



# FAMILY COUNCIL MEETING MINUTES

Location: AHCC Teams Date: 4/23/22 Time: 8:00AM – 9:30AM

Teleconference details: +1 253-372-2181 #906785592

<b>Meeting Attendees</b>
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Department/facility co-chair: Kay Heinrich Family co-chair: Ellen Hargrove

Facility/council secretary: Nancy Webb Family secretary: Donna Jaramillo

Members present: Ellen Hargrove, Byron Coates, Julie Burden, Valerie Smith, Bill Hargrove, Donna Jaramillo

Non-council member attendees: **DOC/AHCC Staff present:** James Key, Gheorghe Turcin, Katie Pavao, Monica Ritter, Melody Bartlett, Caitlin Robertson

<b>Agenda</b>
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Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call/Virtual Etiquette	Ellen Hargrove, the AHCC Family Co-chair, gave introductions, thanked everyone for being at the meeting and reminded everyone to be respectful and that we ask one question at a time so everyone has a chance to be heard.	
Family Secretary Report	<p>Donna Jaramillo, the AHCC Family Secretary, summarized the February 23, 2022, LFC meeting minutes but did not summarize the minutes from the April 14<sup>th</sup>, 2022, Tier Rep meeting. The Tier Rep minutes were sent to the LFC members and stakeholders prior to the meeting.</p> <p>Family Council Action Items: There are two open Family Council Action Items.</p> <p>Handicapped individuals being allowed to be at the front of the visitation line: This item has been open since 2020. Dr. Heinrich stated that we are maintaining the scheduling until at least December and we do not have people coming in and waiting in line. If scheduling is removed, this is a topic we can discuss again to make sure these individuals get priority. It is recommended that this item be closed.</p> <p>MSU Waiting Area - Proposed area or building for visitors: Dr. Heinrich reported that this is still under discussion with the executive staff and is still to be determined. A covering for Main as well will be discussed. In the interim, individuals who arrive by bus or Uber would be allowed to wait in Public Access during inclement weather.</p>	
DOC Updates	Kay Heinrich: M-unit was taken off quarantine. It wasn't quick enough to get visitation for yesterday, but visitation will start back up next week. Kay Heinrich found an Administrative Assistant 3 who will start on May 16th. CPM Gaines has a new Secretary Senior. We are slowly getting more staff. We are working with all of the units on getting resource binders to include OCO reports, Local Family Council minutes, Statewide Family Council minutes, and Tier Rep minutes. All units have the binders which are at the officers' stations. Many Custody Unit Supervisors stated that they were going to put the minutes in the binders as well as posting these.	

