



FAMILY COUNCIL MEETING MINUTES

Date/Time/Location: April 6, 2019 - 0830 - 1000-Superintendent's Conference Room, West Complex

Teleconference Details: There were on conference call.

MEETING ATTENDEES

Department Co-chair: Carla Schettler ,Assoc. Superintendent

Family Co-Chair: Anna Ivanov, Acting Co-Chair

Members: AT THE MEETING ANNA, MEGAN, DIANE, SUSAN, W., SUSAN D., YOLANDA, CAROL, WENDY, DEAN, RACHEL WERE PRESENT. STEVE & BILL COPLAND, FAMILY SERVI WERE ON CONFERENCE CALL.

Participants: CARLA SCHESSLER, ASSOC. SUPT., SCOTT BUTTICE, IMU UNIT MANAGER, SGT. MICHAEL BATES, SGT. BEAL, VISITING ROOM SGT., AND LINDA YOBBAGY- FINN, CPPC.

Family/Council secretary: Susan - sterri6353@yahoo.com

Facility secretary (LFCs only): Linda Yobbagy-Finn - lyobbagy-finn@doc1.wa.gov

Welcome

AGENDA

Old Business

Topic	Discussion/Key Points	Next Steps

New Business

Topic	Discussion/Key Points	Next Steps
1. Statewide Family Council Update.	Wendy reported that GROUND RULES for Statewide Family Council meetings were handed out. (See Attachment). Anna stated that these Ground Rules should be upheld at Local Family Council meetings also. <ul style="list-style-type: none"> - The LFC ploicy is being reworked. - Anyone who is in good standing will be allowed to participate in LFC meetings, not just "members". - Extended Family Visits (EFV'S) process is being centralized. - Superintendent's & Visiting Sgt.'s of all facilities are on a 12 month rotation to attend Statewide Family Council meetings: WSP Superintendent Holbrook and Sgt. Beal attended the March meeting. 	
2. WSP Movement changes.	Sgt. Bates informed everyone that there is a proposal in the works which will affect major changes in the West Complex (WC) movernents. This will result in a drastic change. The main purpose is to get men to programs in a timely manner, so	There is a 90 day window to see what works and what doesn't and to see if it impacts other groups. The proposed change will remove the 4:30 outgate: this

	<p>that they can take full advantage of these programs. These movements take place every 3 hours. Before any of these changes are initiated, all stakeholders will be informed of these changes, prior to them going into effect.</p> <p>- Time changes may cause visiting to eliminate an "out" gate, to accommodate these new changes. The reason for this proposed change is due to the gate movements directly affecting meal times and count. with visiting outgate it includes 7 gate movements. Reducing this will allow for more timely movements, decreasing stress and tensions. Everything is still a work in progress.</p>	<p>caused concern as it will effect the Van Service departure time. Bill Copeland was asked to contact the Van Service and inquire about changing their departure time to 5:30. Members asked if other time slots could be removed or considered, i.e. 12:45 or 2:15 as during winter months 4:30 is a preferred time to depart due to conditions.</p>
<p>3. JPay update.</p>	<p>Dean reported on the following:</p> <p>- Council had previously asked for a copy of the contract as well as the remainder of the Q & A from the December 2018 meeting that the JPay Reps. attended. Only 1/2 of the answers were completed and JPay stated they would complete the remainder by April 1st. There is no update to date.</p> <p>1. Fees and Services - JPay charges are different amounts for the same service in different states. Believe a review of charges from all states should be considered when establishing a new contract, such that Washington State has the lowest fee offered by JPay, across all devices. Suggest: All inclusive Fees and Services should be listed in the scope of future agreement. Note: WA state does not receive the best rate.</p> <p>2. Hardware Currency - JPay would not share with us the HW configurations used by their systems. As a result we have no way to evaluate its currency. A laptop or cellphone purchased 10 years ago is virtually useless today. The HW used within JPay's infrastructure, (kiosks, servers, WiFi, routers, etc.) could be outdated. Suggest: Hardware Currency requirements, keeping HW and SW levels up to date, should be part of agreement.</p> <p>3. Traffic Studies- JPay is required by current contract to provide DOC periodic traffic studies. JPay would not share this information with us. These studies are helpful to understand system performance and can help make decision with regard to current system efficiencies. Additional kiosks, servers, routers, etc. may be needed for better performance. Suggest: JPay provide an overall workload report (number of e mails, games, music, video visits, inmate deposits, etc.) not just to DOC, but a committee of family members responsible for JPay.</p> <p>4. Total Fees Collected- Suggest: JPay provide an overall fees collected report (fees related to emails, games, music, video visits, inmate deposits, etc) not just to DOC but a committee of family members responsible for JPay.</p> <p>5. Service Level Agreement- While JPay has terms outlined for correcting and fixing issues with JPay tablet devices, there is not commitment documented for repair infrastructure issues with kiosks, servers, routers, etc. Likewise there are no penalties defined when JPay fails to meet these conditions. Suggest: Add a service level agreement section outlining response time for repair and penalties when these commitments are not met. This should cover equipment.</p> <p>6. DOC Costs- When a new JPay device is released, the network will be swamped with inmates downloading their existing content to their new devices. JPay or DOC, could copy the content from the existing device to the new device as part of the delivery process. The rise in email has placed a huge burden on DON, as the DOC workload to review emails has risen almost exponentially. Inmates and families wait weeks for new emails to be reviewed. Suggest: Placing a section in the contract to cover the DOC expense, via direct re-embursement, or increased commission for DOC personnel to perform email review at each facility, to keep the review time to a minimum. Same idea for image transfer to new devices.</p> <p>7. Education, banking services, etc.- Suggest expanding scope of current services to include online educatins, online</p>	<p>Continued request to JPay to be visible with DOC and Council as to furnish the requested items.</p> <p>DOC to reach best rate possible to serve interested parties.</p> <p>If contract specifies requirements-why is JPay not held accountable?</p> <p>Suggestion needs to be followed up.</p> <p>Currently no information was provided in state of WA-Follow up for visibility.</p> <p>Suggestion needs to be carried out and followed up, history shows not responsive to requests and timely fix of equipment.</p> <p>Suggestion needs to be followed up to expedite the service level being increased to satisfy the current level of use.</p> <p>Clearly contract clarity and accountability</p>

