



# FAMILY COUNCIL MEETING MINUTES

Location: MS TEAMS Date: 07/16/2022 Time: 10:00-3:00 PM

Teleconference details: <https://teams.microsoft.com>

## Meeting Attendees

Department/facility co-chair: Jeff Uttecht (DOC) Family co-chair: Emijah Smith

Facility/council secretary: Ramona Cravens Family secretary, if applicable: Elise McKinnon

Members present: Gwen McIlveen (CRCC Rep), Denise Franklin (LCC Rep), Paula Bond (MCCCW Rep), Lydia Schoen (SCCC Rep), Felix D'Allesandro (WCC Rep), Megan Miller (WSP Rep)

Non-council member attendees: DNaé Alessandro (DOC), Danielle Armbruster (DOC), Jason Bennett (DOC), William Copeland (DOC), Jamie Dolan (DOC), Dianne Doonan (DOC), David Flynn (DOC), Lisa Flynn (DOC), Elizabeth 'Liz' Hainline (DOC), Chase Harvey (DOC), Don Holbrook (DOC), Samantha Ice (DOH), Fred Ivey (DOC), Eric Jackson (DOC), Dan Mason (DOC), Kristen Morgan (DOC), Sean Murphy (DOC), Trisha Newport (DOC), Paige Perkinson (DOC), Dr. Alonso Pezo Salazar (DOC), Karie Rainer (DOC), Monica Ritter (DOC), Caitlin Robertson (OCO), Carrie Stanley (DOC), Dawn Taylor (DOC), Deborah 'Jo' Wofford (DOC),

## Agenda

### Old business

Topic	Discussion/Key Points	Next Steps
<b>Welcome/Agenda Review</b> <i>Jeff Uttecht, Deputy Assistant Secretary and DOC Co-chair; and Emijah Smith, Family Co-chair</i> <b>10:00 am – 10:15 am</b>	Introduction of new SFC reps: -Denise Franklin, LCC -Megan Miller, WSP -Michele Somers, CBCC  Introduction of all SFC members	
<b>Deputy Secretary Time</b> <i>Sean Murphy, Dep. Secretary</i> <b>10:15 am – 10:45 am</b>	Welcome and thank you for coming today. Much budget activity is happening with the legislation, including maintenance activity. Currently have four major priorities: <ul style="list-style-type: none"> <li>○ To get out of or learn to live with COVID,</li> <li>○ Stabilizing staffing through recruitment and retention, <a href="http://www.careers.wa.gov">www.careers.wa.gov</a>,</li> <li>○ Learn to embrace the principles of AMEND, and</li> <li>○ Reducing restrictive housing.</li> </ul> <ul style="list-style-type: none"> <li>● Went to Norway with a team of DOC staff for AMEND guidance. The country has creative and innovative ideas on how to care for citizens, including incarcerated – take care of staff and incarcerated because they are very connected. Officially it is a 2-3 yr training program for staff. Norway's goal is to make better neighbors. There is a lot of negative engagement in the current Washington model due to rule enforcement vs. a mentor/coaching model. Norway has lower stress for the incarcerated and staff; each staff gets a particular set of individuals to coach and support. Recidivism is much lower in Norway.</li> <li>● Restrictive housing – what Norway is doing with engagement teams to help get the incarcerated out of the restrictive house. Some of the Budget requests the Department is working on:</li> <li>● The work that is happening with AMEND</li> </ul>	

- Asking for WA ONE funding – responsibility tool
- Eliminating sentencing calculation challenges/errors
- Virtual hearing support
- Violator Medical Care increase
- Pro-equity and anti-racism initiatives to help continue to improve anti-racism efforts
- Healthcare accreditation to improve healthcare delivery across the system, and addiction care
- Addiction Delivery Care to be available earlier in a sentence
- Funding for a second reception center
- Community Corrections/Coach program, so they can work towards an AMEND type model
- Better CI options for diabetes and healthier options

The above is part of the list that is on the current legislative ask. Anything more would need to go to the NEXT legislative session.

