



FAMILY COUNCIL MEETING MINUTES

Location: Virtual - MS Teams Date: 01/20/2024 Time: 10am-2:30pm

Teleconference details: MS Teams - Meeting ID: 264 497 468 497

MEETING ATTENDEES

<u>James R. Key, Deputy Assistant Secretary</u>	<u>Sarah Leon</u>	<u>Greg Mansfield</u>
Department/facility co-chair	Family co-chair	Vice-chair(SFC only)

<u>Ramona Cravens, Executive Secretary to Jeff Uttecht</u>	<u>Vacant</u>
Department/council secretary	Family secretary, if applicable

Members present: AHCC- Elleen Hargrove; CCCC-Diane Sifres; CRCC – Scarlett Williams; MCC-Josephone Johnson (LFC Co-Chair) for Danielle White; SCCC-Daphne Nolte, WCC-Felix D’Allesandro; WCCW-Greg Mansfield (LFC Co-Chair & SFC Vice Chair) for VACANT Rep; and WSP – Loren Taylor.

Not present: CBCC – Nettie Reed; MCCCW – VACANT; and OCC – Jennifer Schaibly

Non-council member attendees: Melissa Andrewjeski (DOC); Danielle Armbruster (DOC); Jason Bennett (DOC); Michael Cline (DOC); Lorrie Collins (DOC); Dr. MaryAnn Curl (DOC); Dianne Doonan (DOC); Todd Dowler (DOC); Scott Edwards (DOC); David Flynn (DOC); Charles Friesz (DOC); Don Holbrook (DOC); Eric Jackson (DOC); Susan Leavell (DOC); James McGinnis (DOC); Ethan Meade (DOC); Kristen Morgan (DOC); Trisha Newport (DOC); Jefferey Perkins (DOC); Paige Perkinson (DOC); Megan Pirie (DOC); Carrie Ramsdell (DOC); Kaycee Rieman (DOC); Caitlin Roberts (OCO); Scott Russell (DOC); Nancy Simmons (DOC); Carol Smith (DOC); Scott Speer (DOC); Lorne Spooner (DOC); Carrie Stanley (DOC); Rochelle Stephens (DOC); Cheryl Strange (DOC); Dawn Taylor (DOC); and Deborah “Jo” Wofford (DOC)

Commonly Used Acronyms

SFC – Statewide Family Council **LFC** – Local Family Council **FC** – Family Council **DOC** – Department of Corrections **OCO** – Office of Correctional Ombuds

Prison Facilities:

AHCC – Airway Heights Corrections Center	MCC - Monroe Correctional Complex	WCCW - Washington Corrections Center for Women
CBCC - Clallam Bay Corrections Center	MCCCW - Mission Creek Corrections Center for Women	WCC - Washington Corrections Center
CCCC - Cedar Creek Corrections Center	OCC - Olympic Corrections Center	WSP - Washington State Penitentiary
CRCC - Coyote Ridge Corrections Center	SCCC - Stafford Creek Corrections Center	

AGENDA

Topic	Discussion/Key Points
Welcome	Introduction of James Key as the SFC Department Co-Chair. Welcome to the Family Councils, DOC staff, the OCO, and everyone who joined today.
Agenda Review, Action Item Review, Election Announcement <i>Ramona Cravens, DOC Co-Secretary</i>	<ul style="list-style-type: none"> Agenda reviewed (<i>Attachment #1</i>) No Action items
Facility Updates	<ul style="list-style-type: none"> AHCC – New to fill the LFC Co-chair and Co-Secretary positions. With low temperatures and snow, pipes burst in the religious activity center, but it is being worked on. The religious coordinator is out of training. Hoping to soon hold memorial services for the incarcerated who have passed away. The MSU religious activity center is being renovated, and a cultural event center is being created. Vending machines improved. While waiting in their cars, visitors cannot tell when MSU visitation begins; several option requests have been made. LFC members are working with Kay Heinrich on a pamphlet for Family Council.