	<p>review of inmate spending (banking). Details of our Q and A can be found on this link- https://drive.google.com/file/d/1dwFvoMzSrH3czE56RDb2V-rd4uNJBjvr/view We have professionals with contracts negotiation skills who have volunteered to work with DOC. Please let us know if we can be of further assistance. Dean Dubinsky email: zwolf750@gmail.com - phone (425) 652-8086.</p>	<p>needs to be followed up with.</p>
<p>4. WSP Tours and re-scheduling of August LFC mtg.</p>	<p>It was decided, after much discussion, by those in attendance that the tours will be: - June 22, 2019 - WC - September 28, 2019 - EC - August 10, 2019 will be the rescheduled LFC meeting. - Note: It was requested that SPL presentation be part of the tour. - The calendar is due to for updating in Sept./Oct. and update with schools to be in by Aug.</p>	
<p>5. Fundraisers</p>	<p>Discussion related to the Availability and process was discussed. -The EC went to what we call the "Ice Cream Bucket". Four or five years ago, the Offender Contact Liason's (OCL's) voted to be able to order ice cream and some small frozen microwavable food items instead of quarterly fundraisers. By doing this, each unit is able to alternate weeks and place orders once a month and actually receive food items more often than once a quarter. This also took a big strain off of the staff volunteers that coordinated the large quarterly fundraiser orders. This program has worked well and items are periodically reviewed during quarterly OCL meetings to make any changes. We are currently looking to change from Schwan's to a local grocery store that delivers. This will hopefully allow some different choices and possibly lower prices. - Lonnie Roberts -Two of the fundraisers each year are open to all incarcerated individuals assigned to the WC (Units D/E/F/ & G) South Complex (SC - Units Victor and Williams and Special Housing - BAR). The other two fundraisers each year are open to the WC men who are Level 1 and SC men that are a minimum of 60 days Major Infraction free. We try to stick around 6 items available total. On occasion, we will go up to ten items total available. The selections are a little more complex. We look at the incarcerated individuals requests, logistics around the particular items, prices, vendor ease, time of year and related security issues. After looking at the input, Sustainability Practices Lab (SPL) and our supervisory team determine which fundraiser we are able to do. We are continually looking at feedback from the staff and incarcerated population, as well as our first hand observations. Incarcerated individuals from ALL areas are involved in the feedback. Even the BAR units are included, as many of the BAR unit OCL's communicate with us regularly via kiosk about the food sales. We not allow incarcerated individuals to suggest the vendor and we will not name the vendor for security reasons. Carla stated that she would like to add one thing. We always welcome new ideas, and are more than happy to explain why they may or may not work or why they cannot be done. -There are also fundraiser events that take place in the WC (D, E, F & G units) that are behavior based. When a unit reaches 90 days without having a (Group Violence Reduction Strategy (GVRS) event in their area, everyone in the unit is allowed to participate in a fundraiser. The unit manager and the unit. Sgt. run the event with the help of the OCLs. The OCLs take a survey of the unit population to determine what they would like to have for the fundraiser and they also determine where the money will be donated. Benefits go to a non-profit organization of the offenders choice.</p>	<p>The fundraiser questions that were raised are when looking into ordering are all needs being met or clear descriptions of the food items available - i.e. hot dogs were ordered -they were not kosher; pot pies ordered-came in metal containers, could not be warmed in microwave as is; utensils not available for ham ordered was one piece-had to be eaten "cave-man" style. Hopes that more calculated choices and information about products are available as to not endure such fails.</p> <p>Discussion related to determination of charity for fundraiser choice -EC coordinates their designation.</p>

