



# FAMILY COUNCIL MEETING MINUTES

Location: Teleconference Date: 8/26/2020 Time: 6:00 – 7:30

Teleconference details: \_\_\_\_\_

<b>Meeting Attendees</b>
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Department/facility co-chair: Steve Barker Family co-chair: Loretta Pedersen

Facility/council secretary: Carrie Meyer Family secretary: Wendy Dubinsky

Members present Dean & Wendy Dubinsky, Loretta Pedersen, Danita Parkins, Tina Wright, Steve Kuegler, Hattie Wolf, Anna Ivanov

Non-council member attendees: Jim Cerna, Caitlin Robertson, Bill Copland, Carrie Meyer, Steve Barker

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introductions;	<b>Still having bi-weekly covid calls at the state level. Next is 9/4.</b> Asked for agenda items before 9/2 at noon. Next meeting is 9/19 and agenda has been sent out to the mailing list. SFC reps and family co chair family secretary will meet tomorrow 8/27 in the afternoon to draft plan for safe start visitation	<b>Action Item:</b>
Update from SFC		<b>Action item:</b>
IIBF Update	<p>Anna asked if Jim Cerna (business advisor for WSP and monitor of the IIBF Fund) could give the update. Jim explained that when WSP gets the approved budget from HQ, Jim distributed is given \$10/incarcerated individual/yr plus extra funds as requests are made. These requests go through Steve Barker then on Holbrook for final approval then back to Jim for allocation. Anita Kendall (HQ) went over some info with DOC staff on Monday and is to go over it with WSP staff tomorrow (Friday) re funds set aside for future deployment. The IIBF is Purchasing a washer and dryer for EFV's. DOC has set up a workgroup to have quarterly meetings and go over the fund uses and balances. Jim mentioned that one of the things that the fund pays for is facility wide cable (about \$6,500/mo) this amount goes until April 2024. Anna will send her IIBF spreadsheet showing where the rest of the fund is spent.</p> <p>Anna spoke about the IIBF fund and budget. Preliminary budget discussions were started for FY 21. Budget was just finalized in August. Items that were cancelled the money went where? Not in the budget. Where is the missing money? Finally, it 200k back into the budget. 5m budget state overall. 51% commission from jpay and GTL, vending machines. 25% to crime victims fund. 3.5 million is left. 2.6 toward staff salaries. Since 2008. They are bringing to the legislature to remove salaries from IIBF. Family friendly activities (400k), hotel voucher program, pop up activities in the visiting rooms (5k), SFC travel reimbursements. All the money is not spent every year for family friendly events. Remaining funds roll into the reserve (IIBF reserve presently</p>	<b>Action Item:</b>

	<p>has 5 million as a safety net). Also pays: motion pictures licenses (70k), cable, law library subscriptions and pc leases; one time capital special projects for each facility FY 20 this was \$0, FY 21 there is approximately \$8k.</p> <p>Loretta asked about Capital Budget requests. Jim said most of it goes through the facility manager, Ambrose Siller, former facility locksmith. All happen at the beginning of a 2-year budget cycle then OFM gets the requests approved/not approved. He mentioned there is a backlog of requests just for facility upgrades and repairs. However, cuts to state budget will most likely remove the money for these. There was more discussion regarding capital budget process and who is involved and how long for approval.</p> <p>Anna asked what Jim does when there is a surplus at year end. He sends out email to each department quarterly to say that they have money and need to spend it.</p> <p>Dean asked if they would consider using the money to solve the video visit problems. HQ is hesitant to spend the money because they have the contract coming up and there is no guarantee that Jpay is going to be awarded the contract.</p> <p>Hattie asked about the mattress study and upgrades to that. Anna said it is not coming from IIBF right now. Anna suggested that she call Joanna Carnes from the Ombudsman's Office to find out. Right now, mattresses are being tested for one year. After the testing period, DOC has to decide whether to fund it and how it is to be funded.</p> <p>Next question was how does Jim work with the CPPC staff to coordinate funds? They have to send budget requests for approval with the whole budget. Jim and the CPPC staff person work closely to come up with a good budget. Money has been approved for this year but with the virus, very little is being spent. It was mentioned that WSP, a 2,500+ person facility, gets approved less per person per year than a 400 person facility and asked how that happens. Jim mentioned that the former CPPC staff member did not understand how much money she could request but the new CPPC staff will have much more to work with.</p> <p>Hattie asked if the cable improvements were actually good. Anna said everyone is happy with the results. Steve mentioned he does not hear any negatives when he is out in population.</p> <p>EFV schedules will be doubled once visiting begins again. Plan is in place and will be ready to go once visiting resumes.</p> <p>Anna asked if anyone asked at the facility or superintendent meetings level how to improve the EFV program, namely adding more rooms or something to that end. Steve said he has never heard about that but would ask.</p>	
<p>Visiting capacity at WSP and Capital projects requests</p>		<p><b>Action Item:</b></p>
<p>Update on weekly meeting:</p>	<p>COVID 11 more positive results from remaining. Took everyone out of 6-wing and moved everyone left to Fox unit. Isolation for all positive tests in IMU or Echo unit. 6-Wing will be completely cleaned and sterilized by the weekend by staff with PPE. It will be repopulated with those who have been tested again and come back negative. Unit 8 and 10 have been tested twice. So far, all staff tests are negative. More tests are ongoing. Once 6-wing is cleaned and</p>	<p><b>Action Item:</b></p>

	<p>repopulated, everyone will be back to a new normal movement schedule within these units.</p> <p>Dean asked about new CDC guidelines. Will they affect DOC testing processes? Barker does not believe this will change the processes as the population is unique in its composition. Steve is being sent to Stafford Creek to help them set up staff testing since he was trained and the WSP process is going well.</p> <p>Danita asked about OCL's participating in the LFC meetings, especially since they are all on the phone now. Steve said he was on board but other associate superintendents would be hesitant to try this as it is not the "way things are done". Steve said he is willing to give it a try and find out a good solution. Katelyn quoted the policy as it relates to our meetings. She read that OCLs can be on the call but not if they have a loved one on the council or at the meetings. Wendy mentioned there are many OCLs with no one on the council so this would not be insurmountable.</p> <p>Anna read several of the new DOC guidelines re changing the culture of DOC. Steve stated that he is working diligently to make the changes set out in the new guidelines.</p> <p>Suzanne asked about how the family could send in or make a grievance or complaint about an officer or staff member. Steve said an investigation process is done but the union is very strong and it is a hard and long process. The last time they began the process of trying to let an officer go, it took them a year. Steve said he is working on making an environment of integrity and trust. Steve sees a lot of grievances about officers and multiple infractions of the same type and he pays attention to those. OCO office is a good place to go for grievance with staff. Loretta suggested we continue this subject at the next meeting.</p>	
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**New business**

Topic	Discussion/Key Points	Next Steps
Roundtable; 2021 LFC meeting schedules; Next Meeting Agenda, Date, and Time	October 7 at 6pm was suggested. Steve reiterated that Saturday mornings work as well. Loretta is going to send out request for agenda items via email. The meeting was adjourned at 7:30	<b>Action Item:</b> Invite will be sent out.

**Roundtable open discussion**

Next meeting location: WSP Date: 2/10/2021 Time: 6:00pm

Comments: \_\_\_\_\_

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