	<ul style="list-style-type: none"> • CBCC – not present • CCCC – Bathrooms are working now. Lockers are in place for visitors to hang their coats after walking to the visit room. Vending machines have improved. Working on more participation in the LFC. Doing hybrid LFC meetings. • CRCC – Met with vending machine vendor and working on getting healthier options. The visitation schedule is to be changed this April to pre-COVID hours. EFVs updated, but one unit is out of service due to water damage. Requesting an ADA-friendly entrance, but ADA changes in the visit room. Units are being painted, and storage issues are being addressed. Asking those with a restricted diet to come off of it for a holiday meal. • MCC – Tier reps at meetings. Now have umbrellas to walk to the visit rooms. Discussed price increase of vending machines with vendor and asked for a variety of items. Working on EFV trailers, but some original items are not being put back in –contact Lorne Spooner (DOC), ljspooner@doc1.wa.gov. Families are upset about Jpay fee increases. Upset that commissary prices are increasing. MSU – would like a separate visiting room rather than using the chow hall. • MCCCW – Vacant • OCC – not present • SCCC – No Co-chair or Co-secretary. Discussed the tier rep process. Electronic mail does not seem to be processed in the order received. Would like to have a text option with Securus, but Washington State does not offer that feature. The incarcerated do not see any notification of video visits, and Securus does not provide a refund for missed calls. Has nutritional comments – to save for later. Would like tier reps at LFC meetings (update – tier reps at LFC meetings is an individual facility decision, not an SFC meeting). • WCCW – Have tier reps at LFC meetings. • WCC – LFC meetings are hybrid. Now have an LFC Co-chair. Do not currently have tier reps in LFC meetings. IIBF monies are available for the incarcerated and their families, including funds for lodging and transportation for visitation (would like more advertisement on the IIBF funds). The cultural monies of the IIBF are also available. Some of the incarcerated are struggling to go back to the pre-COVID movement, as many are new to WCC and unfamiliar with the previous schedule. EFVs are being upgraded. • WSP – Securus concerns: 1) Hearing aids are an issue (another family member commented that those with hearing aids cannot also use an earbud – may need Bluetooth capabilities); 2) Requesting the 20-minute restriction on phone calls be removed. Working on recruiting of LFC. A newsletter is being created by the facility Co-Chair. WashingtonWay is being implemented, and it makes a difference. Mr. Bowman participated in the Statewide Reentry Council and did a great job. <p>A community member felt DOC was blocking the MS Teams chat. The settings of this meeting were checked by Ramona Cravens (DOC). Nothing changed since the creation of the meeting: no restrictions on the chat or who could use the chat. Why some people could and some could not see the chat is unknown.</p> <p>Sarah Leon (Family Co-Chair) asked what the difference is for Cultural events. Lorne Spooner (DOC): We are working on getting Cultural events back into the facilities, which is currently under the religious policy. However, working on completing a new Cultural policy.</p> <p>Dianne Doonan (DOC): Regarding Cultural funds, working with facility business managers to correctly code how cultural funds are spent and then documented.</p> <p>Family Member: Had questions about veterans services: 1) do they receive all the benefits they are entitled to? 2) Do they get to participate in Memorial Day activities? 3) Are they eligible for cultural funds? 4) Are there veteran reps at the facility? 4) Counseling/medical needs? Susan Leavell (DOC): Reentry partners with the Dept of Veterans Administration. There is legislation around additional resources. DOC Prisons have some veteran pods that have veteran-specific activities. Unsure if veterans fall under “cultural” criteria. Don Holbrook (DOC): In the prisons, there are veteran pods and veteran staff who work with the incarcerated. Lorne Spooner (DOC): Some of the facilities have American Legion posts. Service officers from veteran organizations can come into the facilities to assist with processing claims. Looking to expand these through the volunteer process. Community member: can they use their veteran funds for commissary? Lorne (DOC): There may be some rules with the VA while someone is incarcerated. Sarah Leon to e-mail Don Holbrook to find out which prisons have veteran pods.</p>
<p>Secretary Time Cheryl Strange, Secretary</p>	<p>Deputy Secretary Sean Murphy is at a Correctional leadership meeting, discussing things like tablets, Securus, and EFVs (the Department is one of about three US states with EFVs).</p> <p>The staff who are here today are here because they want to be here; they are not reimbursed for their time.</p> <p>Mentioned the departure of Assistant Secretary Jeannie Darneille. Melissa Andrewjeski is now the Women’s Division Assistant Secretary.</p> <p>Thanked Jeff Uttecht for his role as the DOC SFC Co-Chair, who is retiring from state service. James Key is now the SFC Co-Chair.</p>