	<p>Katie Pavao, Community Partnership Program Coordinator (CPPC) Updates: Katie Pavao gave an update of Community Partnership Program (CPP) activities which included a window cling coloring activity, crafts for children under 17 which will include an origami activity and next month there will be an herb planting activity. In June they will be doing a 3-D puzzle. The children did a Stay Connected puzzle activity with their dads. Ongoing programs include the Terminally Ill and Eulogy videos, the Birthday Party Program, and the Read to Me program. A painting activity will replace the Significant Women's event which was cancelled.</p> <p>LFC members were asked to submit ideas for how to spend IIBF funds for family friendly activities. One idea was providing a snack and activity for special days and the other idea was to have a unit barbecue.</p> <p><b><u>Volunteers:</u></b> <b>Religious Volunteers:</b> Volunteers have started coming into the facility again. We have three religious groups trained and approved to volunteer in the facility. (Catholic, Latter-Day Saints, Jehovah's Witness). We have seven more groups finishing up training through May (Buddhist, Wicca, Seventh Day Adventist, Christian Alliance, Rock of Ages, Victory of Faith, and Victory City). This is currently the maximum capacity of religious volunteers that we can accommodate at this time due to the space and availability of the facility and the Religious Coordinator's ability to cover the service if a volunteer does not show up.</p> <p><b>Non-Religious Volunteers:</b> Non-religious programs have been approved and volunteers are currently coming in to be trained in the new Covid mitigation strategies. Once the volunteers have gone through the Covid orientation, we will be able to notify the Incarcerated Individuals for the restart date of the approved programs. Volunteers currently in training include: Alcoholics Anonymous, Narcotics Anonymous, Non-violent Communication, Sustainability, Toastmasters, Yoga, and Yoga Behind Bars.</p> <p><b>First groups coming back:</b> AA, Toastmasters, Yoga, and Yoga Behind Bars.</p>	*Full CPPC Report and Photos attached
Topic	Discussion/Key Points	Next Steps
SFC Report	<ul style="list-style-type: none"> <li>• Julie Burden, the AHCC State Family Council rep gave a summary of the SFC meeting that was held on Saturday, March 19<sup>th</sup>.</li> <li>• Sean Murphy said that he had a meeting with Governor Inslee, Evergreen State College, the Sustainability Project, and previously incarcerated to discuss the benefits of education for the I/I and are hoping for better education with trauma informed care.</li> <li>• Dr. Thompson, who headed the Equity, Diversity, Inclusion and Respect (EDIR) Program for DOC will be leaving DOC to work with Department Enterprise Services to train all state employees. He taught about commitment to principles and respect for history and culture.</li> <li>• Jeff Uttecht, DOC SFC Co-chair, reviewed some Action Items:</li> <li>• There will be an update on the EFV and Family Friendly Survey Legislative Plan at the next meeting.</li> <li>• Don Holbrook talked about getting the EFVs ready by 4/15/2022. There were EFV fee update discussions.</li> <li>• Jamie Dolan spoke of commissary costs and increasing/limiting days of delivery and equality for spending limits depending upon rotation of deliveries. Both commissary distribution centers are up and running. CI is not passing on the price increases to the customer. Frozen boats were discussed regarding deliveries. They talked about price increases due to Covid.</li> <li>• There was discussion from family members regarding essentials not being available for the incarcerated. Family members asked, since we can order books from Amazon for I/I, can we order essentials from Amazon? The direct answer is no. These questions were due to DOC not being able to purchase toothpaste, etc.</li> </ul>	

Family members asked about vendors and if the commissary items came from Union Supply. There are over twenty vendors that supply commissary. Family members can't go directly to the vendors. A family member asked if DOC is getting a commission from Union Supply and the answer is CI has the contract but not DOC. CI gets a commission.

- Family question: Why can't families go directly to the contracted vendors instead of Union Supply or CI? These are wholesale vendors not individual vendors. Sean Murphy is committed to presenting on this topic.
- Family question: Musical instruments are discontinued thru Sweetwater and are now only available through Union Supply. Families are not happy with the price increase and having fewer choices.
- EFV fees: The statute is that the I/I must pay from their institutional account rather than the family member. Since this meeting there has been a letter from headquarters stating that the daily fee has been reduced from \$15 to \$5 per day.
- Where do these EFV fees go? Per Sean Murphy they are spent on maintenance and upkeep. Sean Murphy acknowledged EFV units are not well kept and the desire to improve prior to reopening.
- Jeff Uttecht talked about removing "offender" terminology from policies. Sean Murphy talked about meeting with Governor Inslee on the significance of removing the terminology.
- Lisa Flynn and Dawn Taylor are working on the listserv. Some family members do not want their personal info shared.
- Dr. MaryAnn Curl was introduced as the new DOC Chief Medical Officer. Dr. Curl has a history of 16 years in the VA system. She talked about the keys to success are respect, communication, fundamental rights to be honored and supporting hope for patients, building up workers, healthy lifestyles, and accountability.
- Family members asked why they can't take their masks off. Protocols are being followed and there won't be any changes to masking anytime soon.
- Policies for death notices were talked about, including disclosure of information and forms needed.
- There was future planning of Visitation regarding when the numbers will increase. Update: As of April 1, there can be five persons visiting an I/I. Vending machines and food was asked about, but still not authorized.
- The Amend Program was talked about and there have been staff in this training.
- The Jpay player frustrations were talked about as family members were not being able to connect with their loved ones.
- Statewide Family Council Co-Chair, Emijah Smith, spoke about WCC and WCCW being in a pilot program for body scanners. Everyone who enters these facilities will be going through body scanners. DOC is hoping to put them into all facilities. A family member noted concern due to a medical issue and was told by Sean Murphy that an exception for implemented procedures will have to be developed.
- Scott Russell discussed the need for the form 13-035 which authorizes disclosure of health information for all communication. I think this was for family members to receive a death notification which is explained under DOC 620.200, Death of Incarcerated Individuals. Healthcare providers may not disclose information to anyone else without written consent.
- Cell/housing assignments were addressed by Mike Obenland, Assistant Secretary. Policy 420.140 drives all cell assignments to include racial balancing and safety concerns.
- Family question: Why can't the IIBF funds be used for dental needs? Dr. Curl stated she's dedicated to ensuring dental care is prioritized and is looking to hire more hygienists.
- Questions came up regarding the Incarcerated Individual Betterment Fund and how money is being used and if it could be used for medical or hygiene kits. Sean Murphy said it was restricted.

