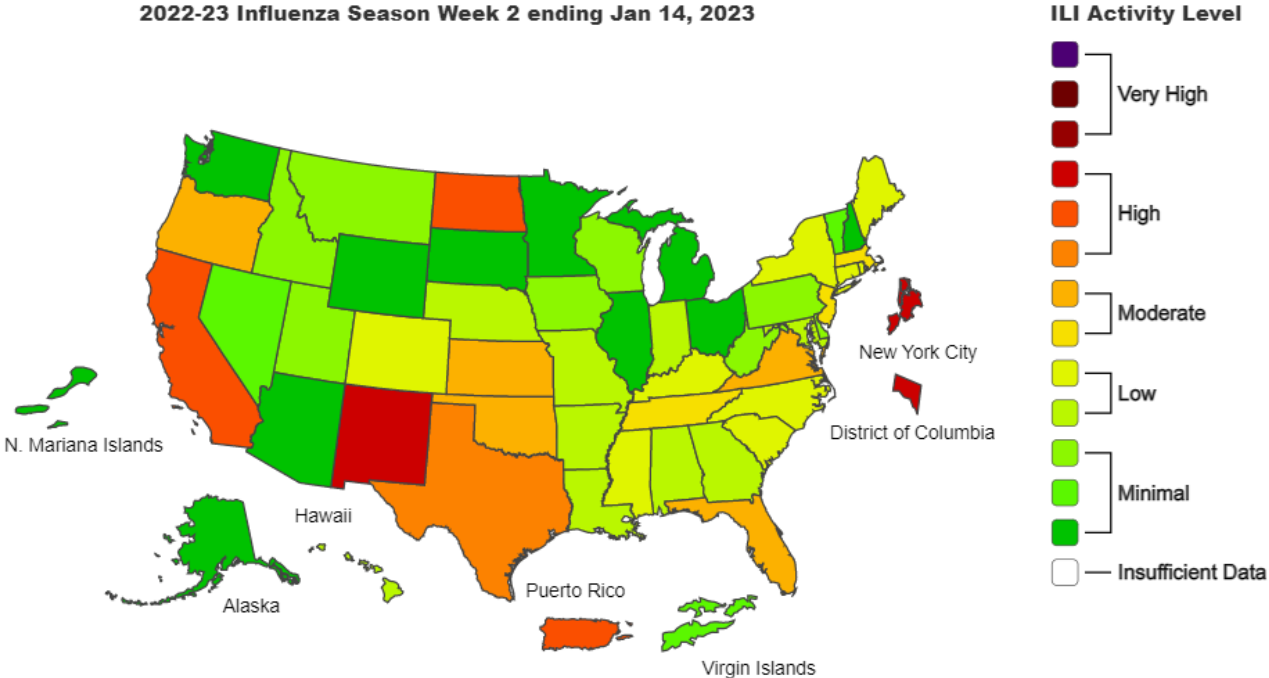
Weekly Cases of Flu and RSV in the United States

WEEK ENDING SEP. 3, 2022 TO WEEK ENDING DEC. 10, 2022



• Flu activity

2022-23 Influenza Season Week 2 ending Jan 14, 2023



<https://www.cdc.gov/flu/weekly/usmap.htm>