	<p>Along with tracking the hundreds of bills that others have put forward to the legislature, some of the legislative bills that DOC is working on:</p> <ul style="list-style-type: none"> • Solitary Confinement – to reduce by 90% in five years. • Earned Release Time – to reduce prison sentence, to make a standard amount of time for all. • Pell Grant reform – to allow federal grant money for the incarcerated. <p>Bills are to be implemented immediately after Governor Inslee signs them.</p> <p>We also have budget “asks” that we are waiting for the governor to sign, which would be used to improve facilities for those in our care. Will also be sending Concept Papers to the Office of Financial Management for the next session around September.</p> <p>Discussed Re-entry 2030, on the order of Governor Inslee, Washington is the third state to implement the program.</p> <p>Introduced Megan Pirie, who is the Director of Person-Centered Services.</p> <p>The DOC is working with the Arts Commission and the Dept. of Veteran Affairs.</p> <p>Family Member: Feels it is important for the SFC meetings to be available on TVW. Cheryl stated she would relay the message to the Communications Director, Chris Wright.</p> <p>Family Member: Asked if the DOC will reconsider changing the disciplinary standard from “some evidence” to a “preponderance of evidence.” Cheryl responded that at this time, upon the advice of the Attorney General’s office, no.</p> <p>Family Member: Are there more bills that DOC participates in besides the Earned time? Cheryl Strange (DOC): Besides what was previously mentioned, some are ID cards, AMEND – WashingtonWay, increasing gate money, reentry services and support, reducing fees and expenses for services of people confined, and some free communication to the incarcerated.</p> <p>Family Member: Will there be consideration of increasing the wage of incarcerated as she has heard jobs are being taken away? Don Holbrook (DOC) there has been no direction to reduce jobs due to the budget or the hourly rate. Many jobs ended as they were COVID jobs.</p> <p>Family Member: Does not feel that family members are required to follow DOC policy or that it applies to family members. States DOC does not follow RCWs, and the words in policy are vague. Cheryl Strange (DOC): The Legislature creates the RCWs, and then DOC has to create Washington Administrative Codes (WAC) to align with the RCW, which is where the policy framework is created. Things are getting better through investments in many different programs, but there are still many areas the DOC must consider/work on. Todd Dowler will speak on policy later today.</p> <p>Greg Mansfield (Family Vice Chair): Is there an update on the EFV policy? Cheryl Strange (DOC): It is currently on her desk for her review. Sarah Leon (Co-Chair): Did you see the policy before it went to the legislature? Cheryl: This is the only policy that goes to the legislature for review before coming to her. If there are material changes, it will go back to the legislature.</p> <p>Family Member: It feels like the black people at WCC are being pushed out due to not having a job. Cheryl Strange (DOC): The department received funds from the Federal government during COVID up to a certain date to assist with response. When the emergency status ended, the funds went away, so COVID jobs went away.</p>
<p>Dietary Requirements for Incarcerated Individuals <i>Carrie Ramsdell, Dietary Services Manager; Michael Cline, Food Service Administrator; and Carol Smith, Statewide Resolution Manager</i></p>	<p><i>See Attachment #2</i></p> <p>Greg Mansfield (Family Vice Chair): What is the source of meat products? Do you conduct unscheduled visits to facilities? Michael Cline (DOC): We use national vendors like Tyson. All meat products are from certified USDA-inspected plants and follow the national regulatory guidelines. At this time, we do not conduct unscheduled visits.</p> <p>Josephine Johnson (MCC LFC Co-chair for absent MCC Rep): Why can’t MCC do more in-home type cooking in their kitchen? Michael Cline (DOC): This can cause inconsistencies. We are required to meet the required nutritional targets across the state. Slide #9 shows the things they can do in the kitchens.</p> <p>Ellen Hargrove (AHCC Rep): Regarding menu substitutions – do you receive a record of what is served at each facility? Michael Cline (DOC): The facilities track what is served.</p> <p>Family Member: Many people do not file a grievance process (Resolution Requests) as they know it will not work. People need more fresh fruit and vegetables.</p> <p>Family Member: The grievance process (Resolution Process) should not reflect the food issues and should be looked at harder. What number would make the department look further into a concern? Carol Smith (DOC): The Resolution Process is taken very seriously. Food Service is the only area where the Resolution Program runs an absolute monthly report, which is sent up to team members to look at (including CI, the Dietitian, and religious areas). We work hard to ensure special diets are adhered to as Health Services prescribes. Michael Cline (DOC): Some of the Resolutions are resolved at a very low level, but staff still review them after they are resolved.</p> <p>Family Member: Her loved one at WSP is on a vegetarian diet and loves it.</p>

