



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 06/01/19 Time: 0830-1000

Teleconference details: No attendees on the phone

Meeting Attendees

Department/facility co-chair: Carla Schettler, AS Family co-chair: Anna Ivanov

Facility/council secretary: Danielle Oyen Family secretary, if applicable: Susan Wade

Members present: Wendy, Dean, Brian, Norm, Rachel, Danita, Megan, Anna, Susan, and Karen. No one on the phone.

Non-council member attendees: Jason McCollum, Toni Alvarado-Jackson, Bill Copeland, Darren Chlipala, Sgt. Beal, Lonnie Roberts, Don Holbrook, and Carla Schettler

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
JPAY Bandwith Issues	See minutes	Update of Contract
OCL Meeting Minutes	See minutes	Follow up with attachments of minutes
Ongoing Food Issues	See Minutes	Continued update
Vending Machine Cards	See minutes	Closed
Medical Issues	See Minutes	Agenda Item - Aug 10 th
4-6-19 Minutes Follow Ups Video Visit Privacy Screens - available in all units Visiting Room Picture Backdrops - more availability	Not addressed	Review for Aug LFC mtg.

New business

Topic	Discussion/Key Points	Next Steps
Update from Statewide Family Council	Wendy Dubinsky Statewide Family Council Representative gave the update from the last meeting in May 2019. Our goal is to incorporate the SFC ground rules into our LFC ground rules. There will have various posters to put up to follow rules.	Prioritize on the top 3 we want to work on and submit at July Statewide Meeting meeting. ACTION: These items need to be determined, submitted, and agreed on by LFC - and given to Wendy for Statewide meeting in July. Wendy to send email to LFC members, gather ideas, comments and then update.

<p>Medium Lockdown - Recreation Hours Reduced</p>	<p>Discussion was had on the reduction of REC time in the Medium Units - which is adding lockdown Monday thru Thursday during scheduled REC hours – the incarcerated are losing 8 hours of REC time per week. Specifically William Unit.</p> <p>Superintendent Holbrook responded to this issue and explained there are policy drivers that need to be done during this time from a security aspect. The unit staff are required by policy to complete security checks and cell searches, property, etc.</p> <p>With the current staffing levels, the basic tasks/work required is not getting done in the time that is allowed. It was previously reported that Staff was performing at below 30% and with this reduction in REC hours, it raised to over 90% completion of duties in the allotted time. Staff is not performing at 90% completion- the level is less, per Superintendent Holbrook.</p> <p>In the Med buildings, there are no Property Officers, so the staff must complete this task. Cell searches went from every 90 days to every 60 days.</p> <p>WSP have increased the time to allow for these types of activities to be completed by Staff.</p> <p>The current staffing module is in place and the request for additional staff will not be fulfilled. However, there are ten vacancies currently in staffing.</p> <p>Additionally, WSP is having the same issues in the mailroom. When JPAY was installed / added, J-Pay no additional staff was put in place</p>	<p>No action is required - however an update to determine if this reduction is in all Units or specifically William.</p> <p>Did all Medium units receive reduction of REC time? Did any other Units at WSP?</p> <p>In addition, when staffing levels are fulfilled, will this be reviewed again?</p> <p>Perhaps the program will be reviewed to allow the inmates the earned REC time for their classification level?</p>
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	<p>to assist with volumes of emails being generated.</p> <p>(Note: JPAY has been in WSP for 10 yrs)</p> <p>In the Mailroom - Staff are getting the added assistance of staff members who have been out with medical issues, returning and requiring light duty. WSP cannot ask employees to perform work that is not included in their current job description, therefore not everyone can fill-in in other areas.</p> <p>It was asked if temporary employees could be hired? - the market for hiring is not conducive of no benefit positions.</p> <p>WSP is struggling to hire staff with most not giving up a full time job for an on-call position. We are currently attempting to hire permanent employees.</p>	
<p>Average wait time to get a job in the medium custody?</p>	<p>What is the average wait time to get a job in medium – Associate Superintendent Schettler responded to this question. It depends on the job and the wait list. When a person transfers to WSP they are seen by their counselor who reviews their Incoming/Transferring Job Screening (ITJS) and determines the appropriate jobs based on the individual. They are then placed on the list for the job that is appropriate and when their name comes to the top of the list they are offered a job. The population is allowed to stay in Class III jobs for 2 years and Correctional Industries Jobs up to 7 years. The individual can go on multiple lists at a time depending on the ITJS. Individuals must work 90 days in a job - before requesting to be added to another list.</p>	<p>None</p>

