



**FAMILY/ COUNCIL MEETING MINUTES**

Location: AHCC Teams

Date: 8/13/22

Time: 8:00-9:30 AM

Teleconference details: +1 564-999-2000, 945207074#

**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, Donna Jaramillo, Rebecca Hegewald, Bill Hargrove, & Byron Coates

Non-council member attendees: **DOC/AHCC/OCO Staff present: James Key, Zina Blanchard, Katie Pavao, Henry Browne, Zachary Kinneman, Monica Ritter, James Watkins & Andrew Camacho**

**Agenda**

Old business

<b>Topic</b>	<b>Discussion/Key Points</b>	<b>Next Steps</b>
Welcome/Roll Call/Virtual Etiquette	Ellen Hargrove, the AHCC Family Co-Chair, welcomed all to the meeting then gave introductions, and asked that members allow each other to finish speaking before speaking.	
Family Secretary Report  Action Item List	Donna Jaramillo, the LFC Family Secretary, reviewed the main topics from the June 22 LFC meeting. There have been two updates on EFV allowable items since the June meeting. Frozen food items are now allowed at Airway Heights. In addition, prepared foods that are purchased in grocery stores are allowed as long as they are in factory-sealed containers. Foods from the deli are not allowed as these are not in factory-sealed containers.  There is one open item on the Action Item List. This item, a proposed area or building for visitors to wait in during inclement weather was opened on February 15, 2020. Dr. Heinrich provided the following update: The superintendent and our facility manager over the past week looked at what could and could not be done and reported that they will have a special covering for family members outside the MSU. This covering should be completed sometime in the fall. This covering is just for MSU as it has such a small entryway. Individuals coming into the MSU with a disability or during inclement weather will be accommodated in the Main.	
SFC Report/ SFC Announcement	The Statewide Family Council meeting was Saturday, July 16. Sean Murphy, the Deputy Secretary, spoke briefly of the Amend Project as well as corrections-related legislation. DNae Allesandro gave a breakdown of the IITS Implementation Project. IITS stands for Incarcerated Individual Technology Services. There will be a phased-in approach at each facility. The Implementation schedule for Airway Heights is as follows: (These are anticipated dates)	

Installation: 06-08/08;  
ITS/Phones (hardline phones) Go live: 09/28;  
Tablet Deployment:10/03-10/06;  
Tablet Go-Live:10/13;  
Terminals/SVC (Video Connect) Go-Live 10/11-10/13.

Once tablets go live, they will start downloading information. There will be an implementation team on site from DOC and Securus to do everything with tablet deployment and doing swap-outs. The download information will also be phased in. First with games, then with music, and then with e-messaging downloads. The majority of the content that has been purchased will be able to be transitioned to their new tablets. There are a few caveats with outdated licenses. In these cases, the incarcerated will get a credit to download something comparable.

Kristen Morgan, the Administrator for Education Services, provided the Educational Program Overview. Every facility offers Adult Basic Education, High School Completion, GED, English as a Second Language, Pre-College Courses, Associate Degrees in Business Administration, Welding, Human Services, and Direct Transfer Degrees. There are a variety of workforce vocational-technical programs. These are one-quarter to two-year certificate programs. There is also correspondence education which is self-paid.

A resource document has been created by DOC that incorporates what family members had contributed to the Family Council Policy. Some of the contributions made by family members will be moved into the family-centered service policy. To date, nothing has been sent out for the EFV policy. It will be sent out through the family communication portals at every facility.

Don Holbrook, Deputy Assistant Secretary, shared Safe Start information as it related to visitation. While conversations are going on, there has been no change and visiting is currently as it is under the current Safe Start plan. This includes the masking protocol and no beverages out of the vending machines.

When an individual signs up for approval for visitation, there is now information on how to get involved in the family councils and encouragement to get involved.

Dr. Alonso Pezo Salazar, the DOC Infection and Prevention Director, provided updates on TB and COVID.