	<p>Sarah Leon (Family Co-Chair): Is the consistent carb-diet just for diabetics, or is it for all? Carrie Ramsdell (DOC): the consistent carb-diet name has been changed to the Diabetic diet; it was adjusted to increase protein and fresh vegetables, and provides an extra snack. Therapeutic diets can only be ordered by a Health Services provider. Incarcerated individuals can choose a lighter fair diet. Dr. MaryAnn Curl (DOC): The Diabetic diet is specifically targeted to improve the quality of the diet of our diabetic patients. Providers will be provided training on the different options to help balance what is healthiest for our patients.</p>
<p>Policy Review Process <i>Todd Dowler, Assistant Secretary – Employee & Business Support Services</i></p>	<p>Todd reviewed the PDF regarding the policy review process (Attachment #3).</p> <p>Sarah Leon (Family Co-Chair): are the names of the policy owners public information? Todd Dowler (DOC): It is; however, it is the Secretary who signs them. If you want that information, you can submit it through the Policy Feedback page or e-mail Todd.</p> <p>Family Member: Can policy author information be put onto the public website? Todd Dowler (DOC): Will look into the request. Family Member: Do the policy authors have degrees in policy writing? Todd Dowler (DOC): They are the subject matter experts whose work is in that discipline. Family Member: The policies are too vague. Todd Dowler (DOC): Vagueness can address this through the stakeholder process. We try to write policies that will handle most circumstances without being too overly prescriptive and becoming too voluminous and hard to follow. It is a balance.</p> <p>Sarah Leon (Family Co-Chair): Suggestion – With policy drafts, has DOC considered highlighting changes and additions to make it easier for the public to review? Families must try to find the old policy, which is very difficult to compare. Todd Dowler (DOC): Will consider the request.</p>
<p>Family Programs & 2024 Family Plans <i>Dawn Taylor, Family & Volunteer Services Manager</i></p>	<p>See Attachment #4</p> <p>Felix D’Allesandro (WCC Rep): Is this information posted in the visitation rooms? Dawn Taylor (DOC): Will communicate the request to the statewide supervisor of visit programs. Please allow a week.</p> <p>Family Member: 1) Is the information on gas and hotel vouchers available to the incarcerated to share with their loved ones? 2) Who handles the parent-teacher conferences? Dawn Taylor (DOC): Dawn has one staff person who connects the teacher with the individual correctional counselors.</p> <p>Family Member: Why were so many staff taken away from the Family Services Unit? Dawn Taylor (DOC): Will continue to do her work and will continue to request additional support to provide additional opportunities.</p> <p>Family Member: Has seen the intentionality of bringing family events together but feels there should be more oversight. Feels that some groups are left out (ie, Juneteenth). And when the incarcerated brought it up, there was retaliation. Dawn Taylor (DOC): Lorne Spooner is working on improving the cultural piece of these types of events. Lorne Spooner (DOC) asked that the family member e-mail concerns and questions to him.</p> <p>Family Member: As outreach is done, is it translated to other languages? Dawn Taylor (DOC): There is a regular translation into the Spanish language. Other requested languages can be made if someone wants them.</p> <p>Additional concerns can be sent to dawn.taylor@doc.wa.gov or DOCfamilyservicesunit@doc.wa.gov.</p>

Roundtable open discussion

Topic	Discussion/Key Points
Daphne Nolte (SCCC Rep)	Suggested to have a kiosk survey where the incarcerated respond to food preferences.
Sarah Leon (Family Co-chair)	Earbuds for Securus tablets are now state-issued items. But when they break, it is up to the incarcerated to buy, and they cannot throw them away (they must keep broken items). Why do the incarcerated have to buy/replace when they are state-issued? What should be done with broken earbuds? Don Holbrook (DOC): We will need to find out from Tom Fithian. <i>UPDATE from Tom Fithian: Earbuds are not state-issued. Broken earbuds are traded in for new ones to ensure individuals are not keeping broken headphones/earbuds in their living unit.</i>
Family Room	Asked for clarification on the number of photos allowed to be taken in the visit room and if additional pictures can be purchased. James Key (DOC): We will find out for the next meeting due to inconsistencies being reported. Need clarification if it is two per incarcerated or two per person; if it is one pose/two prints or two separate poses. <i>Action item – for a response at the next meeting.</i>
Greg Manfield (SFC Vice Chair)	For the lodging and transportation program, can multiple visitors use it to visit the same individual? Dawn Taylor (DOC): Each incarcerated person can have someone on their visit list use it twice a month; it can be the same person each time or two separate people, but only used twice per month per incarcerated person.

	Can flights be reimbursed? Dawn Taylor (DOC): Does know why not. The requestor should reach out to the visit unit.
Family Member	Can DOC request funds through the legislature so the incarcerated can submit grievances (Resolution Requests) electronically? Don Holbrook (DOC): We are moving in the direction of more electronic opportunities.
Family Member	Food fundraisers – is CI producing the food for them? Jamie Dolan (DOC): CI has nothing to do with the local fundraisers.
Dianne Doonan (DOC)	Provided additional information about the upcoming IIBF meeting.
Caitlin Robertson (OCO)	Provided information about the upcoming OCO Meeting.
Sarah Leon (Family Co-chair)	With the remodels of the EFVs, where do the goods go when items are removed, when was the IIBF that purchased the items? Dianne Doonan (DOC): If items are still serviceable, they are donated using the Surplus Property process. Facility Business Managers are aware of this process.

Next meeting location: Virtual – MS Teams Date: 03/16/2024 Time: 10 am – 3 pm

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.

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

Statewide Family Council

Date: Saturday, January 20, 2024
Time: 10:00 am – 3:00 pm
Location: MS Teams Meeting



[Click here to join the meeting](#)
Meeting ID: 264 497 468 497
Passcode: RsNBvA
Or call in
[+1 253-372-2181](tel:+12533722181).,897242118#
Phone Conference ID: 897 242