<p>Describe EFV Program at WSP</p>	<p>EFV program – DOC Policy 590.100 allows for both 24 and 48 hour visits. Medium and minimum custody immediate family members are allowed to participate. The Application Process for EFVs just recently went to DOC Headquarters. All of the paperwork is gathered in HQ and then sent to the facility for review and input. The wait period for EFVs at WSP is about 30 to 45 days. There is currently have one EFV Unit being used. There are a total of 4 EFVs Units on site. This is due to staffing levels and the amount of time it takes to process a visitor. It takes about 1 hour to process visitors to the EFV and then those same staff return to process regular visits for the day.</p> <p>Once the application has been approved, the incarcerated will send a kite to the Visiting Room Sgt. with dates they would like and it is first come first serve basis. Visits are Fri., Sat., Sun., and out only on Mondays. One visit allowed per month or every 30 days. Once a visit has been completed a kite may be submitted for scheduling the next one.</p> <p>WSP EFV Activity: There are currently approx. 20 families on the EFV eligible list; over half use on a regular basis; about 10 use as often as they can.</p>	<p>Note: There is a EFV Allowance Update in progress, from DOC HQ. Wendy or Anna will follow and supply as to when it will be available.</p> <p>Question - is the reason all four EFV units are not active due to staffing as well? Has more than one unit been actively used for EFVs before?</p> <p>Is it a policy only that only one EFV is scheduled per weekend? Or is it possible with that many units more opportunity is available for such visits?</p>
<p>CPPC Update</p>	<p>CPPC Update – Associate Superintendent Schettler reported budget has been approved but have not received allotments for the various allocations. (DOC Fiscal Calendar begins July 1 - June 30)</p>	<p>Have list of activites/events that may be discussed and reviewed for input into 2020 Event Calendar.</p> <p>Note: The Event Calendar must be completed by October for preparation and submittal by CPPC to DOC HQ. .</p>

	<p>WSP staff hope to be able to report the allocations at the August 10th LFC meeting.</p> <p>There was discussion on the process for Budget Requests and review of the process.</p> <p>Discussion related to activities and events current at WSP and other facilities. LFC members asked to be more involved, an opportunity to input. Input was encouraged by Linda previously for this year's budget, family members are aiming to be more involved for 2020.</p> <p>Staff requested \$20,000 in hotel vouchers (each voucher is \$45.00).</p> <p>Inquiry was made as to possibly broaden the Hotel list. Previously other Hotels had not wanted to participate.</p> <p>It was determined that LFC family members should bring possible programs or activities to the August 10th meeting so staff are able to have them in place while developing the 2020 calendar in October. Please remember each activity must be done 5 times at the facility to give each area an opportunity. On the DOC.WA.GOV website every facility has a list of family activities – OBF dollars go only to events with families. OCL's need to solicit as to what the inmates want.</p>	
<p>WSP/DOC Response Accountability</p>	<p>WSP/DOC Response accountability – Who should the family call or contact when they do not know who or what departments are here? Or do not have any knowledge of the ins and outs of incarceration?</p> <p>Discussed was had over the timely or lack of response by WSP in emails over various topics which opened a line of communication on getting a list</p>	<p>Note: Names submitted on minutes. Contact list needs to be completed LFC</p>