Everyone can have access to the minutes which are on the DOC website under the Statewide Family Council. The minutes and agenda for the meeting are posted. The video is not posted at the time of this LFC meeting.

<p>Health Status Report (HSR)</p>	<p>Melody Bartlett, RN3, Airway Heights Corrections Center representing Medical:</p> <p><b>What is an HSR?</b>  Health Status Reports (DOC 13-041) are a method for health care staff to communicate essential information for management of patients to non-clinical staff. HSRs are issued by, or on the verbal order of medical, mental health, and dental providers in order to provide medically necessary care. Various devices or supplies not on the usual property matrix, or exceptions to usual custodial management requirements, may be medically defined in the DOC Offender Health Plan (OHP).</p> <p>HSRs are not used to restrict voluntary activities on the part of the offender (i.e., gym use restrictions), in such cases it is appropriate and necessary to counsel the patient, regarding recommended self-restriction of activities and to document such counseling in the Health Record.</p> <p><b>How often are HSRs reviewed?</b>  HSRs are reviewed by a provider in the discipline (medical, dental, or mental health) that previously issued the HSR for renewal or discontinuation after facility transfer.</p> <p>I/I patients may be required to initiate consideration for renewal of HSRs that are for short term duration (less than one year). HSRs have a maximum duration of validity of one year. HSRs are reviewed yearly for long-term and every 30 days for short-term.</p> <p><b>Who is responsible for making sure the HSR is reviewed?</b>  HSRs are reviewed by the provider when chain comes in. It requires a face to face to renewal.</p> <p><b>Do all I/I have an HSR?</b>  No.</p> <p><b>What happens if the HSR review is late?</b>  Hopefully, this doesn't happen. There are a lot of different variables thrown at the provider and it is hard to be missed unless the I/I does not present to the provider. We have a list of who needs one and who doesn't.</p> <p><b>Is an emergency review possible?</b>  Absolutely.</p> <p><b>Does the HSR stay in effect when an I/I is transferred to another facility?</b>  Yes, until they are reviewed by a provider within 30 days.</p> <p>Family Member Q: Can a process remind an I/I to renew their HSR?  Melody Bartlett: Yes, they get all of that in their Orientation Handbook.</p> <p>Family Member Q: There are times where an HSR expired and it's the I/I responsibility to renew it. Is there a process in place that could remind the individual that the HSR needs renewal?  Melody Bartlett: It depends on what it is. They are all reviewed by providers. It's the responsibility of the I/I. We give the reminders in pill line, etc.</p> <p>Family Member Q: And what if the patient has Dementia?  Melody Bartlett: Then, they would be in our inpatient unit, and we take care of that.</p> <p>Family Member Q: Are we way behind on the TB tests at AHCC?  Melody Bartlett: Zina Blancher RN3, our infection control nurse, is in charge of that.</p>	
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	<p>Family Member: It's supposed to come up on the anniversary of their birth. I have concern that we are behind.</p> <p>Melody Bartlett: I would be happy to give this question to Zina.</p> <p><b>Update from Zina Blancher, RN3: Yes, we are behind in administering TST (Tuberculin Skin tests). I will be proposing a plan to the Captain for screening/testing for all I/Is to be completed by July. Annual testing/screening is usually done during the birth month.</b></p> <p>Family Member Q: Medically speaking, are there any programs that address Traumatic Brain Injury (TBI) or PTSD either in or out of the veteran community?</p> <p>Melody Bartlett: We have annual training with staff with scenarios. We do not have an actual class for it.</p> <p>Kay Heinrich: That would be through Mental Health. Mr. Bothun works with the Veterans Association and veterans at AHCC.</p> <p>Family Member Q: Are there any correspondence courses [re TBI or PTSD]?</p> <p>Kay Heinrich: Contact the Education Department.</p>	
Education	<p>Jeffrey Williams, Interim Associate Dean of Corrections Education, did not attend the meeting but provided answers to Education questions submitted by the AHCC LFC members.</p> <p><b>What programs/classes are available to the I/I?</b></p> <p>GED, English as a Second Language (ESL), High School plus, Re-Entry Life Skills, Business, Carpentry, Upholstery, Aerospace Composites, and CAD (Computer Aided Drafting).</p> <p><b>Who is eligible to take classes?</b></p> <p>Anyone who does not have a high school equivalency is required to take basic skills classes (GED, ESL, or HS+) unless they have an Immigration and Customs Enforcement (ICE) Detainer or are Life Without Parole (LWOP). Those individuals are still offered classes but not required. For the credit classes, they are available to anyone who has completed a high school equivalency as long as it fits within their institutional plan.</p> <p><b>What kind of degree/certificate can be earned?</b></p> <p>Currently, we offer one-year certificates in all of our programs, though we are working to expand into two-year options.</p> <p><b>Who teaches the classes?</b></p> <p>All of our instructors are hired through the Community Colleges of Spokane and meet the necessary requirements to teach college-level classes. For vocational instructors, they also have to maintain appropriate professional certifications in their respective fields.</p> <p><b>Are tutors available?</b></p> <p>Some of our classes have Teaching Assistants (as space allows) to help with class work. We also offer a Learning Lab where students can access computers and get additional help as needed.</p> <p><b>Are classes in learning English available to I/I who do not speak English?</b></p> <p>Yes.</p> <p><b>Are graduation ceremonies held?</b></p> <p>Yes. We have had graduation ceremonies in the past and are hopeful that we can start them up again in the not-too-distant future.</p>	

