



FAMILY COUNCIL MEETING MINUTES

Location: AHCC Teams Date: 6/22/22 Time: 2:00-3:30 pm

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

Meeting Attendees

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

Facility/council secretary: Taylor Jordan Family secretary: Donna Jaramillo

Members present: Ellen Hargrove, Byron Coates, Bill Hargrove, Donna Jaramillo, Lindsay McFadden, Virginia Chapman

Non-council member attendees: **DOC/AHCC/OCO Staff present: James Key, Caitlin Robertson, Paige Perkinson**

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome/Roll Call/Virtual Etiquette	Ellen Hargrove, the AHCC Family Co-chair, welcomed all to the meeting, gave introductions, and asked that we wait until the person before has finished talking before asking our question and requested that we only ask one question at a time.	
Family Secretary Report	Donna Jaramillo, the AHCC Family Secretary, reviewed the minutes from the last AHCC LFC meeting, which was held on Saturday, April 23. She also reviewed the main topics from the Tier Rep Meeting Minutes.	
Statewide Family Council Report	<p>Julie Burden is no longer our representative as AHCC State Representative as her loved one has been released. It would be greatly appreciated if someone would volunteer to take on the responsibility to be the AHCC State Rep. In the interim, we will ask Elijah Smith and Lisa Flynn to send the AHCC family co-chair and family secretary correspondence so it can be sent out to the members.</p> <p>Ellen Hargrove summarized the minutes from the May 21 State Family Council meeting.</p> <ul style="list-style-type: none"> • <i>A list serve to allow families to access information from their facility should be up and running in June.</i> • <i>Family Council Policy review should be completed by August.</i> • <i>Pilot programs for Amend will be conducted at SCCC and WCCW.</i> • <i>Body Scanner pilot programs will be conducted at WCCW and MCC.</i> • <i>IITS:</i> <ul style="list-style-type: none"> ➢ <i>Keith DeFlicht is heading this.</i> ➢ <i>Free JP6 tablets for all I/I</i> ➢ <i>Phone calls from tablets</i> <p>EFVs</p> <ul style="list-style-type: none"> • <i>Policy coming up for review</i> • <i>New standards created: facilities must comply by June 30.</i> 	