	<p>of pertinent staff that can assist.</p> <p>It was agreed that an organizational chart or list of contact information could be procured with names, programs, email addresses and telephone numbers of various department leads and Program Managers would be generated by WSP staff and distributed to LFC.</p> <p>Family Services Specialist, Bill Copeland stated he is a great resource and is here to help.</p> <p>Staff submitted for the minutes: List of Managers Correctional Program Managers oversee the three different portions of the facility – East Complex is Lonnie Roberts at (509)526-6413. West Complex and Medium living units report to Steve Barker at (509)524-7739. BAR Units, IMUs, and hospital report to Steve Sundberg at (509) 526-6461.</p>	
<p>Action items/Round Table</p>	<p>Action items: Review of past items (Attach List for Minutes)</p> <p>Get on track with keeping track of items -</p> <p>J-Pay tech was let go new tech will be in next week. Most areas are functioning well. Video visits and quality – ongoing issues.</p> <p>There are no valid answers on contract issues or where DOC stands with contract and negotiations, FC members have reached out to assist and offer expertise in contract negotiations but no response.</p> <p>OCL Meeting Minutes -</p> <p>We have not seen any OCL minutes.</p> <p>Tier reps at meetings – are not getting the minutes so they can be incorporated into LFC meetings. They need to be published and sent out so</p>	<p>Follow up -</p> <p>JPAY new Tech in - what was accomplished? Update LFC</p> <p>It was asked if LFC member could be attend or be present at OCL Meeting - it was unclear on the response - other than</p>

	<p>family can ask questions pertaining to issues that may need addressing. Items from These minutes need to be incorporated into Agenda Items - this is critical.</p> <p>Lonnie Roberts, CPM for East Complex indicated that the last quarterly OCL meeting for East Complex the participants did not have any issues for the Local Family Council meeting. Staff will make sure to continue to send the minutes out.</p> <p>Food Issues Quality - Quality Control problems are still issues.</p> <p>Superintendent Holbrook led the discussion in this area. He talked about the ovens and continuing issues we are having. We are continually monitoring the issues and holding monthly meetings with population and Food Services. Quality is Priority.</p> <p>CPM Barker is the contact for issues in the West Complex and Medium Units.</p> <p>Vending Machines – Can we discuss the amount allowed to purchase and increase the amount. Discussion was had about the limit. The price limit was set to help with the issue of those who arrive first buying all of the items in the machine. The ability for Swire to keep the machines stocked will be difficult. The decision was no on the increase and this item was closed.</p> <p>What is the process for getting a refund if someone moves to another facility? Swire has elected to not give refunds, there is a notice of this at the debitec machine out front. However we recommend giving Swire a call and talk with them. The phone number is out front in the processing area.</p> <p>Medical Issues - Discussion was had concerning medical issues and how they are categorized. Darrin Chlipala, HCM2, (Health Care Manager) will put together an informational session for the August meeting.</p>	<p>it would be hard to determine representation - I believe it was more about being represented and present than if a specific Unit would be represented by family member. Follow up ?</p> <p>Call SWIRE and inquire as to possible change in Refund Policy - Wendy or Anna ?</p> <p>Agenda items for next meeting: Darren Chlipala presenting the medical issues and how they are categorized.</p>
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ROUNDTABLE:

Reminder was given concerning the tour on June 22, 2019. It will start at 0830 and go until 1000. The tour will include SPL and a living unit, ECHO.

Discussion was had about parenting plans and the difficulty of working with the prison and courts. When issues like this arise – contact the CPM for the area the incarcerated individual lives.

TVs in the Visiting Room and EFVs are blurry. Sgt. Beal will get with ET shop and see if there is anything they can do.

Staff informed LFC that previous discussion on Visitor Out Gate proposed changes has been further reviewed and there will be no changes at this time.

Discussion related to the upcoming EC/WC graduation - there will be no visiting after the ceremony. It is a social like environment and is from 9:00- 11:00.

August 10th LFC meeting Anna Ivanov will be absent, therefore the meeting will be conducted by Wendy Dubinsky. In addition, Asst. Superintendent Carla Schettler will be retiring July 31st, and therefore not in attendance.

At the opening of meeting - it was announced that Linda Finn retired Friday, May 31st - thanks were offered and shared.

Secretary Susan Wade supplied cards for LFC to sign.

Cards were signed and given to Carla to mail:

Linda Yobaggy-Finn/CPCC- retirement

Donna - former Secretary- thank you

TV update from SGT Beal:
EFV Units & Visiting Room

Agenda items for 8-10-19

4-6-19 Minutes had a few Items that need to be included in 8-10-19

	Carla Schettler - sympathy Meeting Adjourned.	meeting for closure or update- see top of current minute page
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Roundtable open discussion

Next meeting location: WSP West Complex Superintendent Conference Room

_____ Date: 08/10/19 Time: 0830-1000

Comments: Linda Yobaggy-Finn and Carla Schettler will both be retired not in attendance.

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