*UPDATE: Additional budget information can be found here:*

[Mission & Vision | Washington State Department of Corrections](#)

- **Elise McKinnon:** We've been hearing about the benefits of Norway staff training for several years. What is the actual plan for intensive training of COs? **Sean Murphy (DOC):** I cannot speak for the previous administration; however, the implementation of Norway observations is as follows:
  - AMEND helps us steer the bus, and then we ask for funding to support
  - Stafford Creek and Mission Creek training in progress
  - Training is not funded for the 2-3 year AMEND program, but the Department is funded to have resource team programs and, as an example, a "train the trainer" program, which is currently in progress
- **Family Member:** Who will take accountability for the loved ones who have endured trauma from the current culture? **Sean Murphy (DOC):** Traditional standards in the US are different than in Norway. The DOC wants to make it better here. Not sure how to answer this question; however, we have a constant quality control process, and initiatives are underway to move the Department along.
- **Family Member:** are the budget request list public and available for viewing? **Sean Murphy (DOC):** The Department is currently not done with the process. The Department submits requests to the Office of Financial Management (OFM); the OFM reviews requests, it then goes to the Governor's office, then the Governor goes through his budget process. DOC is at the beginning of this process
- **Family Member:** Are external stakeholders a part of that process? **Sean Murphy (DOC):** Yes, through the legislative process (public comment period). Also, through participating in Family Councils and other ways. DOC is an executive cabinet agency, but the legislature decides what DOC does.
- **Gwen McIlveen:** Are they wearing masks in Norway? **Sean Murphy (DOC):** No masks inside, but they had the opportunity to if they wanted. They are under different guidance than what DOC is.
- **Gwen McIlveen:** Is the agency requesting a good time or parole? **Sean Murphy (DOC):** no
- **Family Member:** Is there a budget request for a second reception center for a new facility or to transform an existing facility? **Sean Murphy (DOC):** The Department is transforming the existing facility. COVID showed us the existing issues.