<p>6. Programs available to the incarcerated in different levels of custody.</p>	<p>-Currently in the EC, the only incarcerated individual led program is Redemption, however due to no staff volunteers to sponsor this program, there are no current classes. The EC has staff volunteering for so many other programs, they are just stretched too thin. Some of the other programs currently in the EC with staff volunteers are: Hope Café' to include providing escort to 911 driving school and Work Source, Bee program, Sheep program, Parenting Inside Out, community garden plots, Dog program, Special Events and perhaps others that may have been overlooked.</p> <p>-Programs that are offered in the WC and Medium Units are what we call idleness programs. Individuals from the incarcerated population may have an interest in promoting a specific program ie: art, music, beading, Wellness, etc...and they propose the activity to their Unit Manager. There are times when staff who have specific skills and education may volunteer to lead a program as well. The programs have a very good chance of starting if they are cost neutral and if they can be coordinated logistically and keeping safety and security in mind. The driving factor about what is available is interest.</p> <p>-In the BAR Units the only class that is inmate led is Redemption. However, there is not a class currently running. The BAR units have had a Cat program in the past.</p>	
<p>7. Photographer in the visiting room</p>	<p>It was asked if it was possible to have a "back up" photographer available in the WC if the assigned photographer is unavailable. Sgt. Beal stated that a "back up" would not be possible because of the different custody levels in the WC. Officers in the visiting room cannot be forced to cover the position of a paid incarcerated individual. The CO's can volunteer if the photographer is unavailable, it is strictly their choice. The CO's do take the photos for the BAR Units, due to the fact that there is not a paid photographer for that are.</p>	
<p>CPPC update.</p>	<p>The Family Events Calendar of programs and Budget is required to be in the first week of April. The request was made in February to members for any input. Linda received no input. Linda sent what was previously calendared for 2018-2019 year, the fiscal year is July to July.</p> <ul style="list-style-type: none"> - Perhaps a list of events - a year at a glance could be given - Sometime in July the designated budget will be known to designate funding to WSP Family Friendly Events. Discussion related to "Significant Women Event: proved to be a positive and widespread event. Unlike "Day with Dads", virtually no sign ups. Budget is never denied, it may perhaps be less monies allocated but programs that prove worthy receive monies. <p>Upcoming: Linda Yobbagy-Finn had an example of the flower pots that will be made available in the visiting rooms during the "Spring Activities" scheduled for the Mother's Day weekend. These flower pots will be available for the visitors and incarcerated individuals to decorate. There will also be other "spring themed" craft kits for the visitors/men to work on during their visit. Family members take the craft home with them. Before the Mother's exit the facility, they can choose a packet of flower seeds to plant in their pot or in their garden.</p> <ul style="list-style-type: none"> - The BAR Multi-Cultural event will be held on May 16, 2019 in the WC visiting room. 	
<p>Roundtable</p>	<ul style="list-style-type: none"> -Law library set up - SEE THE ATTACHMENT - In addition: Follow up with Carla to specific questions, will be added to Old Business at the next LFC meeting. - Video visit screens-used for privacy should be available at all kiosks - This is not the case Need verification of the item? 	

<p>Family Council Secretary election.</p>	<p>- Visiting room Picture backdrops - Can they be changed out? Sgt Beal informed everyone that he has about 6 - 10 different scenes. Members have requested the consideration of perhaps more artwork to be made available.</p> <p>- Agenda items not completed will be calendared over to the next meeting as we did not have time to discuss:</p> <p>- Medium custody recreation hours- noted answers given but not discussed</p> <p>- Sharing tv's in close custody DOC 440.000 - response provided by not discussed.</p> <hr/> <p>Donna resigned as the Family Council Secretary an election was held. Nominated - Susan W. Anna 1st Dean 2nd Susan W. - sterri6353@yahooo.com - will now be the Family Council Secretary.</p>	
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Round Table Open Discussion

Next Meeting Date: June 1, 2019

Location: Superintendent Conference Room

List of Acronyms: See attachment.

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