



FAMILY COUNCIL MEETING MINUTES

Location: WSP Superintendent Conf Room Date: 12/7/2019 Time: 8:30-10:00

Teleconference details: _____

Meeting Attendees

Department/facility co-chair: Steve Barker Family co-chair: Wendy Dubinsky on behalf of Anna Ivanov

Facility/council secretary: Melissa Hutcherson Family secretary: Loretta Rafay on behalf of Susan Wade

Members present Dean Dubinsky, Kay Evens, Karen Cain, Janet Floyd, Stewart Johnson, Bruce Kuhlman. On the phone Steve Kuglar, Tina Wright and Danita Parkins

Non-council member attendees: Scott Buttice CUS, Sgt. Michael Bates

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Healthy Vending	<ul style="list-style-type: none"> ○ Has been discussed at WSP LFC since 2014 ○ Fresh fruit and almonds have been stocked in the past couple of weeks ○ LFC would like to see cold deli sandwiches, healthy bars (Cliff, Luna, Lara, Kind, etc.) Would like to see fewer Pop-Tarts ○ All present agree that consistency and a turnover in drivers is a major problem ○ Coffee machine takes up space and often malfunctions. LFC suggests replacing with more compact coffee machine and adding additional meal item vending machine. ○ Discussion of why items like Doritos (technically made from corn, a whole grain) and Pop Tarts are being categorized in machines as healthy: Loretta learned from food policy experts during 2018 American Heart Association Roundtable on prison and jail food in Washington D.C. that junk food manufacturers are finding creative ways to get around federal and state policies governing healthy snacks for schools and institutions by just replacing white flour with 50% whole grain flour in products like Pop Tarts, Oreos, etc. Pretty much still the same unhealthy product, but having 50% whole grain technically meets certain federal and state guidelines. ○ Associate Sup. Barker is Wellness Coordinator for staff and is encountering the same problem with the vendor for staff vending machines. (Problem is seen all throughout Walla Walla and surrounding areas. Swire does in fact have competition from other vending companies based in Western WA that are willing to expand 	<p>Action item: It will take Associate Sup. Barker and Sgt. Beal checking in regularly with Swire's Casey to ensure accountability. Can these two staff come up with some kind of log to track for the LFC that they are checking in with Swire on a regular basis?</p> <p>Action item: Create a list of healthy items needed in machines to tape on machines for drivers to refer to. May help with driver turnover problem</p> <p>Action Item: Casey made a commitment two years ago to ensuring consistent supply of healthy vending items but isn't communicating with drivers. Can Sergeant Beal escalate to Casey's boss?</p>

	<p>services to Eastern WA, however we would like to explore all options with Swire first before we recommend bidding out this contract)</p> <ul style="list-style-type: none"> ○ East complex visiting does not have peanuts in their machines ○ How we got almonds at West Complex visiting: Casey at Swire believed there was a WSP policy forbidding almonds. Took DOC HQ (Belinda Stewart) getting involved to set things straight. 	
Proposed new visiting guidelines and vending products list for visiting room tables	<ul style="list-style-type: none"> ○ No objections to the ones Loretta has designed. Loretta will send digital version to Melissa to adapt for East Complex visiting, which currently has no table guidelines/lists. ○ Goals of new table guidelines lists: update language to match both current DOC Policy 450.300 Attachment II visiting guidelines and cultural intent of DOC 2019–2023 Strategic Plan (see https://www.doc.wa.gov/docs/publications/100-SP001.pdf). Also added plug for getting involved with LFC if visitors don't like vending food offerings. One new member says this is a good idea, since concerns about visiting vending are what brought him to this meeting. ○ Question: does FamilyCouncil@wa.gov email address even work? Who monitors? (Post meeting update: Loretta sent email to this account and CC'ed LFC officers and relevant DOC staff at WSP and DOC HQ to test.) 	Action item: Have SPL laminate these guidelines

New business

Topic	Discussion/Key Points	Next Steps
Updates from SFC	<ul style="list-style-type: none"> ○ EFV policy is going through legislative committee approval process ○ Family Council policy estimated to be finalized by January ○ SFC had elections ○ See SFC minutes for details 	
Request for video games in EFVs and process to donate new books to visiting rooms	<ul style="list-style-type: none"> ○ Fewer and fewer items to entertain pre-teen kids in EFVs, these kids then don't want to go to EFVs ○ Toy soldiers and Lincoln logs have been removed (as have board games and puzzles?), no balls have been allowed. Also, no big outdoor tables for playing board games or sharing meals outside. Have SPL build? <p>EFV TVs would need to be upgraded to allow for video game consoles</p>	Action item: Merge with action item from last LFC meeting. Beal, Hutcherson, and Barker will check practices of other facilities in the state, will follow up on seeing about getting process for donating books to visiting room, and will try to ensure that there are activities appropriate for pre-teen kids in EFVs and visiting rooms
Updates on incarcerated individual technology working group:	<ul style="list-style-type: none"> ○ See SFC minutes for details ○ Timeline for making contract decision is still far away, not clear how long <p>Importance of making sure contractor has redundancy of processes and equipment on both the facility end and the company back-end</p>	
Questions about how often high-ranking local facility staff visit living units and visiting rooms	<ul style="list-style-type: none"> ○ Families have heard that staff above the rank of sergeant/CUS are rarely on the living units, and we rarely see such staff in our visiting rooms. Anecdotally, staff have been heard saying they 	

