



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Teams Date: 2/23/22 Time: 2:00PM – 4:00PM

Teleconference details: +1 253-372-2181 #380441556

Meeting Attendees

Department/facility co-chair: Kay Heinrich Family co-chair: Ellen Hargrove

Facility/council secretary: Ally Ross Family secretary, if applicable: Donna Jaramillo

Members present: Ellen Hargrove, Erin Molish, Julie Burden, Melanie Yordanova, Valerie Smith, Kim Rapp, Brittany Roberts, Juanita Rodriguez, Bryenna Quander, Bill Hargrove, Donna Jaramillo, April Chavis

Non-council member attendees: Non AHCC LFC members: Lindsay McFadden, Kehaulani Walker
DOC/AHCC Staff present: James Key, Paige Perkinson, George Turcin, Katie Pavao, Monica Ritter, Jess Robb, Justin Gudvangen

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call/Virtual Etiquette	Ellen Hargrove, the LFC co-chair, gave introductions, thanked everyone for being present, reminded everyone to be respectful and to not interrupt.	
Family Secretary Report	<p>Donna Jaramillo, the LFC Family Secretary did not summarize the minutes from the December 8, 2021 minutes.</p> <p>Family Council Action Items: There are two open Family Council Action Items. One of them is handicapped individuals being allowed to be at the front of the visitation line, and the other one is the MSU waiting area. They are proposing an area or building for visitors to wait and during inclement weather.</p> <p>Kay Heinrich: Once we are off outbreak status, it will take about two weeks to get ready to open the doors. At that time, they will work with the LFC on who can be first in line, especially the medically disabled and discuss the potential for coverage over at MSU.</p>	
DOC Updates/Announcements	CPPC Updates: January Visiting Activity Bags: (Pop Up Funds approved): Each family attending visiting in January was receiving a visiting room activity bag if they choose. The visitation bags were only available for 1.5 weekends due to visitation suspended. There was no special sign up for receiving the bag but must attend visitation to receive. Due to the visitation suspension – Bags will be available once Visitation resumes.	*Full CPPC Report and Photos attached

- The bag has a deck of cards, game directions, crafts, conversation starters, and activities that the family can work through together.
- These activities are meant to promote family teamwork and communication that will strengthen the family unit.
- All supplies would be in the bag and available to all visitors if they desire. All materials go home with the family when they leave.

Adult activities:

Artistic Drawing and sketch book to a loved one (Jan./Feb. Adult Only) – will be extended due to quarantine and isolation status.

Artistic drawing and sketchbook replace the approved Fall Adult Night (2021) that was canceled due to the COVID 19 pandemic. This program will provide a sketch book and up to 3 drawings to a special loved one on the Incarcerated Individual's (I.I.) visiting list, a sketch book (one adult only 18 and over) will be sent to a loved one on the I.I.'s approved visit list as well as up to 3 drawings/sketches by the I.I. This program provides an opportunity for I.I.s to create sketches for a loved one and the CPP will mail them to the family. Then the family can make their own sketches and discuss with AHCC loved one later.

Coming Up:

“February Children’s Family Craft Activity” (In lieu of Book and Craft Fair”) Each child that attended visiting in the month of February will receive a craft activity to be completed during visiting if they want to. Children may choose 1 of two activities until supplies run out.

- The child took the activity book and crayons home at the end of visiting to continue working on the activities. (This craft or activity book will continue in May and July with different holiday or topics or until the Book and Craft Fair is allowed again.)

Significant Woman’s Event (Scheduled for April). In person event where I.I. chooses one special woman in their life to honor with lunch and a letter of gratitude. If this event is not allowed, we will be looking at a “Paint and Sip” adult activity. Not sure the sipping would be approved, but if so – the I.I. could choose coffee or cocoa and CPPC would play a video for them to paint a canvas. Then the link to the video and another canvas, paints and directions plus the canvas the I.I. painted would be sent for the loved one to complete at home. When displayed together, it makes a nice piece of artwork.

