



FAMILY COUNCIL MEETING MINUTES

Location: SCCC Date: 2-11-22 Time: 9:00-11:00am

Teleconference details: Call in number: 1-253-372-2181; Phone Conf. ID # 784-921-425

Meeting Attendees

Department/facility co-chair: Gina Penrose, Associate Supt. of Programs

Family co-chair: Bethany DuSchene

Facility/council secretary: Katy Tatro Family secretary: Vanessa Lewis

Members on call: Superintendent Haynes, Associate Van Ogle, Captain Mainio, HSM1 Johnson, FSM Attard, LBA Richardson, FA4 Sheridan Sutherby, IT5 Bradley, Sec. Spec. Bolden, Chaplain Wakeman, CI Mgr. Aliff, Mailroom Sgt. Wilkinson, CUS Jolly, CPPC Branwyn Mansford, CPM Secretary Clark,

DOC staff: HQ – P. Perkinson & M. Ritter; C. Melhuish – Family Services Division, F. Ivey – Statewide Religious and Cultural Programs Mgr., OCO – LaQuesha “Q” Turner

Family Members present - Anna Ivanov - SFR; J. Revay, K. Kaiser, V. Westman, M. Fry, D. Sifres, T. Jackson, J. Triggs, J. Dagnoko, L. Schoen, S. Leon (formerly Stuth), T. Goddard

Non-council member attendees: None

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
SFC Update	Presented by Anna Ivanov, SFR	Meeting minutes from SFC November 2021 have not yet been published. Anna will send out to family members when they are completed.
Family Friendly Updates	Presented by CPPC Branwyn Mansford	See Attachment #1 for details. New OAS – Arwen Gill. CPPC is the main contact with OAS acting as back-up when needed.
Financial Overview	Presented by FA4 Sheridan Sutherby	See Attachments #2 A & B for details.
Visitation Updates (& EFV's)	Presented by CPM Shane Evans	Visits have increased from 1 to 3 per month; these need to be requested separately; the spots fill quickly so HQ is working on a solution through the Visit schedule; Safe Start is now permitting a few games and activities added to the visits; we have a new rapid testing system to include a machine that

		verifies whether COVID + or -, but still takes 15 mins. per test. EFVs – We are working through some issues with families leaving food behind. A sanitation process is currently in progress to include assigning a clean-up team to ensure cleanliness.
Mattress Updates	Presented by CPM Rob Schreiber	See summary at bottom of minutes.
Per 10-8-21 LFC meeting assigned as Action Item	Request from B. DuSchene to receive updates on H3/H4 closures due to staff shortages due to non-vaccinators.	Pending closures are based on the reduction of II's in WA State prisons. There are too many empty beds to keep all units open statewide. When information is received from DOC HQ, it will be disseminated to LFC family members and SCCC incarcerated population.
Per 10-8-21 LFC meeting assigned as Action Item	Request from S. Babcock to have installed railings for upper bunks to prevent falls. Is age factored in when deciding who is assigned a top bunk?	Health is the deciding factor; All II's are responsible to consult with Health Services for lower bunk placement. Per Supt. Haynes – At this point we are not going to proceed with installing railings on all upper bunks in the facility.
LFC Unit Reps Agenda Requests	Presented by Facility Co-Chair Gina Penrose	See Attachment #3 for details.
LFC Family Members' Agenda Requests	Presented by Facility Co-Chair Gina Penrose	See Attachment #4 for details.

New business

Topic	Discussion/Key Points	Next Steps
SFC Update	Presented by SFR, Anna Ivanov	The following updates were provided during today's meeting: 1. Policy change for outside vendor purchase of wedding rings, 2) New recreation equipment will be coming to facilities, 3) Revision of Family Council Policy anticipated to be completed by August 2022, 4) \$50.00 credit for travel & lodging for families per Dawn Taylor, Family & Volunteer Services Manager, 5) New communication tool is being created by DOC called Get Response for all families to opt to join, 6) Viapath (GTL) is suing DOC

		– technology contract on hold until March 2022, 7) New JPay tablets – Not available at this time, only warranty refurbished tablets available, 8) To improve communications with families – CPPC Branwyn Mansford will reach out to II's for their family members who wish to participate in LFC and/or COVID calls, 9) Jeff Uttecht new co-chair for SFC, working with Programs Admin. Lisa Flynn
CPPC – Family Friendly Updates	Presented by CPPC Branwyn Mansford	See Attachment #1 for details. CPPC requesting suggestions from family members RE: IIBF funding, deadline is 3-15-22 to submit.
Financial Overview	Presented by LBA Samantha Richardson	See Attachment #2-A & B for details. Spent 33% of budget for Family Friendly. EFV expenditures – detail of improvements. Possible pop-up funds for \$1,500 for EFV improvements. Intent was to give something to the visitors.
Religious Overview	Presented by Chaplain Gary Wakeman	See Attachment #3 for details. Families asking for religious services to be made available for viewing on JPay players.
Unit Reps Agenda Items	Presented by Facility Co-Chair, Gina Penrose	See Attachment #4 for details.