	<ul style="list-style-type: none"> <li>- <b>Family Member:</b> which facility? <b>Sean Murphy (DOC):</b> A future study will help, but it likely will be Eastside facility</li> <li>- <b>Emijah Smith:</b> SFC Co-Chair: What is the budget request for anti-racism specifically? <b>Sean Murphy (DOC):</b> Pre-Equity Anti-Racism (<a href="#">PEAR</a>) program/plan, outside/inside process to stand up and stakeholders, requested funding for seven staff to help stand up initiative for staff, incarcerated, and families.</li> <li>- <b>Emijah Smith:</b> Regarding the term, "Violator medical care", the word "violator" is problematic; CI request for healthier food would like families to be in partnership with this – how can families be involved?; Can a mental health investment be included for culturally relevant therapists for the budget requests? <b>Sean Murphy (DOC):</b> The "violator" language is not supported in the DOC, but the law does; there have been discussions with legislators about this. CI does a good job of providing job training and putting together solid products; we're always listening for input in the dietary process, and we want to include families and will notify families when/if the legislator picks this up; Many vendors are in it for profit - the Department's stance is that we are more for improving quality control, improvements for Incarcerated individuals, and starting the process of making better neighbors; The medical stabilization practice, part of the restrictive housing program includes more mental health services and tied into several other package requests. <b>Danielle Armbruster (DOC):</b> The Department is working on a request for a supplemental budget for additional funding for food – increasing protein and lessening carbohydrates on the menu. The Department is also working with the University of Washington, the Department of Health, and the DOC Health Services Unit but would also love to have Emijahs assistance. Danielle to reach out to Emijah after this meeting.</li> </ul>	
<p><b>Review of Action Item List</b>  Emijah Smith, Family Co-chair; Jeff Uttecht, DOC Co-chair &amp; Deputy Assistant Secretary  <b>10:45 am – 11:00 am</b></p>	<p>See Action Item List (<a href="#">Attachment #1</a>)  IITS Update – <b>DNaé Alessandro (DOC)</b> **Reference sheet included (<a href="#">Attachment #2</a>)</p> <ul style="list-style-type: none"> <li>• Proof of concept started at Women's facilities and is going well: MCCW has completed the installation but still needs to swap out tablets; <ul style="list-style-type: none"> <li>○ Phones go live on August 3, 2022;</li> <li>○ August 8-11 tablets go live,</li> <li>○ Implementation team on site to help with tablet deployment -- download implementation will be phased in (games, then music, then e-messaging)</li> <li>○ Once tablets go live, the terminal/SVC Go Live (video connect) by August 17, 2022.</li> </ul> </li> <li>- <b>Family Member:</b> Where does the 36% of revenue from the new contract go? <b>DNaé Alessandro (DOC):</b> I am the implementations manager, but will find out.</li> </ul> <p><i>Update: There is no 'revenue' that is collected under the terms of the contract. Securus is obligated to provide a commission to DOC based on a percentage of the fees they charge for services. Per state law, 100% of any commissions received from Securus for technology services/phones go to the Incarcerated Betterment Fund.</i></p> <ul style="list-style-type: none"> <li>- <b>Paula Bond (MCCW):</b> Current MCCW superintendent doesn't know when tablets are coming. <b>DNaé Alessandro (DOC):</b> that info was just recently provided to them;</li> <li>- <b>Paula Bond:</b> How will ITS phone implementation occur? <b>DNaé Alessandro (DOC):</b> hardline phones first, and then tablets will have phones after tablets go live.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Paula Bond:</b> MCCW phones are all outside in the weather;</li> <li>- <b>DNaé Alessandro (DOC):</b> I am at MCCW frequently.</li> <li>- <b>Paula Bond:</b> What assurance will all current the data on tablets transfer to tablets? <b>DNaé Alessandro (DOC):</b> We want to ensure everything transfers, so we've asked people to <b><i>really</i></b> test everything and give us immediate feedback (DNae and team will be onsite during deployment). There are caveats due to old licenses for some things that won't transition, where the individual will receive a credit where they can download something comparable (<b><i>Attachment #3</i></b>), the mens' facilities will go live more quickly due to pre-wiring but will not go live until women's prisons are fully successful.</li> </ul> <p>NOTE: The ITS implementation Install plan is subject to change; the Reception center is last to reduce giving something to incoming individuals and then taking it away with a move to a facility not yet equipped</p> <p>Action Items continued:</p> <ul style="list-style-type: none"> <li>• Discussed later today: EFV Standards &amp; Policy Revision, Cultural Policy Development, SFC Policy Revision Update – <b><i>SFC Co-Chairs</i></b></li> <li>• To be brought back in 2023: Body scanners and a yearly review of vending machine items</li> <li>• <b><i>Any other items on Action Item List to be presented later</i></b></li> </ul>	
<p><b>Education Program Overview</b>  <i>Kristen Morgan, Administrator for Education Services; and Danielle Armbruster, Assistant Secretary, Reentry Division</i>  <b>11:00 am – 11:30am</b></p>	<p><b>Kristen Morgan (DOC)</b>, <a href="mailto:kristen.morgan@doc1.wa.gov">kristen.morgan@doc1.wa.gov</a>: Experience in Corrections Education, most recently at Monroe Dean of Education</p> <ul style="list-style-type: none"> <li>• Washington DOC is the only state in the US with a Statewide college system embedded within their correctional system</li> <li>• English or Spanish GED available, as associates, Associates Degrees, Bachelor Degrees, etc. Also working with Second Chance PELL and Black Prisoners. Caucus TEACH Program.</li> <li>• See PowerPoint presentation (<b><i>Attachment #4</i></b>)</li> <li>• Workforce Programs for high-demand jobs and all programs are accredited</li> <li>• Hybrid offerings or completely remote classes during COVID, however, student laptop availability grew (2700 laptops available), so more can participate</li> <li>• Certificate completions impacted by COVID and lowering of population</li> <li>• Education Navigators are available at each facility but also available in the community for engagement upon release</li> <li>• The Cloud drive allows transferring between facilities. MCC, WCCW, and Shelton have already set up</li> </ul> <ul style="list-style-type: none"> <li>- <b>Emijah Smith:</b> Are Coding opportunities included as being offered? <b>Kristen Morgan (DOC):</b> Currently, there are three one-year coding certificates available at MCC, CBCC, and the Women's facility, which are very popular.</li> <li>- <b>Emijah Smith:</b> Special Education services timeline? How will it be implemented to determine who needs them? Should transcripts be provided or requested upon entry? Access for those with lengthy sentences? <b>Kristen Morgan (DOC):</b> A psychologist position will be posted for hire in the next week or two. The goal is to assist with the assessments of incoming incarcerated and ensure services are provided, to have the position stationed at Shelton and visit the Women's facility; then, once hired, the another position will be posted for hire that will work on the East Side of the state—hoping to have positions filled by September 1, 2022. Regarding time lengths –<b><u>DOC Policy 500.000 Education and Vocational Programs in</u></b></li> </ul>	