Child Focused Activity:

“Stay Connected” activity replaces the “Day with Dad” event that did not happen due to Covid. This program will provide a hand drawn puzzle created by the Incarcerated Individual (I.I.) for each child/ren on the I.I.'s visiting list, a decorated specialty box, and extra puzzle for the child to create at home (one address only). This program provides an opportunity to discuss why they choose to create the puzzle for the child and children can

	<p>have something that the I.I. made for them to keep in a special box and put together over and over. Both items will be mailed to the approved family designated by the I.I.</p> <p><u>Volunteers:</u></p> <p>Non-Religious Volunteers: Some non-religious programs will be considered to come in when HQ approves. The volunteers will also need to come in for an in person Covid mitigation strategies orientation. Once we have the volunteers through the Covid orientation, we will be able to notify the Incarcerated Individuals for the restart date of the approved programs.</p>	
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New business/**COVID-19 CALL**

Topic	Discussion/Key Points	Next Steps
<p>COVID - 19</p>	<p>COVID Numbers as of 11:30 AM per the DOC website:</p> <ul style="list-style-type: none"> • AHCC new I/I positive cases in the last 30 days – 753 • AHCC I/I confirmed cases from March of 2020 to date – 2,941 • AHCC Staff confirmed cases from March of 2020 to date – 538 • AHCC I/I deaths since March of 2020 to date – 4 • AHCC I/I in the RCF – 10 <p>Q: PCR lab test for Airway Heights can this test determine what strain of covid a patient has? The concern is with the variants and the movement of sick vs recovered and housed together what about a new strain being mixed with the recovered?</p> <p>A: (Justin Gudvangen - Medical) PCR tests do not determine what variant, but we do send tests to a DOH lab statewide for further testing where some tests are ran to determine what variant but we are not notified of those results. There is no concern of moving I/I's for 60 days.</p> <p>Q: R unit has 3 phones that aren't working. 8, 5, and 2. Who would this be reported to?</p> <p>A: Maintenance, we will report to get those checked.</p> <p>Q: Mail room last week covid call I asked how far behind they could be, and I was told the mail room is current. How would I check as two books arrived 02-05-2022 and 02-12-2022 and the incarcerated hasn't received either of these? The tracking shows these delivery dates. Are books delivered whenever? How long should I wait before letting the vendor know they weren't received?</p> <p>A: (Answer from SGT. Westfall) - The Mailroom sends out books daily, search and inspection does take a week or so, however we are staying up to the task. Rejections occur daily, we need the name of the incarcerated individual and the book titles as books are not logged in so we can look into this.</p>	

Q: R unit is having upper tier and lower tier rotation daily for their out of cell time. If during this rotation whichever one of the tiers has to cell in for pill, temps, food delivery does the rotation continue skipping to the next hour not making up the lost tiers time?

A: No, it does not skip.

Q: How many I/I are there who have not tested positive for Covid during this last outbreak?

A: We only share information available on DOC's COVID-19 data website.

Q: Are Covid negative I/I being moved to the gym? If so, why?

A: (Justin Gudvangen - Medical) Currently, individuals in the gym are COVID negative and individuals that have not contracted COVID-19, due to needing more space for isolation.

Q: What determines when visiting can be open again?

A: Per the communication sent out on February 22, 2022, to families and incarcerated individuals – Facilities which are no longer on “facility wide outbreak status” are approved to resume visitation. Individual units within a facility on “limited area outbreak status” will not be able to participate in visitation until the unit has cleared the limited area outbreak status, but this will not impact the rest of the facility.

Additional COVID Questions:

Q: In R Unit A Side are the Tier Rep meetings still being held?

A: Tier rep meetings were suspended due to the outbreak status of the facility. Once we are back to the new normal, we will resume those meetings.

Q: My loved one was moved to the gym a couple of weeks ago and then moved again after a couple of days with no information as to why?

A: Without knowing specifics, a lot of moves happen for bed space.

Q: I need clarification on R Unit A side's phone issues and what to do?

A: Phones inside the dayroom are wired but portable phones take lines from the day room. We would encourage your loved ones to go to staff to file a form to fix these issues.

Q: Secretary Strange has shared before, “I’ve have authorized over a million dollars of the Incarcerated Individual Betterment Fund (IIBF) to provide comfort items and communications discounts for incarcerated individuals. Discounts for JPay and GTL credits have now been provided through the JPay accounts, snacks were distributed. The televisions which will be loaned to those in isolation and quarantine have been ordered and we hope that they will be delivered soon. Currently, supply chain issues,

which have affected so many people in and outside our facilities, continue to cause delays however, I heard today good news on this front, and they are on their way!"

Where are those TV's?

A: We had loaner TV's last year and some others were on back order, we also have a TV rental program, we are waiting for those TV's to come in so we can distribute.

Q: When will incarcerated individuals get antibacterial soap?

A: There is active commissary where they have access to soap.

Q: R Unit B side, they are not getting ice or water the ice machine was taken away?

A: Incarcerated individuals have access to water in their cells we are not aware of there not being ice, but we will investigate it and if needed it will be replaced.

UPDATE R Unit B Side ice machine was worn out and had become non-operational. We had some spare versions of functioning ice machines and one of these will be placed on the unit by close of business 02/28/2022.