Eric Jackson, Deputy Assistant Secretary, and Danielle Armbruster, Deputy Assistant Secretary presented information on the laws and policies governing gratuity, what would changing look like, and the different classes of jobs. Class I - Free Venture Industries, Class II - Correctional Industries, Class III - Prisons, Class IV - Community Work Industries. There was discussion on gratuity not being raised since 2013 or 2014 while the most of commissary items continue to rise. Fred Ivey spoke briefly about The Cultural Policy Development.

Rebecca Hegewald has agreed to become the new State Family Representative for Airway Heights. Rebecca introduced herself. She stated that she wanted to take this position to help families and get the concerns of the incarcerated individuals out and hopefully help.

<p>Tier Rep Concerns</p>	<p>Ellen Hargrove presented the main concerns as noted in the Minutes of the Tier Rep meetings. The main concern is the new Securus tablets.</p> <ul style="list-style-type: none"> <li>○ AHCC is scheduled to go live with the new tablets in mid-October.</li> <li>○ All I/I will receive a free loaner tablet.</li> <li>○ I/I will be able to make phone calls from their tablets.</li> <li>○ Most data from the old tablets will transfer to the new tablets.</li> <li>○ If there is data that cannot transfer, a list identifying that data will be put out.</li> <li>○ Information concerning the apps that are included with the players and how to put money on the phone account on the new tablets will be provided when AHCC goes live.</li> </ul> <p>GTL refunds</p> <ul style="list-style-type: none"> <li>○ Family/friends should contact Via Path customer service at 877-650-4349 to close their Advance Pay account and request the balance be sent to them.</li> </ul> <p>Fundraisers/Ice cream.</p> <ul style="list-style-type: none"> <li>○ Dr. Heinrich will address this during her update.</li> </ul> <p>Mattresses</p> <ul style="list-style-type: none"> <li>○ When the mattresses are moved out of the gym can we sanitize them and send them to the units? <ul style="list-style-type: none"> <li>○ Per ASP Heinrich: They will be sanitized and put in storage in case we have another outbreak.</li> </ul> </li> <li>○ Can they trade out the storage mattresses with the old mattresses that I/I have currently? <ul style="list-style-type: none"> <li>○ Per ASP Heinrich: We have to throw away the old ones so we can't switch them with those I/I currently have. I/I can kite CUS to be put on a priority list for a new mattress</li> <li>○ Per CUS Watkins: If there is a medical issue, they would kite medical and they would give them HSR for a new mattress or a pad to accommodate their issue.</li> </ul> </li> </ul> <p>Other concerns included:</p> <ul style="list-style-type: none"> <li>○ Movie channel issues have been addressed by maintenance</li> <li>○ Taking pictures in the gym: currently there is a lack of staff and resources</li> </ul>	
<p>DOC updates/ Announcements</p>	<ol style="list-style-type: none"> <li>1. Who is the new visiting room sergeant SGT? <ul style="list-style-type: none"> <li>○ SGT Camacho. SGT Camacho has been at Airway Heights for about two years. Before this, he worked for six years with the California Department of Corrections at Pelican Bay and the California Men's Colony at San Luis Obispo.</li> </ul> </li> <li>2. CPPC activities for August and October <ul style="list-style-type: none"> <li>○ Per ASP Heinrich: The CPPC has a yearly calendar, and they will be on the call to update</li> <li>○ Attached is the CPPC yearly calendar</li> </ul> </li> </ol>	