	<p><i>Prisons</i> – there have been some changes: now allow Life With Out Parole (LWOP) access to education, and the priority order has been updated from 5 years to release to 7- years to release. The incarcerated can also work with their counselor to see about prioritizing their referral. Additionally, the wait list has been decreasing due to recent releases.</p> <ul style="list-style-type: none"> <li>- <b>Elise McKinnon:</b> Eligibility requirements for Second Chance Pell (reference PPT presentation on eligibility): <b>Kristen Morgan (DOC):</b> Is a federal requirement, but we don't know if those will change; wrap-around options are Washington College Grant, DOC funding to ensure access - married students also will face challenges</li> <li>- <b>Paula Bond:</b> The women's facility, MCCCW, is a reentry facility; women falling through the cracks by not being able to finish degrees when they transfer to Mission Creek. Are you aware and what ideas do you have to mitigate this? <b>Kristen Morgan (DOC):</b> Am looking at possible ZOOM type assistance, education holds are placed, but transferability of credits continues to be a problem.</li> </ul>	
<p><b>Open Public Forum</b> 11:30 am – 12:15 pm</p>	<p><b>Open Public Forum</b></p> <ul style="list-style-type: none"> <li>- <b>Family Member:</b> Asked about available programming to be listed on the DOC website and what is the access to education and programming for those in camps. <b>Kristen Morgan (DOC):</b> A PDF is available for all programs for each facility, and a "Contact Us" link for all local deans listed on the <a href="#">DOC Education website</a>. The Camps programs are available, though limited.</li> <li>- <b>Family Member:</b> Request to stop taking away programming as punishment or because of COVID? Access to funding for programs? <b>Danielle Armbruster (DOC):</b> funding is available, and DOC is open to sharing it, where the State Board is funded through the legislature; COVID effects have impacted staffing shortages where we have to think about things outside of the box; for class attendance, individual needs to follow the rules and have good behavior; the incarcerated should not be prevented from coming home because of lack of access to programming</li> <li>- <b>Denise Franklin:</b> Loved one is at LCC and was in the Auto mechanic/Collision Repair program. Are there any implementation plans to get programs up and running? And what is the plan for those who need wages to survive? <b>Kristen Morgan (DOC):</b> Will follow up with the dean at LCC regarding Auto Mechanic/Collision Repair. <b>Don Holbrook (DOC)</b> with clinical to get the incarcerated out to work.</li> </ul> <p><i>UPDATE: Kristen Morgan (DOC): The automotive program was initially shut down due to space needs at the facility. Clark College's automotive program in the community partners with a dealership that will not hire formerly incarcerated employees. Moving forward, the College does not feel this is the best program to support student success post-release. There is interest in looking to add a trades program apprenticeship at Larch, which is a short-term program that prepares students for employment post-release.</i></p> <p><i>Don Holbrook (DOC): The Department has approved that individuals who continue to work during facility outbreak scenarios may be paid hour for hour up to \$70 per month. This is only applicable to individuals that are continuing to go to work. The Department is aware that it creates a hardship on the incarcerated population when they are unable to work due to COVID-19 outbreaks in facilities. The Department encourages the population to continue following the</i></p>	



*COVID-19 protocols to mitigate the spread within facilities to resolve this interruption as quickly as possible. Currently, the Department is operating a 7-day medical isolation period, allowing a much quicker return to work for the population. Additionally, at LCC, the facility is operating under unit cohorting, which allows those units to continue to work based on those quarantine cohorts working together. Facilities rely on the workers to continue to work and will ensure that all steps are taken to encourage their return to work as soon as it is safe for the population, staff, and the community.*