Q: Some incarcerated individuals requesting moves from the upper bunks to the lower why is that not allowed?

A: Lower bunks assigned mostly to people with medical needs, everyone has an assigned bunk for formal and informal count and each bunk both upper and lower are assigned.

Q: Where are DOC Kiosk's? Can R Unit A/B side use them? How do they get messages?

A: It depends on o the status of the units, some Kiosks are past the sliders and that area is currently off limits. Once we are out of outbreak status, they will be able to use.

Q: Is the commissary sheet updated?

A: Yes, the issue was not the commissary sheet it was the lack of staffing. There were some items that were not available due to delays.

Q: The movement of negative individuals, there are 47 active cases in the facility why can't visiting be open? What is AHCC doing to prepare for this review?

A: (Justin Gudvangen - Medical) The number of incarcerated being infected is not as important, what is more important is where these positive cases are coming from if they are coming from every unit, that is what's driving incarcerated movement. Headquarters determines if there is a limited or facility wide outbreak, they won't consider moving us to a limited area outbreak when positives are coming from multiple units.

Q: Resident movement, who was the one that said that?

A: RN Gudvangen.

Q: Who are you taking direction from?

A: (Justin Gudvangen - Medical) Prisons Unified Command Service, it varies depending on the shift.

	<p>Q: As mentioned before, four-man cells are not happening right now, correct? What about after this? A: Correct, we can't answer with certainty what will happen in the future because it is based on capacity, we must wait until we get back to the new normal.</p> <p>Q: I am concerned about restricted movement, incarcerated only have 15 minutes to be out of their cells? A: Cohort schedules are dependent on the status of the unit, isolation or quarantine. Those schedules were sent out a while back.</p> <p>Q: Incarcerated are not allowed to be outside except when they are being moved, why can't they be let out for yard? A: What unit? M Unit. M Unit has 45 minutes for upper and lower tier and 15 minutes for cleaning. There is no yard due to our outbreak status. Once we have more recovered, we can reevaluate yard time. We hope to be getting there soon.</p> <p>Q: Are you taking direction from Dr. Strick? A: (Justin Gudvangen - Medical) Headquarters is part of the team that meet with us every day.</p> <p>Q: May I have the email for Dr. Strick please? A: We don't have that information handy right now.</p> <p>Q: I see Paige Perkinson from headquarters is on the call, Paige can you give me the email. A: Paige has posted that email in the chat.</p>	
SFC Report	<p>The State Family Council meeting, held on January 22, started with DOC addressing the steep increase of COVID-19 in facilities. There was lively discussion between family members and DOC administration regarding how DOC was addressing this through the isolation and quarantine of prisoners. DOC announced that the Statewide COVID-19 calls would be held once a week as well as the LFC COVID-19 calls.</p> <p>There were some updates on old business and the Action Items. DOC was planning on signing the contract with Securus the week before the SFC meeting, but GTL filed an injunction in Thurston County Court to stop DOC from signing. There is a delay until March and DOC stated that they would share more information as it becomes available.</p> <p>The wedding rings for initial marriage ceremonies has been approved. Some policies around this will need to be updated and ring sizers for the religious coordinators will be bought.</p> <p>The EFV fees Action Item was not resolved. DOC stated that they needed to do more research on this as it is connected to a statute, but there should be an update by the March meeting.</p> <p>The Recreation and Wellness Survey was completed. DOC ordered almost \$400,000 worth of new recreation equipment that will go to every facility. Every facility will</p>	