	<p><b>Is there a cost to I/I to take classes?</b> There is no cost for any of the programs that we offer at AHCC. Currently, the only cost for students would be if they take correspondence courses for programs that are not offered by Spokane Community College.</p> <p><b>Describe the different vocational programs available at Airway Heights.</b> We currently have classes in Aerospace Composites, CAD (Computer Aided Drafting), Upholstery, and Carpentry.</p> <p><b>Are there new vocational programs planned for the future?</b> We are currently exploring options for the future. For example, HVAC and/or Electrical programs.</p> <p><b>How many I/Is are currently enrolled in a GED program?</b> We currently have 99 students in GED or HS+ classes.</p> <p><b>Have any I/Is earned an Associate of Arts degree while at Airway Heights?</b> Yes. We have offered an Associate of Arts in the past, and we are working towards that again when we can fill open faculty positions.</p> <p><b>Family Member Q: Who has the authority to place an I/I into a course of study that the I/I has never requested?</b> Kay Heinrich: We are required to provide Basic Skills classes to anyone that does not have a high school equivalency (HS diploma or GED). These individuals will be placed on our waiting list right away and scheduled for classes when there is an opening and when it works with the rest of their programming. For credit classes, individuals can request classes or receive a referral from their classification counselor.</p> <p><b>Family Member Q: Does Spokane Community College have a college navigator available to help soon to be released I/I who want to continue in college and transfer credits?</b> Kay Heinrich: We do have an Education Navigator that can help with an education plan for release and with the process of transferring to college outside of AHCC.</p>	
Court Ordered Programming	<p>Kay Heinrich, Associate Superintendent, Programming:</p> <p><b>What is court ordered programming?</b> Any program court ordered and mandated by DOC.</p> <p><b>Does completion of a program affect an I/I's release?</b> It depends if it's a court requirement.</p> <p><b>What programs are available at AHCC?</b> Parenting Inside Out, Upholstery, Carpentry, Thinking for Change (T4C), Therapeutic Community (CD) Chemical Dependency Outpatient Program, Sex Offender Treatment and Assessment Program (SOTAP), and Computers for Kids.</p> <p><b>What is the time frame for completing the programs?</b> Inpatient treatment and intensive outpatient treatment are individualized. Everyone progresses differently.</p> <p><b>How has Covid affected programming?</b> All programs are on a cohort schedule. It affects movement, implementation, and completion.</p>	

**Can an I/I's programming be adjusted so they can hold a job?**

All programs collaborate with one another to afford the I/I the best opportunities and balance between work and required programming.