- **Emijah Smith:** Once complete with a training/education program, the incarcerated can access different programs per policy but are not given the opportunity. Who should someone talk to, to gain access to other opportunities? What about the punitive issues of education programming (e.g., not showing up if sick, having a personal struggle that day, a bereavement day)? **Kristen Morgan (DOC):** DOC Policy 500.000 outlines the process to switching programs which includes a fee rate to do a second program for most (talk to deans of education to help with the transition between programs upon completion of the initial program); unexcused absence is a disciplinary requirement per policy. For medical or mental issues, the incarcerated should communicate with Correctional Officers and instructors, but the person needs to use proper channels to communicate needs.
- **Lydia Schoen:** Check in on missed action items earlier in the meeting. **Lisa Flynn (DOC):** EFV policy on hold for family council policy updates; **Jeff Uttecht (DOC):** The Family Council comments from SFC were submitted to DOC executive management without editing and was well received; **Lisa Flynn (DOC):** Much of language was put into policy; however, items that did not fit into Family Council Policy were moved to a Resouce Document and to other policies, such as Family Centered Services policy.
- **Lydia Schoen:** What is going on with the EFV policy feedback request? **Lisa Flynn (DOC):** Working on finishing the family council feedback process, so the EFV policy is on hold until finished with the Family Council Policy. **Jeff Uttecht (DOC):** The suggestions from the families for the Family Council Policy were sent to the Extended Leadership, un-edited. Some suggested language will be in the policy, some will be in a Training/Resource Document (a support document), and some will go towards the Family Centered Services policy.

*UPDATE – 7/29/22, the Family Council Policy was opened for public comment, with the Resource Document sent to the SFCs and LFCs. The EFV Policy revision was sent out via the Family Communication Portals and the Family Councils on the same day.*

- **Lydia Schoen:** Did the ListServ send out anything regarding the EFV Policy? **Lisa Flynn (DOC):** Not yet. I will send recommendations to Jeff and Emijah after the meeting.
- **Emijah Smith:** Is the Family Council policy timeline extended? **Jeff Uttecht (DOC):** There is a little fluidity involved due to the multitude of people required to process, review, format, etc.
- **Gwen McIlveen:** When will EFV Policy be released? **Lisa Flynn (DOC):** I will send it out via the family communication portals at every facility and through the Family Councils. Feedback can be submitted through the [Policy Feedback](#) on the DOC web page, or you can work through your LFCs/SFCs. **Gwen McIlveen:** It is frustrating not to have answers for those I represent. Lisa: I can send it out next week

	<p>if Jeff and Emijah are okay working on the Family Council Resource Document at the same time.</p> <ul style="list-style-type: none"> <li>- <b>Family Member:</b> My EFV was denied due to 3<sup>rd</sup> party claims of domestic violence, despite no legal record of domestic violence. Are Policy changes available? <b>Lisa Flynn (DOC):</b> The DOC is open to feedback like this in the upcoming EFV changes, either by the Policy Feedback site or by working with other groups. Lisa to follow up directly with the Family Member after this meeting.</li> <li>- <b>Elise McKinnon:</b> Education as discipline, rather than an opportunity for growth. Concern about punitive and disciplinary actions for not showing up for class. <b>Danielle Armbruster (DOC):</b> management of day-to-day interactions with discipline is up to the current DOC policy. We can look at it in the future. Ideally, meeting the incarcerated where they are day-to-day is the goal.</li> <li>- <b>Family Member:</b> Family Services staff are an amazing resources, and should be used more. <b>Lisa Flynn (DOC):</b> They can be used at any time – contact information is on the DOC website; currently in a transition period, looking to have more presentations during LFC meetings and provide education at the local level.</li> <li>- <b>Family Member:</b> What are the guidelines for attending GED classes? How are decisions made to require schooling? <b>Kristen Morgan (DOC):</b> copy or transcript of the diploma is helpful. At reception, each person is required to participate in GED or high school plus program. The facility should be requesting transcripts for high school diplomas.</li> <li>- <b>Family Member:</b> Why isn't there a focus on Family Council Policy right now? <b>Lisa Flynn (DOC):</b> The Department received a large amount of feedback, where it took a while to work through it, to dig deep into the suggestions to see where they belonged, if they belonged in another policy, and to create a resource document.</li> </ul>	
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New business