<p>DOC Updates/ Announcements</p>	<p>Open Public Forum: Dr. Curl</p> <ul style="list-style-type: none"> • <i>Ongoing TB testing at all facilities.</i> • <i>Paxlovid is available for high-risk Covid patients</i> • <i>2nd Covid boosters are available</i> <p>One can find SFC minutes at doc.wa.gov. Click on Family & Visitors, Family Support, and then Statewide Family Council. Then click on Minutes or Recording for the date you are interested in.</p> <p>Kay Heinrich and James Key provided the following updates.</p> <ul style="list-style-type: none"> • <i>Per Heinrich: We are working on maintaining programming even in this time of being short on staffing.</i> • <i>Per Heinrich: We are working on increasing the number of I/I involved in programming. The cohort has been changed from six feet to three feet so more individuals will now be able to participate in programs such as SOTP and chemical dependency. More will be able to participate in education.</i> <p>Any updates on fundraisers?</p> <ul style="list-style-type: none"> • <i>Per Heinrich: We are working on revamping and rolling out this process and we are going to call it “Violence Reduction Programming.” We have a lot of things lined up and ready to go once we get the support and the logistics for each one of the units. We are looking at maybe decreasing some of the phases and starting sooner than later. It's still in flux. Logistically, we will probably have some updated information in a couple of weeks.</i> • <i>Per Key: Maintenance is working on the HVAC and controlling the temperature in the facility. In the event of severe temperatures, there is a heat plan. The facility bought 32 fans, but with the new HVAC system, it will probably not be necessary to use them.</i> <p>UPDATE: Per Maintenance: all units are being looked at and serviced to make sure they are running properly to maintain comfortable temperatures.</p> <p>Per Key: I have talked to the Spokane County Jail which has contracts with Securus and JPay. The reports have been positive about the service being reliable and not going down. Securus took over JPay so now they have a lot more staff and technicians to fix things when things go down. They are currently doing some electrical work at Airway Heights.</p> <p>Per Key: Mattresses are being replaced for every I/I as we are able to get them in. Manufacturing has been the issue with getting the mattress in a timely manner.</p> <p>Per Heinrich: There has been an issue with the sheets not properly fitting the new mattresses. CPM Duenich is working with Correctional Industries to see if we can get some better-fitting sheets.</p> <p>Have all I/I been tested for TB?</p> <ul style="list-style-type: none"> • <i>Per Key: We are working on testing all I/I on a volunteer basis right now.</i> <p>Family Member: I recently spoke to Don McIntyre. He stated that they would focus on second boosters for COVID when TB testing has been completed.</p> <ul style="list-style-type: none"> • <i>Per James Key: Don is with medical so he would be the one to know.</i> • <i>UPDATE Per Donald McIntyre in Medical: We are caught up/current with respect to kite requests for 1st vaccines, 2nd vaccines & 1st booster requests</i> 	
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	<ul style="list-style-type: none"> • <i>We are about ½ complete with site-wide TB testing—this was recently paused to focus on and complete the Quarantine-Opt-Out project (insufficient staff to do both projects at once)</i> • <i>Once TB testing is completed, we will begin 2nd boosters, by the end of July.</i> <p>Community Partnership Program (CPP) Update - Katie Pavao was not at the meeting. Updates are attached to these meeting minutes.</p>	
Topic	Discussion/Key Points	Next Steps
OCO Report	<p>Dr. Caitlin Robertson, the new director of the Office of Corrections Ombuds (OCO) provided updates.</p> <p>OCO is making changes and is prioritizing having staff at each LFC meeting.</p> <p>Dr. Robertson and Angee Schrader, the lead assistant Ombuds statewide, are working closely together to create more processes and procedures to strengthen and improve the work of OCO.</p> <p>We are tracking and documenting every complaint. We are working with I/I to help them understand that they need to go through the grievance process before contacting OCO. The incarcerated individual needs to pursue the resolution process. Our process is going to work better if we allow DOC to do their process.</p> <p>OCO is trying to get to the point where we are proactive instead of reactive. Hopefully, this will mean that we'll be more effective and quicker with our resolutions.</p> <p>On June 8, Caitlin Robertson, Stella Spracklin, and Angee Schrader went to AHCC and toured the facility and also met with leadership. As all the facilities are different, the purpose of this is that one needs to get a sense of the physical plant and also get a sense of who the people are that work there and live there.</p> <p>The next OCO Quarterly Public meeting is on June 29. The log-in information is on the front page of the OCO website. It can also be viewed on TVW which can be accessed from the OCO website.</p>	
Veterans' Programs	<p>Dr. Heinrich provided information on the Veterans' Programs at Airway Heights.</p> <p>How many I/I at AH are military veterans?</p> <ul style="list-style-type: none"> • <i>149 in Main and 23 in MSU for a total of 172 as of June 1st</i> • <i>Mike Bothun, Airway Heights' psychiatric social worker, was our Veterans' liaison and we are in the process of finding a new one but he will still be the point of contact until he is replaced</i> <p>What does the POW flag flying in front of the Main building signify?</p> <ul style="list-style-type: none"> • <i>To remind every American of the US service members whose fates were never accounted for during the war.</i> <p>Does AH have an officially chartered American Legion Post?</p> <ul style="list-style-type: none"> • <i>No</i> <p>If not, would it be possible to form one?</p> <ul style="list-style-type: none"> • <i>Not at this time</i> 	