TIME	AGENDA ITEM	DISCUSSION LEADER(S)
10:00 am – 10:10 am	Welcome & Introductions	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Family Vice Chair</i>
10:10 am – 10:15 am	Review of the Agenda and Action Items	<i>Ramona Cravens, DOC Co-Secretary</i>
10:15 am - 11:10 am	Facility Updates	<i>Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>
11:10 am – 11:30 am	Secretary Time	<i>Cheryl Strange, Secretary</i>
11:30 am – 12:00 am	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
12:00 pm – 12:30 pm	BREAK	
12:30 pm – 12:55 pm	Dietary Requirements for the Incarcerated	<i>Carrie Ramsdell, Dietary Services Manager; Michael Cline, Food Service Administrator; and Carol Smith, Statewide Resolution Manager</i>
12:55 pm – 1:15 pm	Policy Review Process	<i>Todd Dowler, Assistant Secretary - Employee & Business Support Services</i>
1:15 pm – 1:35 pm	Family Programs & 2024 Family Plans	<i>Dawn Taylor, Family & Volunteer Services Manager</i>
1:35 pm – 2:20 pm	Open Public Forum	<i>Sarah León, Family Co-Chair, and James Key, DOC Co-Chair</i>
2:20 pm – 2:30 pm	Closing <i>To allow DOC staff the opportunity to attend a Celebration of Life of one of our former team members, this meeting will end at 2:30 pm.</i>	<i>James Key, DOC Co-Chair, Sarah León, Family Co-Chair, and Greg Mansfield, Vice-Chair</i>

*Agenda items are selected by SFC co-chairs per DOC 530.155 Family Councils as a combination of DOC and family-requested topics. DOC 530.155 Family Councils link: <https://doc.wa.gov/information/policies/showFile.aspx?name=530155>

Next Virtual Statewide Family Council Meeting:

March 16, 2024



WASHINGTON STATE
CORRECTIONAL INDUSTRIES

Food Services

Food Program
January 2024

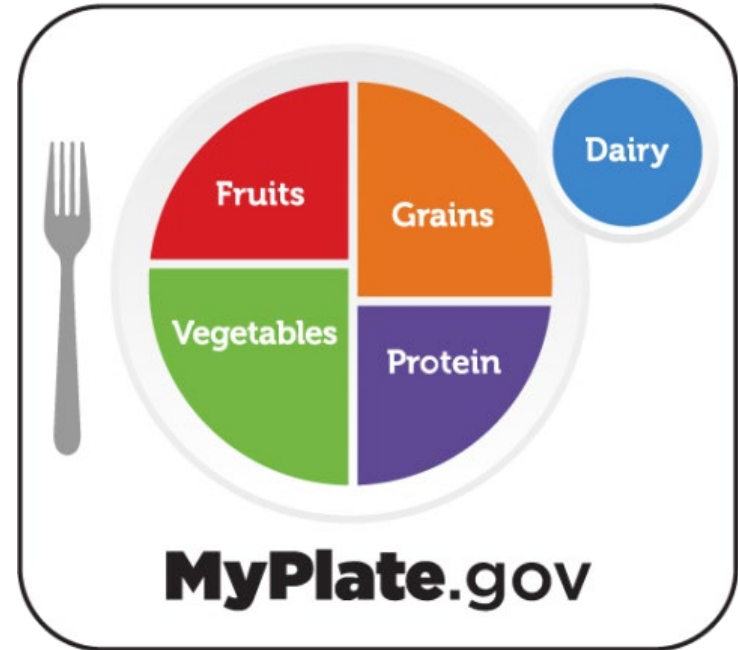
DOC Policy 240.100 Food Services Program

- The Department will provide food service programs that monitor costs and provide cost effective, healthy, and quality meals to incarcerated individuals.
- The dietary allowances will be reviewed annually and approved by the Department Food Services Administrator and a Registered Dietician to ensure they meet the nationally recommended allowances for basic nutrition.
- **Some of the ways we meet the guidance of this Policy is through collaboration with stakeholders like the State Dietitian, Religious Programs Office and input from Food Service Staff and the Incarcerated population.**



Menus

- Promote health and well-being
- Based on Dietary Guidelines for Americans
 - Per Governor's Executive Order 13-06
 - Per DOC Policy
- Include Variety
- Periodic Revision
- Feedback from Population
- Product Improvement



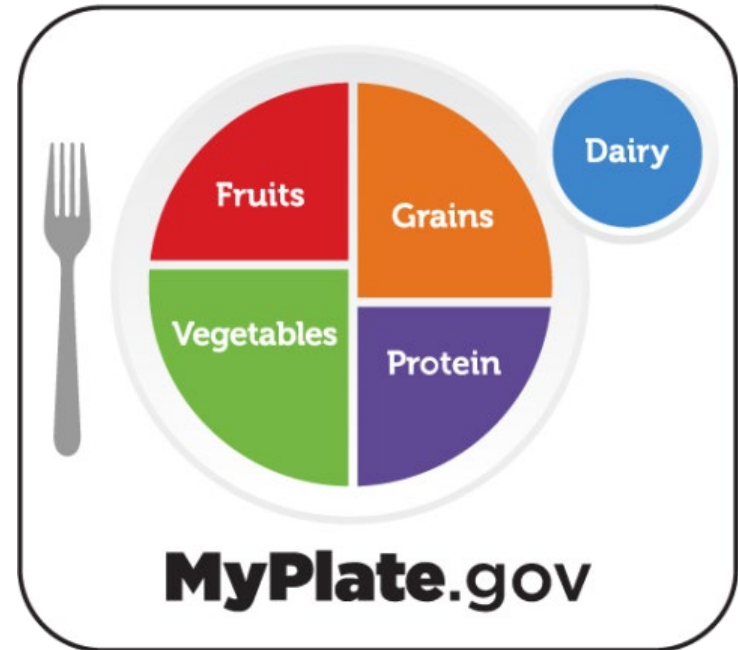
Examples from Dietary Guidelines for Americans