	<ul style="list-style-type: none"> <li>○ There are no plans at this time for Redemption Program to be resumed. We do not have a sponsor who can facilitate this program.</li> </ul> <p>3. Status of fundraisers</p> <ul style="list-style-type: none"> <li>○ Per ASP Heinrich: The goal is for ice cream to start in September and fundraisers in October barring any unforeseen circumstances.</li> </ul> <p>4. Schedule for replacing I/I mattresses</p> <ul style="list-style-type: none"> <li>○ Per CPM Duenich: We are working on getting them to the units, but it is a production issue at this time.</li> </ul> <p>5. Better fitting sheets for I/I mattresses</p> <ul style="list-style-type: none"> <li>○ Per CPM Duenich: For the future, we need to make sure we are checking for size, but we are working on correcting this.</li> </ul> <p>6. Revamped EFV appointment request process</p> <ul style="list-style-type: none"> <li>○ AA3 Jordan: I have contacted HQ about the scheduling process, and they are going to review it.</li> </ul> <p>7. Are the Denver Mattresses in the EFVs getting replaced?</p> <ul style="list-style-type: none"> <li>○ Per AA3 Jordan: The mattresses were checked, and we will proceed with replacements as needed.</li> <li>○ Per ASP Heinrich: We can see if there is a different firmness.</li> </ul> <p>8. Mitigation efforts during periods of extreme heat. What is being allowed at AHCC during this time?</p> <ul style="list-style-type: none"> <li>○ Per Emergency Rules for heat exposure memo from Key on 7/23/22: When indoor temperatures are at or above 89 degrees: <ul style="list-style-type: none"> <li>▪ Custody staff monitor the inside temperature of the gym and weight deck hourly and log it in the area logbook. If the temperature rises above 89 degrees custody staff will notify the Shift Commander and the gym and weight deck will be closed for health and safety reasons.</li> </ul> </li> <li>○ When outdoor temperatures are at or above 100 degrees: <ul style="list-style-type: none"> <li>▪ Provide shade or another sufficient means for employees to cool down.</li> <li>▪ Ensure workers have a paid cool-down rest period of at least 10 minutes every two hours.</li> <li>▪ Close outdoor recreation (yard). Activities can be resumed upon authorization of the Shift</li> </ul> </li> </ul>	
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	<p style="text-align: center;">Commander when temperatures drop back below 100 degrees.</p> <ul style="list-style-type: none"> <li>○ Discontinue non-essential outdoor work performed by incarcerated individuals.</li> </ul>	
<p style="text-align: center;">IBF Budget</p>	<ol style="list-style-type: none"> <li>1. What is the 9999 budget category? <ul style="list-style-type: none"> <li>○ Per LBA Browne: 9999 budget category is generated due to keying error when entering information in Accounting for Local Funds (ALF) system.</li> </ul> </li>   <li>2. Why are there two categories for the TV rental fees: the 9999 Budget category and the NR24 TV rental program? <ul style="list-style-type: none"> <li>○ Per LBA Browne: There shouldn't be two categories for TV. As mentioned above 9999 budget category was generated due to a keying error.</li> </ul> </li>   <li>3. 9999 Budget category: \$642 fee recovery. Where did this money come from? <ul style="list-style-type: none"> <li>○ Per LBA Browne: \$642.00 Rental Fee Recovery comes from I/I submitting quarterly \$21.00 money transfer requests. This amount should have been in budget code NR24. \$3,305.75 should be in the NR24 budget category instead of 99999.</li> </ul> </li>   <li>4. What is the 99999 budget category? <ul style="list-style-type: none"> <li>○ 99999 Budget category \$90.00 fee recovery. Where did this money come from?</li> <li>○ 99999 Budget category \$800.97 expenditures--\$800.97 remaining budget. What was this money used for? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: 9999 Budget Category \$90.00 free recovery was entered by DOC HQ explanation is to record June 30<sup>th</sup> Entries Affecting FY 21 Crime Victim Compensation to FY22. The Source of \$800.97 is unknown. I May have to consult with HQ to investigate. It may also be funds deemed as contraband that were donated to IIBF.</li> </ul> </li> </ul> </li>   <li>5. EFV Please explain the following entries: <ul style="list-style-type: none"> <li>○ NR08 EFV supplies: expenditures \$5501.79: plain black 20 strike matches matchbook wedding with whiteheads; the one-way optical node with dual height-RF outputs; Scotch thermal laminator. How were these items used for EFVs?</li> <li>○ NR27 Unit Activity: \$5341.00 EFV fee recovery. Where did this money come from? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: All items expensed to Budget Category code NR08 based on information that was submitted in TRACKS/Purchasing Order. The person submitting TRACKS/Purchasing Orders will know what the items were used for. NR27 Unit Activity \$5,341.00 EFV is recovery off EFV fees paid by Incarcerated Individual or</li> </ul> </li> </ul> </li> </ol>	