Facility Updates:

1. “Comfort Items/bags” – HQ provided “comfort items” to all DOC facilities to include Keeffe coffee, crackers, cheese, sausage, beef ramen, chips, and drinks. These were delivered to the housing units on 2-10 and were distributed to the incarcerated population prior to Super Bowl Sunday.
2. Commissary credit of \$10.00 for all II's coming in mid-March 2022.
3. JPay - \$15.00 credit to use for stamps, games and/or music will be applied to active account holders as of February 1, 2022. Deadline to use is June 30, 2022, before being removed from account.
4. GTL – Effective February 1, 2022, GTL will add a \$10.00 credit to individual phone accounts.
5. Increased work crews - With having a few units come off quarantine, we were able to increase II staffing for our 2 work crews. We are now able to get workers from H3 and H4 at this time, which will increase our ability to prepare meals and have them issued more quickly. We are hoping to go to 3 grab and go meals very soon.

Family Council Action Items:

1. H3/H4 Updates – SCCC remains status quo on possible closures, but it is still on the table with no ETA predicted.
2. Mattresses update – Mattresses are currently on hold as SCCC is in the process of ordering

cots for the gym due to cots breaking down.

3. Status of LFC meeting minutes on DOC website – DOC webmaster missing 12-21 LFC Bi-Monthly Meeting Minutes and 2-2-22 LFC COVID meeting notes. ****Received confirmation from DOC webmaster that both have been posted to website****
4. **Next LFC Agenda topics** – Per Family Councils policy, an approved Agenda by the facility and family members should be provided 2 weeks prior to meeting. Next meeting is 4-8-22. It is requested that the officers solicit questions to our office by March 25th.
5. **Super bowl meal** – Per FSM Attard – this meal includes Hoagie Roll, Lunch Meat (Turkey and Roast Beef), 2 Slices of Cheese, Pickle, Chips, Muffin Mustard/Mayo Pack, 2 packages of duplex cookies.

Roundtable open discussion

1. Q: For CPPC – Can the money set aside for decorations be put towards new games?
A: Games are not a part of this budget, currently looking at pop-up activities so that families can take home the games. Looking at games for grown-ups as well. Additional ideas – Add birthday cards & more holidays.
2. Q: For CPPC – Do you partner with the Chaplain to do religious activities? How do you send out your notifications?
A: Our activities are secular, so everyone has access. Notifications are sent out through the kiosk, and we plan for 50-100 individuals.
3. Q: For CPPC – Are you doing activities right now? Are you going to the units?
A: We are required to keep going. Art projects, workshops on pause currently as we can't meet in person. We have 2-3 hours of activity time in Education bldg. where the II's come in unit groups or cohort groups. I schedule out as many II's as possible; the limit is the supplies. I plan for 50-100 dependent upon previous attendance.
4. Q: EFV's – What improvements are expected in the EFV's?
A: We are reviewing and compiling a list which will include 24 bath towels, 12 hand towels, 12 wash cloths, 6 sets of serving bowls with lids, 6 pan sets, 6 cooking utensil sets, 4 silverware sets, 4 unbreakable microwavable 8 serving dish sets, twice the sheet sets as we have beds, mattresses for Queens and full beds, mattress covers for all beds, Wii remotes, and children's games (x4).
5. Q: For CPPC – What were the pop-up funds spend on?
A: This was a one-time expense for wooden games for December Visitation and holiday themed art projects. Total of \$6,000 in pop-up funds that are approved through HQ and sent here to be approved by Administration.
6. Q: For recreation – Is there a plan for spending the remaining \$11,056?
A: We are in the process of getting new cardio equipment and kettle bells.
REQUEST from Anna Ivanov – I would like the IIBF funds to be used; funds remain unspent year after year with a balance of 10 million. These can be used as supplemental emergent spending requests. An example would be if a refrigerator in EFV was broken and is a high cost, a request would be made, and a new refrigerator would be purchased out of IIBF funds.
7. Q: For Chaplain – What is process for obtaining religious diet?
A: II's complete paperwork and then I send to HQ for finalization.
8. RAMADAN UPDATE: 4-2-22 through 5-1-22. Currently there are 62 II's signed up.
PASSOVER UPDATE: 4-15-22 through 4-23-22. There is 200+ II's signed up.
9. Q: For Chaplain – What are some of the duties you perform?
A: I am primarily here to support the II's with their religious programming needs. I receive daily requests for Bible devotions, Daily Bread, In Touch, I walk through the units twice weekly and

work with Property to ensure religious property is issued to include prepping of the items. I provide death & seriously ill notifications to the II's family members regularly. I conduct open chapel time which is open to all II's based upon cohort schedule.