- Make half your plate fruits and vegetables
- Make at least half your grains whole
- Fat-free or low-fat (1%) milk
- Seafood twice per week
- Add beans for fiber and protein
- Reduce daily sodium intake to less than 2,300 mg/day



Determining Portion Size

- Dietary Guidelines
 - Weekly and daily amounts for food groups
 - Weekly and daily nutrients
- Portions have to fit together within micronutrient goals or limits
- Resources
 - DietaryGuidelines.gov
 - Myplate.gov



Example – Fruit/Vegetables

		Women	Men	Notes
Serving goals:	Calorie Level of Pattern	1,800	2,600	
	Fruits (daily)	1 1/2 c	2 c	All fresh, frozen, canned, and dried fruits and fruit juices: for example, oranges and orange juice, apples and apple juice, bananas, grapes, melons, berries, raisins.
Per day	Vegetables (daily)	2 1/2 c	3 1/2 c	NOTE: Vegetables and fruits, 1 cup equivalent is: 1 cup raw or cooked vegetable or fruit; 1/2 cup dried vegetable or fruit; 1 cup vegetable or fruit juice; 2 cups leafy salad greens.
	Dark-green	1 1/2 c/wk	2 1/2 c/wk	All fresh, frozen and canned dark-green leafy vegetables and broccoli, cooked or raw: for example, broccoli; spinach; romaine; collard, turnip, and mustard greens.
Per week	Red and orange	5 1/2 c/wk	7 c/wk	All fresh, frozen, and canned red and orange vegetables, cooked or raw: for example, tomatoes, red peppers, carrots, sweet potatoes, winter squash, and pumpkin.
	Beans/peas/legumes	1 1/2 c/wk	2 1/2 c/wk	All cooked beans and peas: for example, kidney beans, lentils, chickpeas, and pinto beans. Does not include green beans or green peas.
	Starchy vegetables	5 c/wk	7 c/wk	All fresh, frozen, and canned starchy vegetables: for example, white potatoes, corn, green peas.
	Other vegetables	4 c/wk	5 1/2 c/wk	All fresh, frozen, and canned other vegetables, cooked or raw: for example, iceberg lettuce, green beans, and onions.



DOC Policy 610.240 Therapeutic Diets

- Specific diets prescribed for medical needs
- Prescribed Diets in Therapeutic Diet Manual
 - Clear liquids, full liquids, puree, and mechanical soft, low fiber
 - Lighter fare
 - Renal
 - Gluten free
 - Certain Allergies
 - Mainline alternative (vegan)
 - Consistent Carbohydrate (Diabetic Diet)



DOC Policy 560.200 Religious Programs

- Recognized religious diets
 - Mainline alternative (vegan)
 - Kosher
 - Halal
- If a therapeutic diet is recommended, it will take precedence over the religious diet
- Incarcerated individuals can refuse the recommended therapeutic diet at the time of the medical encounter



Current In-House Recipes

- Pastas
- Rice (White & Brown)
- All Bean Recipes
- All Potato Recipes
- Oatmeal
- Tuna Salad
- Gravies
- Macaroni & Cheese
- Coleslaw
- Broccoli Salad
- Tomato Salad
- Cucumber Salad
- Carrot Salad
- Potato Salad
- Macaroni Salad



Some sources we order from

Entrees, Bakery,
and Religious
Meals

- CI Food Manufacturing (about 30% of all foods used)
- United States Bakery (Franz)
- USFoods

Fresh Produce

- Charlies Produce
- Spokane Produce

Dairy

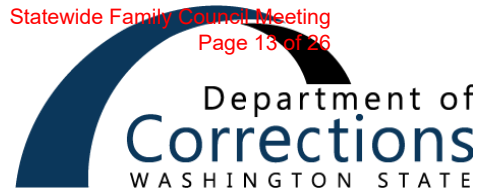
- Medosweet Farms
- Cart and Can
- Dairy Fresh Farms
- Terry's Dairy



Typical Lunch Tray

- Tuna Melt
 - Bread (CI)
 - Cheese – (US Foods)
 - Tuna Salad (DOC Food Service)
- Coleslaw (Local Produce vendor)
 - DOC Food Service
- Celery (Local Produce vendor)
- WG Muffin (CI)
- Orange (Local Produce vendor)
- Fortified Drink (US Foods)
- Salt & Pepper Packets (US Foods)





Scheduled Policy Review Process

DOC Policy Office

FAST FACTS

- DOC policies are on a One, 2, or 3 year review schedule
 - Three year reviews 302
 - Two year reviews 41
 - One year reviews 36
- The goal is to assign 142 policies for regular review annually
- A policy may be applicable to one or more divisions or Department wide but will be managed by one division for efficiency
 - Prisons 127
 - Employee & Business Support Services Administration 85
 - Community Corrections 37
 - Health Services 35
 - Office of the Deputy Secretary 31
 - Budget, Strategy, and Technology Administration 28
 - Reentry 28
 - Office of the Secretary 8

NUMBERS AT A GLANCE

379

Total number of policies

2,309

Total number of Operational Memorandums (OMs)

1,333

Total number of forms

Scheduled Policy Reviews

The scheduled policy review process is a collaboration between the policy author, the Policy Specialist, and affected stakeholders.