	<p>Does AH have a veterans' color guard?</p> <ul style="list-style-type: none"> <i>No, we have an honor guard. This is one of the superintendent's responsibilities. He and the honor guard are used throughout the state and other states when there is a fallen correctional peace officer.</i> <p>Are veterans housed together at AH?</p> <ul style="list-style-type: none"> <i>No</i> <p>Do veterans at AH meet regularly?</p> <ul style="list-style-type: none"> <i>Not Currently. Before the Covid 19 outbreak, AHCC was conducting a monthly meeting in the Main and working with individuals as needed in MSU. I/I can also send a kite or kiosk message to the Veterans' Point of Contact (POC.)</i> <p>Who helps veterans with their benefits claims?</p> <ul style="list-style-type: none"> <i>Veterans' POC, Mike Bothun, on a limited basis, and some classification counselors.</i> <i>In April 2022 AHCC hosted Anthony Sparber with Health Care for Reentry Veterans Program and met with 14 I/I who were to be released in the next 12 months. About one month before release, Anthony will reach out to the assigned classification counselor to set up a phone or teams meeting to enroll the veteran into the VA system and also provide them with a list of VA resources in their release area.</i> <p>What types of benefits can I/I who are veterans claim?</p> <ul style="list-style-type: none"> <i>They can apply for VA disability and VA apportionment for spouses and children if on VA disability.</i> <p>Are there any plans to create a medium-security veterans' pod?</p> <ul style="list-style-type: none"> <i>Per Kay Heinrich: No, Airway Heights already has a lot of special housing. I don't think that's feasible. But I will see if there is any possibility in any of the other facilities.</i> <p><i>There isn't an update on this yet.</i></p> <p>How about a veterans' group which would allow the veterans to meet perhaps as a club. It allows the veterans to cross-level information and it allows them to bring in people from the outside as guest speakers who could address some of their questions and some of their issues with regard to the incarcerated community.</p> <ul style="list-style-type: none"> <i>Per James Key: We had a veterans' group that met and we had guests coming in. I would take any assistance to get a sponsor from the veterans' group to be able to come in and start that program. We need to understand that we're still on a cohort schedule. We're not co-mingling the three medium units and the three MI-3 units. If we can get someone to come out and do that, we can certainly make that group happen. I attended some of those meetings, years back and I saw how productive they were.</i> <i>R. Byron Coates responded that he would help in any way that he could.</i> <p>Update: Mike Bothun's contact information is as follows: <u>mjbothun@DOC1.WA.GOV</u> 509-309-6052</p>	
Extended Family Visiting Information	Dr. Heinrich provided answers to questions regarding EFVs asked by LFC members.	

Could the EFV appointment request be more user-friendly such as the one that is used for the three-hour visit? As it is presently, one must fill out the form, save it on the computer and send it as an attachment to a DOC email address.

- *Headquarters is working on revamping this process to make it easier to use.*

With the three-hour request, we receive an immediate notification that the facility has received the request. Can the EFV request have a similar notification?

- *Headquarters is working on this, unfortunately, the 3-hour visit notifications are automated and as of right now EFV is not set up for that.*

The new staff person doing the booking doesn't contact the families prior to booking. In the past, we received either a phone call or email. Can there be better contact with families before our EFVs are scheduled? We have to put down three dates that work and often find out after our incarcerated loved ones find out.

- *Per policy 509.100 "After approval and payment an EFV will be scheduled based on availability and the individual will be notified of the dates that have been scheduled"*
- *Per policy 509.100 "The scheduling employee will allow visitors traveling from out of state/country to schedule visit up to 60 days prior to the visit."*

Clarification - Simply, the family member wanted to know if there can be better contact with families before the EFVs are scheduled.

- *Per Taylor Jordan, AA3: I am working on notifying families when I complete these as well as staying on top of this process so families hear back promptly and can plan accordingly.*

Can the facility address the problem of waiting to the last possible time to notify family members whether or not visits are approved? This can be a challenge for families who need to make work arrangements and house and pet sitters, as well as long-distance travel arrangements.

- *This will change now that a full-time staff member, Taylor Jordan, has been hired to work on EFVs as part of her job responsibilities.*

What is the average wait time for a subsequent EFV after one has completed one?

- *Per policy 590.100 "An individual may not have an EFV more frequently than every 30 days. The 30 days will be calculated from the last day of the most recent/present EFV if applicable. An individual may apply for a subsequent visit during or after a previously approved visit"*

Clarification - The family member understands that one may not have an EFV more frequently than every 30 days. The family member wants to know, **on average**, how long after an EFV is completed will it take for the next one to be approved based on other EFVs being scheduled, etc.

- *Per Taylor Jordan, AA3: I am working on notifying families when I complete these as well as staying on top of this process so families hear back promptly and can plan accordingly.*

I might be jumping the gun, but I have a question about special visits for family members who are traveling over 300 miles. Is there any date when that will be returning or when visitation might be opening up to more than a couple of offerings a month?