Sara Windsheimer, Reentry/Cognitive Behavior Correctional Program Manager, did not attend the meeting but provided written information on Thinking for Change (T4C). T4C is not generally a court ordered program. It is a DOC mandated program. There are times courts do order T4C for individuals, however, we will only provide T4C to individuals who meet the requirements per our program expectations. T4C is an evidence-based program mandated by DOC for individuals identified as eligible as part of legislative expectations to reduce recidivism.

Nicole Scott, Substance Use Disorder Professional, provided the following written information:

Therapeutic Community can't be specifically ordered by the judge because being placed in treatment requires a clinical evaluation (assessment) which has to be done by a Substance Use Disorder Professional (SUDP). The Judgment and Sentence (J&S) will state that the I/I has to complete a chemical dependency evaluation and follow treatment recommendations. Some sentence structure is more specific, such as someone serving a Drug Offender Sentencing Alternative (DOSA) sentence or under the Indeterminate Sentence Review Board (ISRB), about when they have to complete said assessment and treatment and how it impacts their release/community custody.

A judge cannot impose a specific level of care like the TC, but they can order the I/I to participate in an evaluation and do what is recommended.

Brent Borg, Sex Offender Treatment Program Manager, provided the following written information:

The Sex Offender Treatment and Assessment Program's (SOTAP) client population is court ordered into treatment similarly to all others in DOC's prison system, through their Judgment and Sentence (J&S). There is not uniform J&S language regarding treatment because these orders are drafted by each of the County courts and those involved in the criminal court system. However, the most common language is these orders related to individuals who have committed sexually motivated offenses is similar to complete a sexual deviancy evaluation and follow treatment recommendations or enter into and successfully complete a state certified sexual deviancy treatment program. SOTAP's population for treatment according to Policy 570.000.

**Family Member Q: Is the Redemption Program being offered again?**

Kay Heinrich: We are hoping to, but we need space and staff sponsors. Katie Pavao, CPPC, is working on this with the Volunteer Program. We currently don't have the staff to facilitate. We are making sure our volunteer and religious programs are current and running. Gheorghe, would you like to speak on Parenting Inside Out?

Gheorghe Turcin, Family Services Specialist: Thank you for mentioning Parenting Inside Out. It seems to be very successful at AHCC. There is a high level of interest, maintaining the waiting list at MSU, around 20 to 22 and the same for Main. PIO was started twice a week at Main, then offered once a week. One on Monday and one on Wednesday at MSU. C4 is on Monday and C5 is on Wednesday. They learn a lot and are successful. It is court ordered or in some situations it is CPS or DYF ordered. Some individuals have open cases and are mandated this program. We had some interest from other countries along with the Republic of Moldova. I received the Romanian version of this program. I'm trying to get a copy for Family Council in the English version.