	<p>Incarcerated Individual's family member. There is no EFV account. EFV's expenditures and recoveries are non-restricted categories. Funding is provided by HQ every year based on dollars per number is Incarcerated Individuals at the institution.</p>	
<p>Recreation Budget</p>	<ol style="list-style-type: none"> <li>1. NR18 Recreation Supplies: expenditure \$1433.27; -\$1433.27 remaining in the FY22 budget. What was this money used for? <ul style="list-style-type: none"> <li>○ Per LBA Browne: This was used for laundry totes, Soccer balls, Jump ropes, Olympic Bar, Basketballs/Volleyballs, Power core bags, Weightlifting Belts, Metal Shelves</li> </ul> </li> <li>2. NR17 Rec equipment: expenditure: \$1297.84; -\$1297.84 remaining in FY22 budget: brake assembly for equipment repair; long weight stack pin with lanyard. <ul style="list-style-type: none"> <li>○ Per LBA Browne: Same answer as to #1</li> </ul> </li> <li>3. How much money was in the Receptions accounts on March 31, 2022? How much money is in the Recreation accounts today? <ul style="list-style-type: none"> <li>○ Per LBA Browne: March 31 was -6,212.01. June 30 was -22,656.46</li> </ul> </li> </ol>	
<p>Family Friendly Budget</p>	<ol style="list-style-type: none"> <li>1. FFFD family-friendly future deployment \$9125.00. What can this money be used for? <ul style="list-style-type: none"> <li>● CPPC submits projects and activities and HQ approves those. The funds can only be used for these specific activities. <ul style="list-style-type: none"> <li>○ 9S2125.00 was budgeted but at the end of the year that money was still there so do we still have the money? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: HQ holds onto some of that money in case of an emergency and that money is still in that account.</li> </ul> </li> <li>○ Will that money carry over to next year? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: Yes, it stays within the IIBF because it's a local fund, but it might not still be allocated to that category.</li> </ul> </li> <li>○ How can I/I or family members make suggestions on how to spend the IIBF? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: I don't make decisions on how funds are spent. The requests of what to buy comes from the programs but headquarters would have to decide how we are going to facilitate these suggestions.</li> <li>▪ Per ASP Heinrich: Lisa Flynn sent SFC suggestion forms on how to spend IIBF funds but I will double-check with HQ.</li> <li>▪ Per CPA Flynn: LFC members can work with the facility CPPC to make recommendations for pop-up events and IIBF expenditures. Each spring councils participate in reviewing annual events, but they have input throughout the year for pop-up events at the local facility.</li> </ul> </li> </ul> </li> </ul> </li> <li>2. How much money was in the Family Friendly accounts on March 31, 2022? How much money is in the Family Friendly accounts today?</li> </ol>	