- *Per Kay Heinrich: We really don't have special visits because of the cohorting. As long as we're in the cohorts, which is headquarter based, we really have to work around that schedule.*

Are EFVs being allowed to book at 100% capacity?

- *One EFV home is kept empty each weekend in case a family needs to be moved due to items in the EFV not working correctly.*

Over the last month what has been the occupancy status? Have they been booked up 100%?

- *All available EFVs have been filled each weekend that EFVs are available.*
- *One EFV home is kept empty each weekend in case a family needs to be moved due to items in the EFV not working correctly.*

How many incarcerated individuals currently have EFVs?

- *There are currently 63 I/I approved for EFVs.*

Have all the units been painted and have dishwashers?

- *They all have been painted and #1 in the main is getting the dishwasher fixed over the next week.*

What other improvements are coming for the unit?

- *New bed frames will be installed shortly.*
- *We have met updated requirements from HQ including painting and dishwashers.*
- *You may make reasonable requests and we will look into them depending on the policy.*
- *New recliners have been ordered and will be put in shortly.*

Will new furniture be purchased for the EFV units?

- *The furniture was replaced last year in all the EFVs.*
- *Broken furniture is fixed or replaced in a timely manner.*

Mattresses on the double beds are sorely in need of being replaced. Are these going to be replaced?

- *All mattresses in the EFVs were replaced in 2018 and they have a 10-year warranty.*

The mattresses are of very poor quality. There are several that are not firm and one just sinks down.

- *Per Heinrich: Send me an email about the EFV units and we will check them out.*
- ***UPDATE: Taylor Jordan contacted Denver mattress where we purchased these and they are looking into the warranty on the mattress and will replace the mattress if they adhere to the terms of the warranty.***

Are all five units at AHCC set up for EFVs?

- *Yes, but we only use four at a time in case a family has to be moved due to items in the EFV not working correctly.*
- *There are five units in the Main and two in the MSU.*

Can EFV units have a rolling pin?

- *The Sergeant will be conducting an inventory and will replace any missing items including rolling pins.*

What are all the updated do's and don'ts regarding checking in for an EFV?

- *With each EFV scheduled, a list of "allowable items" is sent out that covers what can and cannot be brought in and the process of bringing in approved items.*
- *Attached is also a memo regarding food and medications brought into the EFVs*

In the policy regarding allowable items, it is noted that "Fruits and vegetables (e.g., mushrooms) must be pre-cut and placed in baggies because knives are not provided, nor allowed to be brought in." Is this because knives are not provided or is this a security issue?

Family members may wish to have some items brought in whole, for example, a russet potato for a baked potato, fingerling potatoes for boiling, whole veggies for roasting, such as carrots or tomatoes/onion/garlic roasted whole for Mexican dishes, whole strawberries for dipping, etc.

- *This is a security and safety issue Per allowable items: Fruits and vegetables must be pre-cut and placed in baggies because knives are not provided, nor allowed to be brought in.*

Clarification - Apologies, I did not ask the question correctly. Policy 590.100 Attachment 1 addresses cutting fruit and vegetables twice. Page 1 of 3, ALLOWED FOOD ITEMS “Fruits and vegetables (e.g., mushrooms) must be pre-cut and placed in baggies because knives are not provided, nor allowed to be brought in,” and on page 3, “Helpful hints for preparing for your EFV”, “Whole fruits and vegetables that need to be cut up, will need to be prepared before the visit since knives are not allowed and will not be provided by the facility.” Family members want clarification that some fruits and vegetables can be brought in whole based on their use.

- *Per Heinrich: Small potatoes may be brought in but larger items such as russet potatoes cannot be seen through the scanner so they must be cut before they are brought in.*

Can dried herbs, such as oregano, basil, rosemary, or thyme be brought in a clear zip-lock type bag?

- *Yes, just no poppy seeds*

Can the following items be brought in a clear zip-lock-type bag?
pickles (whole or sliced)

olives

marinated artichoke hearts

roasted bell pepper

roasted chile peppers

nuts either whole or sliced

- ***UPDATE: They can be brought in the manufacturer’s packaging and transferred into a zip lock bag.***

Salt, pepper, and sugar are provided in the EFVs. Can packets of ketchup, mustard, pickle relish, and mayo also be provided? This would be a real cost-benefit for families. Perhaps families can request a certain number of packets of each category at the time of EFV check-in?

