



FAMILY COUNCIL MEETING MINUTES

Location: West Complex Superintendent Conference Room/Teams Date: 08/07/2021

Time: 8:30-10:00 am

Teleconference details: MS Teams

Meeting Attendees

Department/facility co-chair: Steven Barker Family co-chair: Tina Wright

Facility/council secretary: Debra Gilbreth Family secretary: Francis Storandt

Members present: Statewide Rep Wendy Dubinsky, Local Family Co-chair Tina Wright; Local Family Secretary Francis Storandt, Dean Dubinsky, Brenda Giordano, Laura Valdivia, Connie Hollis

Non-council member attendees: Office of Corrections Ombuds Caitlin Robertson; Bruce Wood; Family Services Bill Copland; Jeremy Barclay, CUS Lannie Adams; Chaplain Fred Ivey; Sgt. Rocky Beal; Associate Superintendent Steve Barker, Acting Secretary Debra Gilbreth

Guests: Danielle Brook, Project Avery

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Steven Barker)	Introduction of all those in attendance. Agenda Management: Tina Wright Timekeeper: Dean Dubinsky	
Property	<p>Issues/Complaints:</p> <ul style="list-style-type: none"> • Told that property is taking a week or longer to be delivered after I/I transfer to WSP. • Commissary and property being held for weeks before being delivered. Told that families must call to get the property delivered. <p>Lannie Adams, Correctional Unit Supervisor and Property Manager stated that there is a policy update coming out that will outline the process better and have things running smoother.</p> <p><u>Questions:</u></p> <p>Q: What is the timeframe for property distribution during transfer? A: Two boxes are allowed per Incarcerated Individual (I/I) depending on the bus space availability.</p> <p>Typically, property is shipped after the I/I arrive at their final facility destination, usually within a month.</p> <p>This timeline is different when an I/I is coming from intake rather than transferring within the same facility to a different unit.</p> <p>Q: Loved one has transferred from MCC in May and still hasn't received his tablet.</p>	

	<p>A: Electronics are shipped separately, might depend on IMU stay. More variables needed to figure out situation. Might be that property has not arrived from MCC yet (In that case investigation must be done from their end.) Sometimes shipping cost cannot be covered by I/I which delays shipping additionally.</p> <p>*Sidebar note: Caitlin Robertson (OCO) wrote: stella.spracklin@gov.wa.gov you can email Stella with OCO -- she's very talented in helping navigate missing property.</p> <p>Q: Medium custody has not received property nor commissary. Is this due to recent lockdowns? A: Associate Superintendent Barker states that due to restricted movement and the many incidents that happened recently (Multi-men fights in Delta, Fox, and Victor) property will catch up. I/I are able to order commissary.</p>	
Project Avery	<p>Danielle Brook, outreach coordinator for Project Avery, explained that the program is a 6-week online support group for children whose parents are currently or formerly were incarcerated. One class will be starting August 23rd, another one in the fall.</p> <p>Classes last from 60 to 75 minute and all participants, including mentors have had parents who are currently or were formerly incarcerated.</p> <p><u>Requirements</u></p> <ul style="list-style-type: none"> - parent who was or is incarcerated - between 10 to 18 years of age - child must be aware of parent's incarceration - electronic device and stable internet connection <p>August class is already full but there is still space for the fall (TBD).</p> <p>https://www.projectavary.org/onlineprogram</p>	
Family Service Guide and Family Centered Services Policy Updates	<p>Bill Copland with Family Services explained that the role of Family Services is to work with families of the I/I and provide information and support as needed. Family Service can be contacted by email or call any time. Family Services also offer support to program coordinators, focusing on the Parenting from the Inside Out classes, and they offer support to the Community Partnership Program Coordinators (CPPC).</p> <p>Bruce Wood shared that the Family Services handbook should be finished in the following weeks. It is being reviewed to ensure its comprehensive and family friendly. He is adding links to help answer any questions that arise. The Handbook will include guidance from</p>	

	<p>the moment I/I steps from the bus until he/she leaves prison. It is very user friendly and should provide a templet for navigating prison life.</p>	
<p>Statewide Family Council Report</p>	<p>Statewide Representative, Wendy Dubinsky shared that the Statewide Family Council (SFC) meeting minutes were sent out on 8/6/21.</p> <p>Key points were:</p> <ul style="list-style-type: none"> • SFC Rep for WSP and SFC Secretary positions will become vacant soon. • SFC Rep reports that new DOC leadership introduced themselves, made a great impression and stayed for entire SFC meeting. • Next meeting will be held 9/18/2021; invites will be sent out prior by SFC Rep. • IITS meetings scheduled between new leadership and family representative. Various issues have been discussed and family rep interprets the still ongoing communication as a positive sign. DOC leadership shows interested in family perspective on the matter. 	
<p>Community Partnership Program Coordinator (CPPC)</p>	<p>Debra Gilbreth, CPPC shared that DOC is starting the process for volunteers to come back on site, but for WSP, we are in a holding pattern until we are out of our COVID "Cluster Status". Also, volunteers are required to be vaccinated or provide a medical note to continue as a volunteer.</p> <p>Back-to-School Event: Backpack Give-A-Way for any student up to age 25 listed as an approved visitor. A survey went out to I/I population asking how many backpacks will be needed and she received a total of 62 surveys back from individuals interested in giving out 179 backpacks.</p> <p>Applications went out to all the units and she received a total of 17 applications back for a total of 38 backpacks to be mailed out.</p> <p>Please note: 35 Backpacks were mailed out on 8/25/21</p>	
<p>Update IMU books and paintings</p>	<p>Family council received feedback from population that paintings are not desired at this moment.</p> <p>Associate Superintendent Barker confirmed with the unit manager that books are being given out and there is a process in place.</p>	
<p>COVID Update</p>	<p>WSP is officially on "Cluster Status". Cluster Status is defined as a group of confirmed cases of COVID-19 that only involves staff and/or volunteers. We will remain on Cluster Status until we are 14 days COVID free from the last positive result.</p> <p>COVID Meeting Minutes can be found online at: https://doc.wa.gov/family/council-wsp.htm</p>	