	<ul style="list-style-type: none"> <li>• Per LBA Browne: As of March 31<sup>st</sup>, 2022 the family-friendly account had \$31,456.47 remaining. As of June 30<sup>th</sup>, 2022, \$24,535.17 is remaining. <ul style="list-style-type: none"> <li>○ If money is not budgeted for a fund but expenditures are made for that fund, where does the money come from to pay for those expenditures? For example, recreation supplies. <ul style="list-style-type: none"> <li>▪ Per LBA Browne: The unrestricted allocation is available for use in any allowable category. The numbers put into various expenditure categories are a guide based on the best information available at the time the budget is allocated to the various categories. If recreation supplies are needed, they will be purchased even if there is no more money remaining in that category, as long as there is money remaining in another unrestricted category</li> </ul> </li> <li>○ If money is remaining in an account at the end of the FY, do the funds remain in the account, or do they go back into the main DOC funds? <ul style="list-style-type: none"> <li>▪ Per LBA Browne: The funds technically go back into the big pot at HQ. In reality, any remaining funds will form part of our allocation for the ensuing FY.</li> </ul> </li> </ul> </li> </ul>	
Communication	<ol style="list-style-type: none"> <li>1. How does communication work between staff and I/I (ie. Memos, kiosk messages, notebooks, bulletin boards, and kites) <ul style="list-style-type: none"> <li>○ Per CUS Watkins: Communication happens face to face due to our open supervision style with the booth officers, and counselors. I/I can talk to officers any time they are not in their cells and they have access to CUS most of the day. Kiosks and Kites are more for workers. <ul style="list-style-type: none"> <li>▪ If an I/I wants to look at the notebook how do they do that? <ul style="list-style-type: none"> <li>• CUS Watkins: They have to check out the complete book and it's updated by the tier rep and the office assistant monthly if not weekly and they have to use their ID to check it out.</li> </ul> </li> <li>▪ What info is on the kiosks? <ul style="list-style-type: none"> <li>• CUS Watkins: Anything approved by Superintendent it could be covid updates or memos that get sent out to I/I</li> </ul> </li> </ul> </li> </ul> </li> <li>2. Concerning communications between staff and family members <ul style="list-style-type: none"> <li>○ Per CPPC Katie Pavao: I send the upcoming events to the AHCC Family Distribution list. When an I/I signs up for an event, they are asked to email me confirming they would like to participate in the event. Then I communicate with family via email. I also put flyers of upcoming events in the Visiting room so they may see that as well. The yearly family-friendly calendar is posted on our website (updated by Oct. each year)</li> </ul> </li> </ol>	
Medical	<ol style="list-style-type: none"> <li>1. The CDC recommends that everyone over 50 years of age get two doses of the shingles vaccine. Why have I/I been told that they have to be 60 years old to receive the vaccine?</li> </ol>	

	<ul style="list-style-type: none"> <li>○ Per RN3 Blanchard: We do follow the CDC recommendations for the Shingles vaccine. We offer the vaccine to anyone who is 50 or older they just need to kite medical.</li> </ul> <p>2. The Vaccine Administration Status by Facility on the DOC website and the Corrections' Covid-19 Bulletins show that AHCC has only given two 4th doses of the Covid vaccine. However, at our Covid call on 7/13/22, Zina Blanchard told us that 575 total second Covid boosters (4th Covid doses) had been given between Moderna and J&amp;J. How many second boosters/4th doses of Covid-19 vaccine have been given as of today?</p> <ul style="list-style-type: none"> <li>○ Health Services Project Manager Shawn Pritchard: DOC is unable to report the number of COVID-19 vaccine doses by individual series number. The Washington Immunization Information System (WAIIS) only allows entities to upload information for patients to whom the entity has provided a service. That restricts DOC to only report vaccines that have been administered by DOC and the inability to access community vaccine records.</li> </ul> <p>3. Can the website be updated to show the current number of vaccinations given?</p> <ul style="list-style-type: none"> <li>○ Health Services Project Manager Shawn Pritchard: The DOC Vaccine Administration site reports the count of COVID-19 vaccine doses administered by the DOC at each facility. As of August 10, 2022, the total number of vaccines administered at Airway Heights Corrections Center is 4,258 doses which include both Moderna and J&amp;J vaccinations. This information is manually entered into the WAIIS system, therefore there can be a delay in the data reported.</li> </ul> <p>4. Please provide a covid update, TB update, I/I healthcare pan, and offsite healthcare procedure.</p> <ul style="list-style-type: none"> <li>○ <u>COVID UPDATE:</u> RN3 Blanchard: R unit is in a limited area outbreak, so they are quarantined, and NB got put on a limited area outbreak this week. We have tested and R unit had three positives and NB had three positives. If it's two or more positives the unit gets put on a limited area outbreak. Yesterday NB got retested and R unit will get retested on Monday morning 8/15/22. We continue to be on a facility-wide cluster until we stop having staff testing positive. Staff is testing twice a week.</li> <li>○ <u>TB Update:</u> RN3 Blanchard: two units left to do TB testing and it was put to the side due to the limited area outbreak. We are trying to make it a priority to test I/I who have transferred, and those tests came back negative. We currently have no I/I with active TB in our IPU.</li> <li>○ <u>Offsite health care procedure:</u> RN3 Blanchard: We do consult off-site all the time and for anything that needs to go to the community we have offsite coordinators that set up an appt with doctors or clinics. It is arranged. Then the I/I is transferred to their appt and then comes back to the facility.</li> </ul>	
<b>Topic</b>	<b>Discussion/Key Points</b>	<b>Next Steps</b>