- *We will not be providing these items, but you are allowed to bring them in if they are in sealed manufacturer packaging.*

Is bread dough or pizza dough allowed as long as it is purchased from a grocery store and factory sealed?

UPDATE: “Yeast - items may contain yeast, but may not be brought in its original state as a single ingredient.” Raw pizza dough can be used to make pruno so it is not allowed.

Are having prepared dinners in the refrigerated section of a grocery store allowed if they are processed by an outside vendor such as Albertsons, Safeway, or Trader Joe’s and as long as these are in factory-sealed containers?

- *No, these are not sealed in manufacturer packaging.*

Vegetables and fruit that are purchased frozen are allowed as long as these are in factory-sealed bags/containers and are thawed at the time of the check-in. Can thawed ice cream also fall in this category as long as the seal is intact?

- **UPDATE: Per HQ Frozen food items, including ice cream, are not authorized in the EFVs. Though the previous conversation was to make these items allowable, it was under the assumption that the scanners would be able to see anything inside of the frozen item. Upon further review, however, it was found that not all of the institution scanners have that ability, therefore the decision is to keep the requirement that all foods must be thawed.**

Are having prepared dinners purchased in the frozen section allowed as long as they are prepared by an outside vendor such as Albertsons, Safeway, or Trader Joe's as long as these are thawed and in factory-sealed containers such as TJ's pizza and Marie Calendar's frozen dinners?

- *Yes, as long as it's not frozen.*

Is it allowable to bring in a couple of additional medium to large plastic storage containers so the visitor can bring food home that was not consumed at the visit or to fit leftovers such as salad or other items mixed in a large bowl and not able to fit into the small apartment sized refrigerator?

- *Yes, per policy 590.100 E4 p 14.*

Why can't the facility make available a list of all the DVDs it has for the LFC members? This would save an inordinate amount of time in checking in and be a cost-benefit for families purchasing duplicate DVDs. It would also allow the family member to review the list and add new videos to the collection.

- *Let's discuss this, we can send a list out or we can give the list to the visitation staff that you can review before your visit.*

Can you send out a list of all the DVDs that are available?

- *Per Heinrich: We have over 1500. Do you want the list of 1500 DVDs? Or do you just want to review them when you come in? We could get the list out to the visitation staff.*

Do you have a list of these 1500 DVDs that you can give to the visitation staff? Also, can the list be sent as an attachment so family members can review it? It also gives families an opportunity to be able to make decisions in terms of what future DVDs may be purchased or which ones are going to have their loved one choose when it comes time to check one out for an EFV.

- *Per Jordan: I am currently working on compiling a list of all the movies and I will send them out to the LFC members and the tier reps once it is completed*

Am I correct in assuming that the inmate population has access to the 1500 list of DVDs?

- *Per Heinrich: No, they do not.*

Why not? Coming from MCC, the inmates had access to the list of DVDs. When the EFV request was submitted, they also included the DVDs that they wanted to watch. It cut down the processing time.

- *Per Heinrich: We could put it in the logbooks in the units, and the population can go and look at that in the logbooks.*

UPDATE: The DVD list is being worked on but there are more than 1500 DVDs that need to be logged. Taylor Jordan is working on it but it will not be done by the time these minutes are published. It is anticipated that she will have it completed by the next meeting as well as send a list to the members and have it put in the logbooks.

I fail to understand the prohibition on bringing in frozen food that is commercially packaged and wrapped.