Topic	Discussion/Key Points	Next Steps
<p><b>Visitation</b> – Can In-Person and EFV visitation be opened to Pre-Covid status, including eating &amp; Drinking with loved ones.  <i>Lisa Flynn,            Correctional Prog. Manager;            Liz Hainline,            Corrections Specialist 4; and            Don Holbrook,            Deputy Assistant Secretary</i>  <b>12:30 pm – 12:45pm</b></p>	<ul style="list-style-type: none"> <li>- <b>Don Holbrook (DOC):</b> Conversations still ongoing with clinical department/Dr. Pezo, regarding vending machine use during visitation and extending visits. Still no vending, 3 hrs limit, etc. (no changes). Continuing on the Safe Start program, we will make updates if there are changes. COVID outbreaks will always be a factor as well.</li> <li>- <b>Liz Hainline (DOC):</b> The Visit application was updated with Family Council information regarding advertising. At the suggestion of families, an addition to the visit application includes information about Family Councils.</li> <li>- <b>Family Member:</b> Are free photos still available? Can we remove masks? When will vending be available? <b>Lisa Flynn (DOC):</b> Photos are extended through July. <b>Dianne Doonan (DOC):</b> There is a line item in the current budget request for the photo program. <b>Don Holbrook (DOC):</b> Masking protocol is still in place; outdoor masking is optional if not in cluster outbreak status. Still no vending machines.</li> <li>- <b>Gwen McIlveen:</b> Why can we drink water, but no soda or food? <b>Dr. Pezo (DOC):</b> This is currently being evaluated. However, eating is more dangerous than drinking or talking. Once we have more information about the available water and the use of the vending machine to obtain a soda, a notification will be sent out.</li> </ul>	

	<p><i>UPDATE: After discussing with Custody Leadership, the vending machines are closed as a whole to prevent people from getting snacks or other foods that would increase the risk of COVID-19 spreading. We are in discussions to change the visitation protocol so that during low levels of COVID-19 in the community, visitation rules can be relaxed, the visit time can be extended, and food, including vending machines, can be allowed. We are working towards that goal.</i></p> <ul style="list-style-type: none"> <li>- <b>Lydia Schoen:</b> Can there be longer than 3-hour visits? We don't wear masks out in town, so if all visitors are being rapid tested, why can't we take off masks or eat together? We'd like to match the communities a little closer. <b>Don Holbrook (DOC):</b> We have to be mindful of some visitors being unable to go without food. <b>Dr. Pezo (DOC):</b> CDC updates to protections depend on levels in the community, which are high right now. The Department has to plan very carefully – especially due to those with comorbidities (eg. the incarcerated, visitors, staff)</li> <li>- <b>Lydia Schoen:</b> Requests staff be tested more often and to look into four visits per month, and more frequent staff testing</li> </ul>	
<p><b>TB Update</b>  <i>Dr. Alonso Pezo Salazar,</i>  <i>Infection &amp; Prevention Director</i>  <b>12:45 pm – 1:00 pm</b></p>	<ul style="list-style-type: none"> <li>- Testing continues; the Department continues to treat those exposed; the Department is trying to manage the impact to other programs.</li> <li>- <b>Family Member:</b> Had question about vaccination records for those born in other countries. <b>Dr. Pezo (DOC):</b> Vaccination from other countries tends to focus on babies, so it is not useful in adults anymore. Childhood or infant vaccination can cause tests to show false positives, so we use other ways to verify true positives for those individuals.</li> <li>- <b>Family Member:</b> would the incarcerated individual receive treatment regardless of true positive? <b>Dr. Pezo (DOC):</b> It depends on the risk of exposure and the testing involved.</li> <li>- <b>Family Member:</b> When is testing on birthdays going to start again? If family is being tested for COVID-19 at entry, how are protein droplets passed through eating? <b>Dr. Pezo (DOC):</b> Regarding testing – it is currently ongoing, and the medical staff are working diligently to get caught up. Regarding COVID - Rapid Antigen Test (RAT) may not be as accurate for COVID, so false results are more possible</li> <li>- <b>Family Member:</b> When is the toy section for children during visitation opening up? Safe Start in May said five visits per month now, but that doesn't seem to be happening. What is the difference between EFVs and visiting regarding COVID-19? <b>Don Holbrook (DOC):</b> Regarding the children's section - The children's areas are part of that conversation. Regarding the number of visits, this is also part of the conversation the Department is currently working on. <b>Dr. Pezo (DOC):</b> Regarding EFV - keeps those in the visit isolated, so it's safer.</li> </ul>	
<p><b>Covid Update</b>  <i>Dr. Alonso Pezo Salazar,</i>  <i>Infection &amp; Prevention Director; and,</i>  <i>Don Holbrook (DOC),</i>  <i>Deputy Assistant Secretary</i>  <b>1:00 pm – 1:15 pm</b></p>	<p><b>Covid Update</b></p> <ul style="list-style-type: none"> <li>- The Department now has a 7-day isolation instead of 10/14 days (shorter)</li> <li>- Opt-in/opt-out program for those in outbreak units</li> <li>- Allow incarcerated individuals to go to work with the testing protocol</li> <li>- For programs and cultural events, we are trying to move forward</li> <li>- Outdoor visiting etc. is being explored</li> <li>- Vaccinations at 100% for staff, Mid 50-60% with the population</li> <li>- We want to move toward normalcy</li> </ul>	