<p>Roundtable Wrap Up</p>	<p>Paul Duenich, Correctional Program Manager, provided the following written information:</p> <p><b>Mattress Distribution:</b></p> <p>We've been asked to order brand new thick mattresses for every bed space at the facility. We have an order in for 1870 mattresses. We are doing ten per week with the stock that we have. If I/I have one that's damaged, that will be assessed by the CUS/designee. There is a backlog on getting the new mattresses.</p> <p>Kay Heinrich:</p> <p><b>Incentive Program Status:</b></p> <p>When we are fully staffed. Hopefully, in June we will be able to have our first meeting and regroup the incentives and privileges.</p> <p>Natasha Samuels, Securus Advisory Account Manager, provided the following written information:</p> <p><b>Jpay Updates:</b></p> <p>I am getting a few inquiries regarding tablet sales in WA. I want to inform you that on 2/9/2022, we had to suspend tablet sales for WA due to warehouse shortages. We sent the below announcement to all of the I/Is as well as sent a message to the friends and family letting you know that tablet sales were suspended. Currently, we do not have an ETA on when tablet sales will resume in WA. The following letter went out:</p> <p>Dear Jpay Customer,</p> <p>Due to the Covid-19 pandemic, our tablet inventory has been reduced, therefore we have suspended JP5 sales. If you have an open tablet order we will be refunding the party that purchased the tablet with the original payment that was used. You or your loved one will receive an email when the refund for the purchase has been issued. Any replacement orders will continue to be fulfilled.</p> <p style="padding-left: 40px;">Additional information will be provided when we are able to enable tablet sales again.</p> <p style="padding-left: 40px;">Warm regards,</p> <p style="padding-left: 40px;">Your Jpay Team</p> <p>Family Member Q: When it synched, thousands of emails are downloaded to the tablet. Is everyone else having this problem?</p> <p>James Key: It's statewide. I haven't heard any new information about the new contract.</p> <p>Family Member: Jpay was going back to court April 1st and has been silent with the information.</p> <p>James Key: It's being held up in litigation.</p> <p>Byron Coates: I'm new to the community. The facility has made things very smooth, and my son is getting settled in. The LTC behind my name stands for Lieutenant Colonel and I support veterans.</p> <p>Family Member R: I would like to move LFC permanently to a weekday. Saturday had made no difference from individuals participating. We've had more participation on Wednesday afternoon.</p> <p>Family Member: Meetings on Wednesday are from 2:00 PM – 3:30 PM. Saturdays are more difficult for staff members to be on the meeting.</p> <p>Family Member: It's important to service people on the weekends. Alternating between a weekday and a weekend would make it easier for more to be on the call.</p>	
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	<p>Kay Heinrich: It's up to the LFC the route you want to go. Our next meeting is on a Wednesday. We can review policy (attached).</p> <p><b>Per Policy 530.155 Family Councils Page 6:</b></p> <p>Meetings will be held on a weekend day to provide maximum opportunities for families to participate, preferably every other month. LFCs may change a meeting to a weekday if the majority of family members will be more available and a vote has passed supporting it.</p> <p>Family Member: I'm retired. I can attend. We aren't able to get presenters on the weekend and we need people here to provide information on their topic.</p> <p>Family Member Q: Meetings in the past were held prior to visitation. People could go to a meeting and visit afterwards. Do we want Saturday morning and Monday evening?</p> <p>Kay Heinrich: It would depend on the cohort and right now that would be limiting who could meet.</p> <p>Family Member: Hopefully, after December, we will go back to a more normal schedule.</p> <p>Kay Heinrich: We can put it on the next agenda items.</p> <p>Family Member: People scheduled to work Monday through Friday need to make their appearance on weekend calls. Why is it not a priority to do the same? Staff need to be present. It's our opportunity to address the facility issues.</p> <p>James Key: I agree with you. We have to schedule that. There are seven chains of command at AHCC. I can talk to the other chains and try to get that to happen.</p> <p>Kay Heinrich: Some people just can't, which doesn't mean they aren't invested. Some staff have alternative schedules and just can't make it. We have to pay overtime sometimes. People will come in on a Saturday. It depends on schedules. This is a great topic for the next meeting on Wednesday, June 22nd from 2:00 PM – 3:30 PM.</p> <p>Family member: We only have six meetings a year. We could plan ahead on who we want to present on a Saturday.</p> <p>James Key: I appreciate topics brought up. Body scanners are big dollars. It's the future of corrections and we are pushing hard for that. Zina Blancher, RN4, is one of the best infection control nurses in the state. We are still in Covid and still dealing with it across the state. As far as staffing, we are down thirty custody staff and fifteen support staff. With staffing and hiring, we are competing for these people and are actively recruiting. I'm thankful for Dr. Heinrich and I appreciate all of you and what you're doing.</p> <p>Ellen Hargrove: Thank you all for being present and for all who presented today. Hope to see you June 22nd from 2:00 PM - 3:30 PM. The next statewide meeting is Saturday, May 14th from 10:00 AM - 3:00 PM.</p>	
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Next meeting location: Microsoft TEAMS Date: Time: June 22, 2022, 2:00 PM-3:30 PM

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

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