10. Q: For Chaplain – When you go to the units, can the officer make a PA announcement so the II's know you are there?

A: Yes, I can request this when I perform my walk throughs.

11. Q: For Chaplain – If you are away from the facility, who steps in?

A: Nobody; I am only one person and without religious volunteers permitted within the facility, those extra duties fall on my shoulders, and it can be overwhelming at times.

12. Q: What can you do to request additional help for our loved ones?

A: That would be HQ issued. We have made the requests and Program Mgr. Lisa Flynn tried very hard to get volunteers inside the facility to assist. This was denied.

13. Q: Why are II's not given a copy of their x-ray reports?

A: X-rays are still being reviewed along with lab results. Those identified as positive are being notified, moved, and receiving treatment.

14. Q: Our loved ones were told that random cell searches were suspended. Why are they still happening in H3?

A: Per Associate Van Ogle – I will investigate this. ****Suspicion searches are occurring as needed****.

A: Per Associate Penrose – **SCCC is performing random cell searches and pat searches.**

15. Q: Has there been a response regarding request for memorial for II's that have passed due to COVID-19?

A: A determination has not been made yet. The request for a plaque has been denied.

16. Q: Why are more TV's being requested?

A: No TVs are necessary at SCCC, we are accommodating those in quarantine.

17. Q: The family members and incarcerated would like the TV package extended. Is SCCC having this discussion?

A: We are currently in discussion with Comcast to restore some of the old channels such as Cartoon Network and National Geographic and increase the package. ****Cartoon Network (now Channel 15 – previously was old western movies) and Nat Geo have been restored****

18. Q: How is the legal mail being distributed?

A: All legal mail is being delivered to the units during facility wide outbreak.

19. Q: JPay – Why am I being charged for JPay video visits? We are supposed to receive 2 free visits per week.

A: Per Jpay/Securus Technologies – You will receive two (2) free 30-minute video connect session credits through your JPay account each week through Thursday, March 31st. These two (2) free videos connect session credits will be replenished on Fridays, but only if the previous two (2) free video connect sessions were used.

20. Q: My loved one is having issues getting his refills. What can be done to resolve these issues?

A: Per HSM1 Johnson – I reached out to the incarcerated individual in question, and this has been resolved.

21. Q: It's been 2 years since use of the vending machines. When regular visitation resumes, will the money still be on our cards, or will it be refunded?

A: The card value does not expire if we have the same software to read the cards later. If they want to get a refund, please have them send their cards to me listed below with a self-addressed stamped envelope asking for a refund.

Dawn Dougherty, HR Mgr.

Harbor Pacific

50 Schouweiler Tracts Rd. E.

Elma, WA 98541

w. (360) 482-4820 x1101 f. (360) 482-4845
dawn.dougherty@harborpacific.us

22. Q: I am not hearing about fruits and veggies being provided for meals.

A: Fruit is provided with every meal to include apples, kiwi, banana, oranges, and pears.

23. Q: Why do the II's have to use kites for Medical? Why can't they use the kiosk?

A: The Medical kites are multi-layered and are placed into a locked box for confidentiality purposes. Copies go into the II's medical file.

24. Q: I am receiving a lot of complaints that the food still tastes like soap; we've had this discussion previously. Can you look into this again?

A: Per FSM Attard – I will investigate this and ensure the dishes are being properly rinsed.

Next meeting location: Teleconference if Visitation is closed. In Visit Room if Visitation is open.

Date: April 8, 2022, _____ Time: 0900-1100 _____

Comments: _____

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 00-03, RCW 42.56, and RCW 40.14. Upon completion, the data classification category may change.