	<ul style="list-style-type: none"> • <i>Per Heinrich: We get the guidelines from headquarters. Frozen foods are difficult to scan. It's a safety and security issue.</i> <p>Per Coates: At MCC you can bring in frozen food. They take it out of the commercial package, visually inspect it, put it in a plastic bag, and then allow it. I am aware that AH does things a little bit differently. I know of at least two facilities that allow frozen commercially wrapped food. To say that you can't bring in ice cream because it is frozen is silly.</p>	
<p>Tier Rep Information</p>	<p>Dr. Heinrich responded to questions asked by the LFC members.</p> <p>How are Tier Reps selected?</p> <ul style="list-style-type: none"> • <i>They are selected by the CUS based on referral.</i> • <i>700.600-unit representative OM.</i> <p>Who selects them?</p> <ul style="list-style-type: none"> • <i>The CUS with collaboration from unit staff.</i> <p>Do I/I have any say in who becomes the Tier Rep?</p> <ul style="list-style-type: none"> • <i>They can make recommendations to the CUS, classification staff, and custody staff.</i> <p>How long do I/I have to be in the unit to become a Tier Rep?</p> <ul style="list-style-type: none"> • <i>Housed at AHCC for at least 6 months.</i> <p>What qualifications do the Tier Reps need to have?</p> <ul style="list-style-type: none"> • <i>Per: 700.600-unit representative AH Operational Memorandum (OM)</i> <ol style="list-style-type: none"> 1. <i>No serious infractions in the previous 6 months, no drug-related infractions in 1 year, no Class A infractions in 2 years</i> 2. <i>GED/HS diploma</i> 3. <i>At AHCC Main at least 6 months prior to hire</i> 4. <i>Any custody level</i> 5. <i>History of positive programming</i> 6. <i>Display a positive attitude</i> 7. <i>Strong communication skills with diverse groups and individuals</i> 8. <i>Strong conflict resolution skills</i> 9. <i>In compliance with continuous case management</i> <p>Do Tier Reps receive pay for doing this job?</p> <ul style="list-style-type: none"> • <i>These are a class III work program so per policy Doc 700.100 "Compensation must be supported within the facility budgeted funds and will not exceed \$55 per month."</i> <p>What is the length of time the Tier Rep serves in his position?</p> <ul style="list-style-type: none"> • <i>Per Operational Memorandum AHCC 700.5600 "Unit Representative can only hold the position for two years. Exceptions must be approved in writing by the Associate Superintendent of Programs and will only be for one additional year."</i> <p>What are the Tier Reps 'responsibilities?</p> <ul style="list-style-type: none"> • <i>Per Operational Memorandum AHCC 700.5600</i> <ol style="list-style-type: none"> 1. <i>Provide offender unit orientation for new offenders</i> 2. <i>Represent the offender unit population through recommendations</i> 3. <i>Assist other offenders in creating recommendations</i> 4. <i>Attend meetings as directed</i> 5. <i>Custodial duties as directed by unit staff</i> 6. <i>Answer questions for other offenders as directed by staff</i> 7. <i>Maintain unit dayroom bulletin boards</i> 	

	<p>8. <i>Organize and maintain resources as defined by the unit CUS/designee</i></p> <p>9. <i>Other duties as assigned by CUS/designee</i></p> <p>Do the Tier Reps post facility memos and notices?</p> <ul style="list-style-type: none"> • <i>Yes, they post the minutes from the last Tier Rep meeting.</i> • <i>Meeting minutes are also put into the unit logbook.</i> <p>If someone else posts materials, do the Tier Reps make inquiries if materials are not posted in a timely manner?</p> <ul style="list-style-type: none"> • <i>It's the responsibility of the Tier Reps to work with CUS to make sure they are posted and in the logbook.</i> <p>How do Tier Reps communicate with the I/I in their units?</p> <ul style="list-style-type: none"> • <i>Whenever they are available like in the dayroom.</i> <p>How is communication affected during Covid quarantines?</p> <ul style="list-style-type: none"> • <i>I/I are not allowed to leave their cells if they are in quarantine so memos and meeting minutes are slid under their doors.</i> <p>When are Tier Reps available to talk with I/I in their units?</p> <ul style="list-style-type: none"> • <i>They can communicate with them in the dayroom.</i> <p>If the Tier Rep cannot attend the monthly meeting with Dr. Heinrich, can an alternate go in their place?</p> <ul style="list-style-type: none"> • <i>No, there are two reps per unit so the other rep will attend.</i> <p>Do Tier Reps meet to discuss what is happening in their units other than the meeting with Dr. Heinrich?</p> <ul style="list-style-type: none"> • <i>Prior to the meeting the CUS will meet with the Tier Reps and discuss questions and recommendations</i> • <i>CUS meets with reps weekly</i> • <i>Other units do not meet with each other</i> <p>Have Tier Reps filed grievances regarding retaliation for their advocacy on behalf of the incarcerated?</p> <ul style="list-style-type: none"> • <i>No per Resolution Specialist B. Duncan</i> 	
<p>Roundtable</p>	<p>Are Operational Memorandums (OMs) available for family members to access?</p> <ul style="list-style-type: none"> • <i>Per Heinrich: We have OMs for many policies. We get the policy from HQ and the OM is how we operate the policy at the facility, and they are not accessible to the public unless requested through public disclosure.</i> <p>Some of the facilities are including a Tier Rep in the local family council meetings. Is that something that Airway Heights will have?</p> <ul style="list-style-type: none"> • <i>Per Heinrich: We were going to look at how we could possibly do the LFC meetings and include I/I representatives from the population in the future when covid restrictions and protocols have ended.</i> <p>Some of the facilities have allowed inmates access to a computer and they have participated virtually at the LFC meeting while being observed by a DOC person.</p> <ul style="list-style-type: none"> • <i>Per Heinrich: At the Tier Rep meetings that we do virtually, the two Tier Reps are in the CUS office, but they do not manage the computer or have access to it.</i> <p>Q. Well, I guess my question is, then, if you do two Tier Rep meetings virtually, why is it not possible for a Tier Rep to participate in the local family council?</p>	