The scheduled review process is expected to take 6 months from initial assignment of a policy to its effective date.

Scheduled policy reviews are part of the greater Policy Lifecycle.

Policy Lifecycle

The Policy Lifecycle is comprised of four main phases: Assessment and Preparation, Development and Review, Implementation, and Monitoring.

Although most of the effort goes into the Assessment and Preparation, and the Development and Review phases; it is imperative to understand and recognize the importance of the quieter phases of policy work, which are the Implementation and Monitoring phases.

The Implementation and Monitoring phases are most important because these 2 phases have the most effect on the department as a whole. These phases are when the implemented policy will guide the department's work. The real product and purpose of policy work is truly witnessed during the Implementation and Monitoring phases.



Scheduled Policy Review Timeline and Expectations



6 months

Preparation & Assignment

The Policy Specialist will prepare the policy, suggested stakeholder list, and collect comments and related documents.

Policy Draft Period

The policy author will work collaboratively with the Policy Specialist and identified stakeholders to review and collect additional feedback on needed changes to the policy. The policy author is responsible for drafting the policy but should work in tandem with the Policy Specialist to ensure that changes stay within the scope of the policy.

Final Draft Preparation

If concerns are presented during Public Comment Period, the author will review and determine if any changes are needed. The Policy Specialist will ensure all concerns are addressed before the policy moves to Assistant Secretary Review.

Assistant Secretary Review

The Policy Specialist will share a copy of the draft policy with agency leadership. This review ensures that there are no unidentified implications prior to final review and signature.

Attorney General’s Office Review

The draft policy will be sent to the Attorney General’s Office to review and provide feedback.

Final Preparation

If concerns are presented during Assistant Secretary or Attorney General’s Office review, the author will determine if any changes are needed based on an analysis of feedback. The Policy Specialist will ensure all concerns are addressed and transfer the policy file to the Policy Program Manager to prepare for approval and signature.

Secretary Review & Signature

Health Services policies are reviewed and signed by the Chief Medical Officer and Assistant Secretary for Health Services. All policies will be reviewed and signed off by the Secretary prior to publication.

Publication Period

Upon approval from the Secretary, the Policy Program Manager will post the policy as pending. The policy will remain in pending until it is effective. This pending period is designed to allow communication regarding changes, training, and implementation plans to be developed prior to the policy’s effective date.

The Value of Stakeholder Work

Stakeholder engagement is a critical component of policy review. An author should not revise a policy without seeking the input of all appropriate stakeholders. Stakeholder work done during the drafting periods will ensure less issues and delays later in the process or after the policy goes into effect. When stakeholders are not engaged it can cause great implications for other units or divisions.

The Policy Office maintains a suggested stakeholder list and will provide it to an author when the policy is initially assigned. Policy authors should consider including additional stakeholders who might be affected by policy content (e.g., subject matter experts, other divisions) or provide valuable insight and input for the policy’s revision.



**Family Services -
Working to Keep Families Connected
2024**



Family Friendly FY24 – Events

Family Friendly Funds

Family Reunification Program Update

Lodging And Transportation Assistance Program (LTAP)

Parent Teacher Conferences

Surveys



Welcome to your Summer Craft Event!

This event is all about family connection! Pick out your special gift you would like to make and stationary design for your letter and find your spot to create your masterpieces! You have 2hrs for this event!

Enjoy yourself and feel free to have some coffee and popcorn!

All LOV All

A bright green sign with white text and various craft-related icons. The text reads: "Welcome to your Summer Craft Event! This event is all about family connection! Pick out your special gift you would like to make and stationary design for your letter and find your spot to create your masterpieces! You have 2hrs for this event! Enjoy yourself and feel free to have some coffee and popcorn!" The sign also features icons for a house, a flower pot, a globe, and a box labeled "EASTON".