Distribution: **ORIGINAL** - Family council co-chairs

Projected Revenue	FY21 Total Budget	YTD Budget	YTD Actual	YTD Actual / YTD Budget	YTD Variance	Remaining Budget
Gross Phone Commission Revenues						
Interest						
J Pay Commissions						
Recycling						
Miscellaneous Revenue						
Vending Commission						
Contraband			205			
Subtotal			205			
Less 25% to Crime Victims'			51			
Total Projected Revenue			154			

Budgeted Expenditures (Restricted)	Budgeted FTE	Actual FTE	Variance	FY21 Total Budget	YTD Budget	YTD Actual	YTD Actual / YTD Budget	YTD Variance	Remaining Budget
Headquarters staff (IIBF Administrator & IT Staff)									
Prison Recreation staff (no overtime)									
Prison Recreation staff overtime									
Prison Stores - Security staff									
Prison Visiting staff									
Prison WA State Library contract staff - at WSP									
Prisons Law Library staff									
Family Services staff									
Prison Project Positions from FY2019									
Total Staffing Cost									
Family Friendly- Events & Activities				35,327				0	35,327
Back to School FF01				3,000	3,000	365	12%	2,635	2,635
Parent/Mentor FF97				1,560	1,560	0	0%	1,560	1,560
Family Crafts FF14				1,620	1,620	701	43%	919	919
Family Focus/Fun Night FF15				1,302	1,302	0	0%	1,302	1,302
Hotel/Motel Voucher FF40				10,000	10,000	100	1%	9,900	9,900
Spring Family FF61				1,620	1,620	0	0%	1,620	1,620
Winter Family FF69				4,000	4,000	2,074	52%	1,926	1,926
Video Greeting FF91				500	500	174	35%	326	326
Significant Other FF96				975	975	160	16%	815	815
Pop-up Funds Pending approval/release				1,625	1,625	1,539	95%	86	86
Supplemental Emergent Spending Requests								0	0
Family Friendly-Future Deployment				9,125	9,125	9,125	100%	0	0
Family Friendly Transportation Contract-Western Van									

Family Friendly -Matthew House Hospitality Services						
Family Friendly KUBI Camp						
Family Friendly -Hotel Voucher Program						
Family Friendly- Supplemental Pop-up						
Family Friendly- SFC Travel & Meeting Supplies						
Family Friendly- Communication support (July/Aug)						
Family Friendly- Communication support (Sept)						
Family Friendly- Communication support (Oct)						
Family Friendly- Communication support (Nov)						
Family Friendly- Communication support (Dec)						
Family Friendly- Incarcerant Comfort Items						
Family Friendly- Future Deployment						
Parenting Inside and Out (PIO)						
FOSA						
Total Family Friendly	35,327	35,327	14,239	40.31%	0	21,088
Motion Picture License						
Supplemental Motion Picture License (placeholder)						
TV Systems	143,086	143,086	69,272	48%	73,814	73,814
Law Library Subscriptions, Books, & PC Lease						
Law Library Additional Publication Through Thomson Reuters						
Total Other Spending	143,086	143,086	69,272	48.41%	73,814	73,814
Supplemental Emergent Spending Requests (placeholder)						
Subtotal-Restricted Spending	178,413	178,413	83,511	46.81%	94,902	94,902

<u><i>Budgeted Expenditures (Non-Restricted)</i></u>	FY21 Total Budget	YTD Budget	YTD Actual		YTD Variance	Remaining Budget
Per Offender Allocation	19,040	19,040	-15,876	-83.38%	34,916	34,916
Unrestricted Program Index Breakdown (Expenditures)						
Barber Shop - 88110					0	0
Meal Enhancements-Cultural - 88115	3,950	3,950	3,950.00	100.00%	0	0
II Events- 88160	4,000	4,000				
EFV - 88125	1,000	1,000	-6,066.84	-606.68%	7,067	7,067
EFV (RECOVERIES) - 88125						
Family Friendly - 88130						
Gardening - 88135						
Hobby - 88140						
Hobby (RECOVERIES) - 88140						

SCCC LFC FY22 IIBF REPORT

Law Library - 88150						
Evidence Based Incentives - 88155						
Recreation - 88160	5,090	5,090	-5,966.16	-117%	11,056	11,056
Recreation (RECOVERIES) - 88160					0	0
Television - 88170			-10,818.25		10,818	10,818
TV(RECOVERIES - 88170						
Unit Activities - 88180	4,000	4,000	3,025.28	76%	975	975
Visiting - 88190	1,000	1,000			1,000	1,000
Workshops - 88195						
Subtotal - UNRESTRICTED	19,040	19,040	-15,876	-119.93%	34,916	34,916
Total Budgeted Expenditures	197,453	197,453	67,635	34%	129,818	129,818

A. Revenue:

The sources of revenue for the SCCC IIBF are recycling, vending commission and contraband funds.