- *Per Heinrich: At this point in time, because of logistics, it is not possible. We are not facilitating it. It will be much more feasible when we can go back to in-person meetings, but we'd have to figure out a way logistically as MSU I/Is cannot be in with Main I/Is.*

Topic - Discussion of LFC meeting days

The topic of changing the LFC meeting days to a weekday was brought up in hopes of getting more presenters at the meeting. The decision was to maintain the alternate weekday and weekend meetings.

I would like to see medical on here, especially with TB and COVID.

- *Per Heinrich: Our infectious disease nurse is retiring. But as far as basic medical, Don McIntyre here would probably be best on a weekday.*
- *Per Key: We will work to get a medical person on, but what do you want them to talk about so we are able to get the right person in on the call?*

Superintendent Key mentioned that he doesn't know when the TB tests are happening. So, if someone was from medical, we would know exactly when that was supposed to be happening and answer questions such as how many TB cases have been moved to Airway from Stafford to N unit, etc.

- *Per Key: We will work with Dr. Heinrich to get our infectious disease person here for a half-hour. Submit your questions so she will know what general questions you have.*

One topic I would like to suggest for the next meeting is to have the business manager, Mr. Brown talk about the IIBF quarterly budget and explain what the different categories are. I am not an accountant or a business major. To me, it's very confusing as to where the money is going and how much is spent.

- *Per Heinrich: Getting Henry on a weekend might be a challenge but I could get him on a weekday.*

So maybe he would be able to talk to us at the October meeting?

- *Per Jordan: I will send him an email and ask*

At the last State Family Council Meeting, it was mentioned that there would be some changes in visitation and we should be expecting some information by the end of the month of May. Dr. Heinrich, do you have any updated information on this?

- *Per Heinrich - No, I have not seen anything on this.*

When will there be a facility tour for the LFC members?

- *Per Heinrich - The policy says that it is for the co-chair, secretary, and state rep. It is not for all the members and it will not be occurring at this time per HQ*

But doesn't the policy also state that the LFC members could attend with the superintendent's approval?

- *Per Heinrich: I believe you're right.*
- *Per Key: I would have to check with Lisa Flynn and Jeff to see if that's been cleared by clinical to bring volunteers inside the institution. I am a full proponent of the tour. It gives everyone a perspective.*

The next LFC meeting will be on August 13 from 8:00 AM to 9:30 AM. This date was selected so that both the associate superintendent and her AA3 could be in attendance. The Tier Rep meeting will be changed to August 11.

The next Statewide Family Council Meeting will be July 16 from 10:00 AM to 3:00 PM.

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Next meeting location: Microsoft TEAMS Date: Time: **August 13, 2022, 8:00 AM-9:30 AM**

Comments: _____

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