Family Friendly Funds

2nd half of FY24

Call for Request for FY25 - April

Discuss at LOCAL Family Council Meetings (Feb-April)

Making suggestions

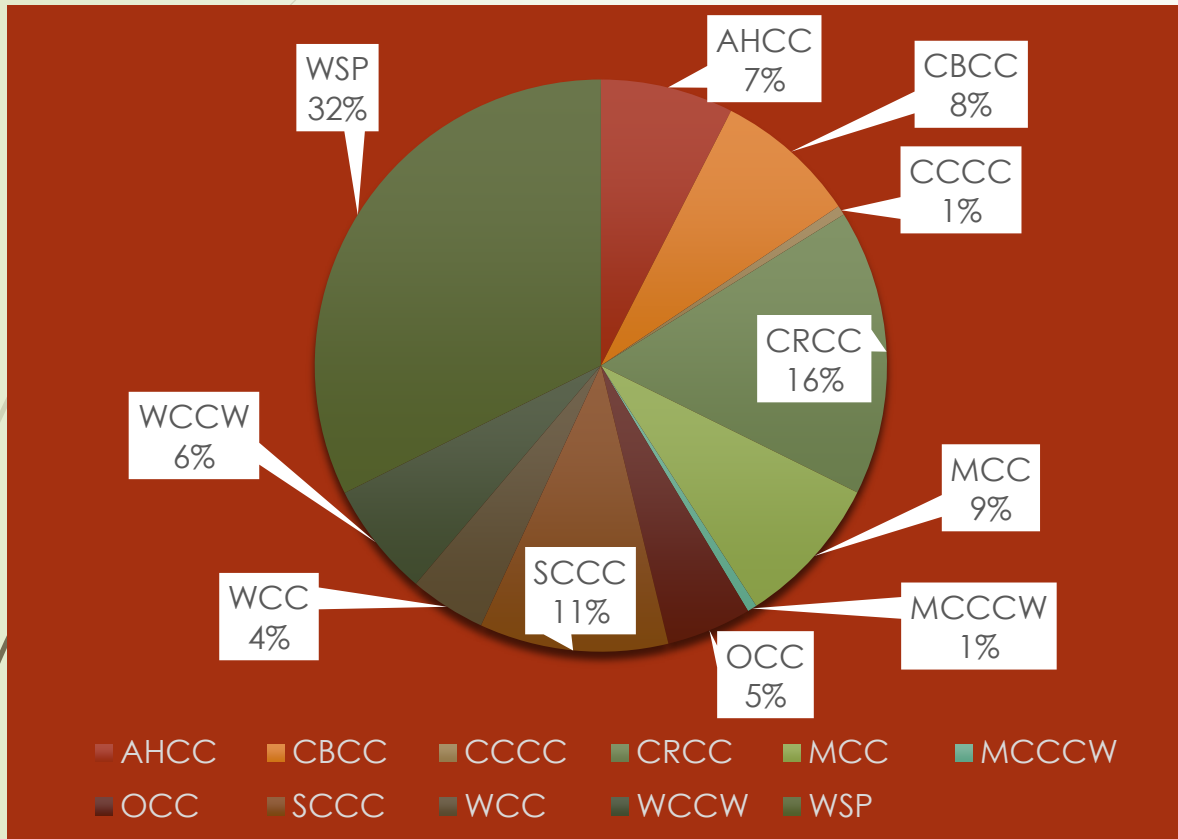
Parenting Classes

Relationship Building Classes

Family Reunification Program

- Funded through Legislative Proviso
- Parent Navigator at WCCW and AHCC
- Identify And Remove Barriers
- Children of Incarcerated Parents and other Councils
- Office Of Public Defense
- Division Of Children, Youth, And Families
- Need – 13 To 60
- Requesting positions to cover all facilities

Lodging and Transportation Assistance



Apps received FY24
258 fuel; 225 Hotel

- \$75,000 each for Gas Reimbursement and Lodging Reimbursement
- 2/mo/II - May use for 2 visits or together.

92% Unused

Parent Teacher Conferences

- Spent time to simplify and update the process
- Working with OSPI
- Educating Staff
- Over 40 signed up since January 1

Changes resulting from 2022 survey

Too expensive

- Elimination of cost of supervision for custody at events
- Elimination of EFV cost
- Lodging and transportation assistance program (add gas)

Not enough programs/too many child only programs with not enough adult focused

- Mandated minimum of 4 programs per facility (2 adult – 2 child focused)
- Working to bring in parenting programs at RC and facilities
- Increased Family Friendly Budget for facility efforts

Not enough information – don't know where to go

- Family Support & Navigation Guide (on website – interactive with links)

Changes Resulting from 2022 Survey (continued)

Staff Interactions

- ▶ Trauma Informed Training

EVF unit not in good repair and do not have supplies

- ▶ EFV standardized supply list, remodel/upgrades

Visit rooms not welcoming

- ▶ Continued work on visit rooms – painting, carpeting, enhanced children’s areas, etc.



2024 Survey coming soon!

[Washington State Department of Corrections \(DOC\)](#)





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
Policy/Process	<u>1/20/24 Visit Room photos</u> - Family member asked for clarification on the number of photos allowed to be taken in the visit room. DOC will need clarification: is two per incarcerated or two per person; and is one pose/two prints or two separate poses	Lorne Spooner	1/20/24	3/16/24	

Reference	Closed Action Items	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

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