	<p>have a big outdoor multi gym that is currently being constructed. There will be an update to the SFC minutes on specific recreation equipment that is going to each facility.</p> <p>DOC has been working on the transportation program which will allow for \$50 of reimbursement towards the cost of gas for those families who travel over 150 miles. This will be in addition to the Lodging Assistance Program. Families can pick which one they would like.</p> <p>There was an update on Correctional Industries commissary costs. Some products have gone up as inflation continues to rise, but over the counter and hygiene items have all been reduced by approximately 30%. There was a decision to adjust commissary spending limits at several DOC facilities.</p> <p>Family Council Policy DOC 530.155 will be revised. The Statewide Family Reps will be soliciting feedback from members. Secretary Strange wants the revision completed by August. To date, there has not been a timeline shared nor first steps in the process. This will be an agenda item proposed by the SFC reps for the March meeting.</p> <p>Jeannie Darnielle will be heading up the Women's Division of DOC. Policies will be looked at differently, so they are more responsive to women's needs as well as transgender and nonbinary incarcerated individuals. They will try to build a better model that looks at health and trauma.</p> <p>The process for family notification when outside hospital admit/death occurs was discussed. It was noted that it is very important that the incarcerated has a Release of Information Form on file.</p> <p>Dr. Kari Rainier, the Director of Mental Health was unable to attend the meeting. Her update on supporting mental health during incarceration/COVID will be included in the minutes.</p> <p>Mental health staff are routinely walking through the units and there are triage systems in place for those experiencing challenges. It was noted that Dr. Rainier has incorporated the tele-health aspect of service for those who are unable to meet face-to-face.</p> <p>Musical instruments are now available to be purchased by the family member for their loved one out of Union Supply. Union Supply, however, was not the vendor recommended by the state family reps who were on the committee. Their recommendation was a company called Sweetwater which is noted for good products and service.</p>	
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	<p>There are some staffing changes. Deputy Assistant Secretary Jeff Uttecht is the new Statewide Family Co-Chair taking over for interim Lisa Flynn. Ramona Cravens is taking over for Rhonda Roberts as executive secretary.</p> <p>The next SFC bi-monthly meeting will be March 19, 2022.</p> <p>Other activities in which the Statewide Family Reps have been involved include meeting with Lisa Flynn on January 31st giving recommendations for the use of IIBF funds to the incarcerated population during this wave of COVID. There have been weekly COVID teleconference meetings. Letters from Secretary Strange and correspondence from DOC headquarters have been forwarded to the AHCC LFC membership</p>	
<p>OCO Update</p>	<p>Caitlin Robertson, the Lead Assistant Ombuds for the eastern side of the state, provided a brief rundown of what the Ombuds office does and does not do. The Office of Corrections Ombuds is an independent, impartial, small agency located in the Office of the Governor. They are not part of the Department of Corrections. They work to mediate and negotiate on the behalf of I/I for their health, safety and rights. They do not have the power to force DOC to take the actions they recommend, nor enforce employment decisions. There are limitations of the office.</p> <p>Caitlin noted that they are good at responding to individual complaints.</p> <p>There is a new interim director, Sonja Hallum, taking over for Joanna Carns who left the office after serving for three years. Ms. Hallum is looking at the office from an organizational level and is making some systems decisions which means that there are a lot of changes. In the past there was a hotline staffed by interns. Now, every contact that comes to the office now will be a complaint and will be logged into the system. Intake people will just do intake and management will be making the decision of where to triage those action steps. Snail mail will be going to a triage for management to decide which pathway to go. That change that is not new, but it's really where the focus will be at this meeting. OCO does receive complaints online. The online complaint form can be found on the website www.oco.wa.gov. If you fill out the complaint form, it goes into the case management system which means that there was a triage that would happen, and somebody would work the case.</p> <p>Family members can contact OCO. There is a hotline staffed Tuesday through Thursday. It is a no cost hotline for incarcerated people to contact OCO. If someone is unable to use the online form, they will take down the information and process it on the hotline. Right now, our hotline is staffed Tuesday, Wednesday and Thursday in the morning and in the afternoon with a mid-day break. There will be a change in the schedule to accommodate the incarcerated as they have been aware that those hours are not the best for the Incarcerated population. It is proposed that they will be rolling out a Monday through Thursday schedule that includes an early morning, a mid-day and an</p>	

evening shift. Once it's finalized, OCO will send information via the kiosk message to the Incarcerated population. We'll send it out in the cell stuffers with agreements from DOC. It will also be sent out on our weekly updates that the interim director puts out. If one has not already done so, one can sign up for the weekly updates. It is a GOV Delivery subscription where one will get an email from the OCO office.

One of the topics that people often bring to our attention is if an incarcerated individual is having a hard time reaching OCO, can family members communicate those questions/needs? There are there are many incarcerated people who can reach us, and I don't think that we are unable to be contacted. Sometimes I/I think that if their family reaches out, we'll pay more attention, but we are very much interested in hearing directly from the people who are impacted. Our work is around the health, safety and rights of the incarcerated. When the incarcerated population contacts us, we absolutely listen. In fact, we need the permission of the I/I to pursue looking into a complaint.

Question from Ellen Hargrove, AHCC LFC co-chair:

Could you tell us something about your visits to the different facilities? I know you visited Airway Heights. There was something posted on your website about having visited Airway Heights. Was do you do, what are you looking for and how often do you go to the different facilities?