	<p>see Sup. Holbrook in the staff breakroom but not on the living unit where they work. Do these observations echo concerns raised in the Office of Corrections Ombuds 2019 Annual report? (see https://oco.wa.gov/sites/default/files/public/Annual%20Report%202019%20Final.pdf, see pgs. 4–5)</p> <ul style="list-style-type: none"> ○ Associate Sup. Barker states that high ranking staff visit a living unit once per week. Explains the things that eat up their time to prevent them from being present more often: meetings, electronic communications, paperwork. ○ Associate Sup. Barker hasn't been in some WSP buildings in over a decade, but is on the living units once per week. ○ Associate Sup. Barker says unit managers, captains, lieutenants do occasionally visit WSP visiting rooms. Discussion of 2017 survey of how often DOC superintendents visit visiting rooms. (Included at end of this document) ○ Sup Holbrook comes in two night shifts per month. Once worked a day in line staff uniform and most who came into contact with him didn't recognize him, either because they don't know what he looks like or because they didn't recognize him out of context. ○ All staff present emphasize importance of not being perceived as a "micromanaging executive team". Families inquire about how they balance not micromanaging with "trust but <i>verify</i>", with proper oversight. Bates, Hutcherson, and Barker: Sergeants must know their teams, must work side-by-side with them, but must not breathe down their throats. Must let staff run the units. ○ WSP has seasonal variations in staff, but typically have about 1,100 employees ○ Sgt. Bates: states that increased public scrutiny over the past decade or so has become more influential in shaping DOC culture. Before this, DOC did not have to consider outside opinion in the way elected officials do. ○ Bates and Barker say: Vertical and horizontal communication in paramilitary organization requires having the right staff in the right place. High ranking staff rely on tons of different security management reporting processes to keep them informed of what's happening facility-wide. Ex. Use of Force reports reviewed at seven different levels. Ex. When a set of keys was lost upper management knew about it within an hour and issue was rapidly resolved. Barker: gets about 100 emails per day, 50% are info on what's happening in facility. <p>Current review processes aim to be aligned with the governor's office Results Washington system (https://results.wa.gov/) and DOC's Results DOC (https://www.doc.wa.gov/about/agency/strategic-plan-g4o2.htm#overview). Review process helps determine where to shift resources and management time and focus. Most of the WSP</p>	
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	Executive Team started here at WSP, so know their staff quite well, often for decades, and know them from the outside community. Helps shape decision of who to put in what position.	
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Roundtable open discussion

- LFC and staff agree to start having OCL minutes sent out with LFC agenda, not minutes
- WSP is offering only limited quantities of family friendly events and is offering almost nothing for families without kids. This is problematic and is at odds with what DOC HQ has been promising the Statewide Family Council to ensure for years now. Families with kids are the minority of families that visit. That means they are also the minority of who contributes to the OBF. Means that the majority of families contributing to OBF are excluded from the family events that the OBF funds. Moreover, in June, WSP visiting rooms will be closed to most families for tons of events that most families are not invited to. Ex. of how this affects family connections: Victor gets two visiting days in June and William gets one, and these units' visitors must have kids to access June events.
- Hutcherson invites families to volunteer to help with Family Field Day, which is only going to be open to families with kids. Says families can propose ideas for more inclusive events next year. (Did families get any input at all into the events being offered this year? Did Hutcherson present a list of proposed events to the LFC at all? How many LFC members are even eligible to attend the family-friendly events offered?)
- TV system in living units: Fiber optic project begins next month for digital TV, will result in some extended disruption of cable service on living units.

Next meeting location: WSP Date: 2/1/2020 Time: 8:30am

Comments: _____

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

Exhibit

SUPERINTENDENT SURVEY RESPONSES

Question #1 <i>Have you been in your facility visit room during regular visiting in the last 60 days</i>	<i>If yes, how long did you stay and what did you observe/learn?</i>
Yes: 2 x's a month 25 minutes and spoke to staff and visitors; Got feedback from both.	
Yes: A while, Staff are on edge when I go into the room.	
Yes: A walk through, everyone was visiting and interacting.	
Yes: I stay 30 to 90 minutes, talk to staff, visitors, and offenders. I find my interaction uplifting with all. Some bring up concerns not necessarily visiting issues.	
Yes: 30 minutes, Environment was organized, calm and pleasant.	
No	
Yes: A few minutes, normal operations	
Yes: 20 minutes- talked with 2 of my family council members & their resident. Playing games, smiling, sharing food, Happy.	
Yes: 20 Minutes, Watched a nice visit session.	
No	

Yes: 15 minutes, observed people visiting and having a good time.
Yes: About 20 minutes. That staff were not paying attention. Visitors didn't want to spend time talking to with me vs. family.
Yes: 15-20 minutes, Atmosphere was friendly with no concerns present at that time.
No

Question #2 <i>Do you believe that visit rooms would become a more positive environment if you spent more time in them?</i>		
Yes responses: 8	No responses: 5	Other: Maybe: 1
Comments: Maybe, it depends Perhaps, More importantly would be to ensure I have the right people for visit room work. We need visit positions to become more specialized. No, I make regular stop ins. No, I hope my staff ensure a positive environment. Yes at times. Yes, however time would be a factor.		