	<p>Link to the COVID-19 Meeting Minutes Washington State Penitentiary Local Family Council Washington State Department of Corrections</p> <p>WSP held a vaccination clinic on 6/4/21. It seems to be going well.</p>	
Yard and Dayroom Cancellations	<p>Due to COVID outbreak with staff there are 40-60 empty spaces in the roster, which means that the most important positions are filled first. In addition, cancellations can also be caused by recent fights and emergencies.</p>	
Visitation Update	<p>Sgt. Beal states that starting in August 15, 3-hour contact visits will occur.</p> <p>What you can expect: Scheduling remains the same. There will be no vending machines. Hugs, hand holding, and arm touching is permitted. Visitors must be fully vaccinated 14 days prior to visit or submit to on site rapid test. There is no age limit on visiting.</p> <p><u>Questions:</u> Q: Are water bottles allowed? A: Yes, they will be offered by facility. Q: When will scheduling become available online? A: August 9th. C: LFC member explained that they were a beta tester for the visiting process, and they were happy to see how fair it is for all units.</p>	
Tier Rep Input on LFC Agenda	<p>Due to events in the past week, there were no OCL meetings, and it was not possible to get the agenda out to tier reps prior to meeting. WSP leadership needs agenda a couple of weeks in advance so that unit managers can get input and get agenda items back to LFC.</p> <p>LFC request: agenda draft will be sent out to Steve Barker a month prior to next meeting to get adequate input from II.</p>	
Officer/Staff Behaviors and Accountability Process	<p>If there are reports from staff member about another staff member investigation will be held. Depending on situation this can lead to conversation with Superintendent to termination.</p> <p>Suggested to start a process of recognizing positive staff experiences. Explained that a process is in place. LFC or family members can send email to Steve Barker, Sgt. Beal or Superintendent Holbrook sharing that positive interaction. Sgt. Beal reports receiving positive emails regarding visitation. These will be put in staff file.</p>	

	<p><u>Question:</u> Q: Is there a root cause analysis done? A: Yes. .</p>	
Updates of Programming	<p>Programs:</p> <ul style="list-style-type: none"> • Dog and cat program has not been happening due to Covid, but it will as soon as volunteering resumes. BAR units are to be included. • Garden (540 acres, 450 farmland, leased out through CI) - supplementing kitchen or sent to local food bank. Each unit can rent plot for \$7 yearly to grow own food. Q: Were men able to attend garden during lockdown? A: Yes, restrictions are loosening. • Pumpkins go to schools in Walla Walla County (last year 3000-5000). • Regarding sustainability there is for example a recycling program, composting and stadium lights were replaced. • Currently no other new programs, possibility of cutting programs due to consolidation. 	
Update on Education	<p>Prison Scholar Fund is a Seattle based nonprofit assisting II with scholarships for correspondence courses, mentoring and advising. For more information please see: www.prison scholars.org Current fundraising for donation to PSF:</p>	
Banking	<p>Concern for cost of money transfers. Confirmed through the Local Business Advisor that the only other cheaper option to add funds to II trust fund is by money order.</p> <p>Question regarding how the IIBF funds will be spent. There will be a quarterly meeting that explains how these funds are used.</p>	
Chaplain	<p>Chaplain Ivey (in charge of West complex, IMU and health services) defines tasks as religious planning, notification of death of family member of II, management of religious property, marriage paperwork. Chaplain Alden oversees BAR, Medium and Minimum.</p> <p><u>Question:</u> Q: Son of LFC member has put in kite to see chaplain. This has not happened. A: Chaplain was given name of II and made promise to go visit him.</p>	

Roundtable open discussion:

- Family member states that Union Supply website helped locate loved one during lockdown.
Q: Is there another way to find out what is happening?
A: Only II can tell family member or call to facility is suggested to assist in locating him.
- OCO states that family member can open complaint to locate him.
- Bill Copland states that there is an inmate finder on the website (Will only give current facility, not unit), but family members can always call or email him to locate loved one.

- Family member comments that due to ongoing lockdowns II only have very limited to get out.
 - Lannie Adams states that tablets are not stuck but Jpay will collect orders and ship them out in palette instead of individually which slows down processing to due high volume of tablets.
- Tentative agenda will be send out to II in advance next time (around August).**

Next meeting location: MS Teams Date: October 2, 2021 Time: 8:30-10:00am

Comments: _____

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