<p>Update from Superintendent James Key</p>	<ol style="list-style-type: none"> <li>1. We are moving through covid as best as we can.</li> <li>2. We are focusing on getting programming up and running.</li> <li>3. We need to move forward because COVID is going to be around for a while, so we need to find a way to work around it.</li> <li>4. DNR fire season has started so I/Is are out fighting fires</li> <li>5. What is going on with the plumbing in the kitchen? <ul style="list-style-type: none"> <li>○ Per Sup Key: We have a capital project in the kitchen to redo plumbing which has caused it to be closed and most of it is done but they will be back in October to finish the project.</li> </ul> </li> <li>6. Update on LFC member's tour: <ul style="list-style-type: none"> <li>○ Per ASP Heinrich: Safe start guidelines say there are no tours at this time.</li> <li>○ Per Sup Key: We want to get you in as soon as we can as it's in accordance with the safe start guidelines.</li> <li>○ Why did OCO get to tour? <ul style="list-style-type: none"> <li>▪ Per Sup Key: They are part of the DOC regulation for testing.</li> <li>▪ Per OCO Kinneman: We have been N95 fit tested and gone through training to be able to visit facilities.</li> </ul> </li> </ul> </li> <li>7. What are you going to do about drugs being thrown over the fence in MSU? <ul style="list-style-type: none"> <li>○ Per Sup Key: No institution is designed perfectly so we put an additional fence near the parking lot and we put door alarms on the doors that go to that area. People who have been caught getting contraband in that area have been transferred. We are looking into putting up netting behind C4 but that netting over time will deteriorate with the weather. The back pad has been closed due to the amount of contraband coming over the fence. IIU is working with The Airway Heights Police Dept. to arrest individuals who are throwing contraband over the fence.</li> </ul> </li> <li>8. When will the concrete decks be reopened to I/I? <ul style="list-style-type: none"> <li>○ Per Sup Key: I don't plan to open those up due to the contraband coming in and not having the staff to watch them. I/I still have yard times.</li> </ul> </li> <li>9. Could they have areas in front of the units made since we can't open the back pads? <ul style="list-style-type: none"> <li>○ Per Sup Key: They have gardens and sitting areas that are in full view and they have an open yard schedule, so they have plenty of time outdoors.</li> </ul> </li> <li>10. Donated DVDs will be added to the list of available DVDs. AA3 Taylor Jordan will send this out periodically.</li> </ol>	
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Closing	Our next LFC meeting will be Wednesday, October 26 from 2:00-3:30 PM. Our next Statewide Family Council Meeting will be on September 17 from 10:00 AM to 3:00 PM.	
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Next meeting location: Microsoft TEAMS Date: Time: October 26<sup>th</sup>, 2022, at 2:00-3:30 PM

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

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