I try to get to every facility at least every other month. I am the only OCO staff person on the eastern side of the mountains, and I have Airway Heights, Coyote Ridge, Washington State Penitentiary and Larch. During COVID I've been to all the facilities every month. I spend time in whatever unit that has been contacting us a lot or catching our attention. Sometimes there are I/I who are really asking for our attention. My purpose to go out and meet with those individual people. We always have some type of in-person conversation with the leadership at the facilities. At WSP, I spend a lot of time in the segregation unit. I do tend to pop into the segregation management unit at Airway Heights and answer a few questions that people have that they've been asking for on our hotline. Sometimes it's easy to sort of mediate or negotiate a resolution in person. I also tried to make myself known to staff because our job in the Ombud's office is to work with the DOC staff to bring their attention to something that they may not know or understand.

I do go to tier rep meetings, including Airway Heights when available.

Continuation of presentation

I'm not going to go through all the questions that I received because most of them are very similar to the questions that are asked at the LFC COVID calls. I also do not want to give a broad answer as I don't work in the facility.

	<p>Our job is to work on behalf of the individual incarcerated person and their family who has an individual complaint.</p> <p>Our hotline is no charge, and it's not recorded. But what it also means is that the incarcerated do not need to put in their IPIN when they call us. Please tell the I/I not to put their IPIN. The call is a confidential no charge call to our hotline. When the I/I puts in the IPIN, it messes with the system.</p> <p>In closing, we are a very, very small office, less than 20 people, but we're extremely dedicated. Thank you.</p> <p>Ellen Hargrove, AHCC LFC Co-Chair</p> <p>I encourage everyone to sign up, so they get the notices from you and to go to your website. There's a lot of good information on reports that you have done, investigations that have been done. It's really a valuable, very valuable office that you were involved with.</p>	
<p>SFC representative election</p>	<p>At this time, Julie Burden has volunteered to be Airway Heights representative for the Statewide Family Council. No one else had mentioned that they would be interested in doing this.</p> <p>Julie Burden: I am very interested in taking this position temporarily because it only be for about four months to partner with Airway Heights to support our loved ones as their voice is important to me for their classes, their health care what's going on inside? I said I'd be willing to do it for the remainder of my kid's sentence which ends in June. So, I will give it a try to do my best.</p> <p>Ellen Hargrove, AHCC LFC Co-Chair:</p> <p>Thank you, Julie. So, since there is no one is willing to do this, I think we should accept a new statewide family council rep. Do I hear agreement for that? Or any comments?</p> <p>Donna Jaramillo, AHCC LFC Family Secretary and prior Interim SFC representative:</p> <p>Oh, yes, absolutely, Julie. Thank you so much. We will truly do everything that we can to support you as you transition into this.</p> <p>This is Kay. Thanks, Julie for taking the position.</p> <p>Julie Burden: I do not know the protocols of DOC. What concerned me is situation of last night. I'm not sure if (this individual) is part of the Airway Heights family council, or does she have her own situation going on? And is she just including some people? I don't want to step on any toes, but I just sent an email to her asking questions, and I was totally ignored, is this something that's authorized by our leadership at Airway Heights?</p> <p>And the second question I have is when we get the incarcerated letter from Monroe and they're passing these things. I don't like to do the wrong thing. But all of us can</p>	

	<p>get passionate and jump on the bandwagon. So, I don't know who wants to address it, but I have some concerns.</p> <p>Ellen Hargrove: Thank you, Julie. I recently learned that I was in error for sending this mail. I was just putting it out information for the local family council members to be aware of, but my understanding now that that was not appropriate inter-facility communication, and that is not part of DOC protocol. And so, I apologize for any confusion or concern that that may have caused you.</p>	
Roundtable/Wrap Up	<p>Superintendent, James Key: I appreciate the work you're doing. I know folks are frustrated. I understand your loved ones are frustrated. We're doing the best we can, but we're always here to listen and we'll be here to do what we can to make life easier.</p> <p>Ellen Hargrove: I want to thank everyone for being on the call. I know everyone is very busy and has other things to do. I appreciate your being here and our next local family council meeting will be in April. We'll announce the time and everything at a later date.</p> <p>The next virtual statewide family council meeting is on March 19. You can get to that meeting by going to the DOC website and look under family support. You can find the agenda for the statewide family council meeting. You can click on or the phone number to join that meeting. So again, thank you for that and looking forward to seeing you next time.</p>	

Roundtable open discussion

Next meeting location: Microsoft TEAMS Date: March 19, 2022 Time: 3:00 – 4:00 PM

Comments: This call was a hybrid call consisting of both the weekly COVID-19 Informational Call and the regular LFC Call. The first hour was dedicated to COVID-19 questions and on the second hour of the call the regular LFC Call took place.

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