1. Recycling Revenue- There was \$0 recycling revenue as of the quarter ending in December 2021. Most of the recycling commission comes out of the visit room, from aluminum cans and with eating and drinking in visitation being closed this has decreased the amount of this revenue. These commissions come in at different times of the year.
2. IIBF received \$0 of the vending commissions during the quarter ending in December 2021 due to the closing on the visiting programs. Even though visiting was open temporarily the vending machines were not being used.
3. Contraband-The Contraband revenue as of the quarter ending December 2021 is \$205, this revenue income is determined and based on WAC 137-36-040 and DOC policy 200.000-trust accounts for incarcerated individuals.
4. 25% Revenue transfer to CVC (Crime Victim's Compensation Account)- As required by RCW, DOC transfer 25% of all IIBF revenue received to the Crime Victim's Compensation Fund administrated by the Department of Labor and Industries. The CVC for through the end of the quarter of December 2021 is \$51.00

B. Budgeted Expenditures

C. Overall Expenditures: the overall actual expenditures compare with the allotment for the quarter ending in December 2021 is 34%. It includes the restricted and non-restricted expenditures.

Restricted IIBF Expenditures are the Non-discretionary funding in general, including, pre-planned family friendly events/activities, public movie license fees, and contracted tv/cable services fees and law library PC lease and on-line subscriptions.

1. Family Friendly-total actual spending is 8.06% from what was allotted

- a. Family Friendly Events and Activities- This is the pre-planned facility family friendly events when working on the FY22 facility family friendly budget. The actual expenditure is 40.31% from what was allotted. The underspent amount of the family friendly event is due to the large amount allotted in the Hotel/Motel voucher program, not needing to use the funds in back to school and cancellation of the events at facilities from the unprecedented circumstances of Covid-19 pandemic, our staff members at Family Services Unit have been working very hard to coordinate with the facility

and local family council members to identify and plan the events for the coming months.

- b. Back to School used only \$365 of the allotted \$3000
- c. Family Fun Night was allotted \$1302, but with the pandemic has not been able to use these funds.
- d. Family Friendly Hotel Voucher Program was allotted \$10,000-and currently has issued \$100
- e. Video greeting was allotted \$500, that they have currently used \$174

2. Other Spending-total actual spending is 48% from what was allotted

- a. TV/Cable fees are 48% from what have been allotted.

- **Budgeted Expenditure (Non-Restricted)**

The non-restricted budgeted expenditures came from the \$10 per incarcerated individual allocation. It is the discretionary funding for the facilities to allocate into the programs such as barber shop, culture events, TV rental and recreational programs and activities. The actual expenditure is (119.93%) from the allotment during this time period.

2-11-22 LFC BI-MONTHLY MEETING

RELIGIOUS PRESENTATION BY CHAPLAIN WAKEMAN

How the Chaplain helps the incarcerated people on a daily basis, but especially during times of uncertainty with the outbreak?

- Receive/respond to religious requests via Kite/Kiosk/in person.
 - Religious diet request
 - Ramadan meal sign up processing
 - Passover meal sign up processing
 - Religious material issuing
 - Daily bread
 - In Touch
 - A bible
 - Religious books
- Religious property issuance
- Unit walk throughs
- In person one on one needs such as a death in the family notification.
- Seriously ill notifications to family members

2-11-22 LFC UNIT AGENDA REQUESTS

1. Q: Can JPay be contacted about honoring the two (2) free visits? They are charging for the second that should be free.

A: This has been discussed previously in both LFC meetings and Quarterly Tier Rep meetings. Both video visits need to be used within the month for them to be replenished for the next month. You cannot carry over month to month.

2. Q: A lot of II's are afraid of programming due to COVID and they wish to temporarily drop their programs, but are being told they can get infracted. Is there a way to temporarily allow the II's not to program and not get infracted for it?

A: No, if we offer a program the risk has been analyzed and is considered minimal to none. All P bldg. programs are inactive at this time. Jobs are being opened up by cohorts only at a limited number.

3. Q: Why is it taking so long to be seen by a doctor in Medical?

A: All of our medical staff are doing extra rounds, tests, wellness checks, etc. This is causing delays. Only emergent treatment is happening during "Facility Wide Outbreak."

4. Q: Why are we being placed on restrictive movement if we already have all the positive-recovered back?

A: SCCC is still on "Facility Wide Outbreak" status, restrictive moment will adjust as we see consistent improvements. However, we will not move too fast, we do not want to accidentally infect the II's or staff unnecessarily.