	<ul style="list-style-type: none"> <li>- <b>Emijah Smith:</b> Can Incarcerated Individuals stay and eat lunch in the visiting room to prevent strip searches between visits? Rug requested for prisoners to stand on during strip search. <b>Don Holbrook (DOC):</b> will update in notes <i>UPDATE: We are currently vetting this with the facilities to see if this is feasible.</i></li> <li>- <b>Family Member:</b> AHCC is on a facility-wide outbreak after visits to medical. Can medical and dental staff test daily rather than weekly? <b>Dr. Pezo (DOC):</b> There is no current daily protocol for testing, but medical staff who visit isolation/quarantine areas are in full PPE; Not currently aware of a discussion of daily testing, but will look into this further. <i>UPDATE: DOC is doing its best to mitigate the risk of COVID-19 spread from staff to the resident population. This involves multiple strategies, and staff testing is one of them. Due to lack of resources, testing staff daily is not feasible, but our current protocol indicates testing staff once or twice weekly, depending on the COVID-19 staff levels in each facility.</i></li> </ul>	
<p><b>Gratuity –</b> Laws &amp; policies governing gratuity, what would changing it look like, what are the different classes of jobs <i>Eric Jackson, Deputy Assistant Secretary; and, Daneille Armbruster, Assistant Secretary</i> <b>1:15 pm – 1:45 pm</b></p>	<p>Review of different classes (<i>see Attachment #5</i>)</p> <ul style="list-style-type: none"> <li>• Class I: allow private sector companies inside facilities and pay IIs prevailing wage for a median wage for that locality (none available at this time)</li> <li>• Class II: all operations inside through CI (all voluntary) set by RCW (reference sheet), gratuity set by CI director (last time was 2013/2014 [CI is self-funded, so the cost of products will have to increase, any revenue is reinvested])</li> <li>• CI provides wrap-around services with soft skills of interaction with coworkers and supervisors</li> <li>• Class III: maximum pay \$55 per month (occasionally \$70 per month), assigned special tasks made more money per incident, maintenance workers, porters, food service</li> <li>• Class IV: offered through camps, DNR is restricted to certain eligibility requirements by policy. Minimum wage available for DNR</li> <li>• Secretary Strange can raise wages/gratuities, but DOC has to be funded for those changes. The conversation is ongoing, but there is currently no plan to submit a budget request for raise in gratuities during this legislative session. There is a conversation for a raise, but it will require a larger conversation. We also looked at the \$40 gate money received by each Incarcerated Individual upon release and realized it is too small; however, it is not currently on the list for budget requests this legislative session. DOC wants to do it right (ask for budge increase) the first time. Hope to secure an approach for inflation changes annually. <i>UPDATE: Additional budget information can be found here: <a href="#">Mission &amp; Vision   Washington State Department of Corrections</a></i></li> </ul> <ul style="list-style-type: none"> <li>- <b>Elise McKinnon:</b> The discussion about appropriate COVID cohorting within facilities/units/pods with respect to access to programming. <b>Don Holbrook (DOC):</b> When communities at low numbers of COVID transmission, cohorts are larger, and there is more program access. When numbers rise in the community, we have to try to stop spreading throughout facilities through smaller cohorts.</li> <li>- <b>Felix D'Allessandro:</b> When first established, \$0.42 per hour of buying power is now about \$0.25 now. A cost of living adjustment has been made available to state employees with inflation. Feels people are being asked to work for virtually</li> </ul>	

	<p>nothing. Would like to have Family Members involved in the conversations about gratuity.</p> <ul style="list-style-type: none"> <li>- <b>Family Member:</b> A working, full-time Incarcerated Individual should be able to cover commissary every time.</li> <li>- <b>Family Member:</b> Is MCC/TRU the only place cohorting in four different groups even without an outbreak? <b>Don Holbrook (DOC):</b> It depends on the amount of space in the facility/unit and outbreak status; <b>Family Member:</b> who decides cohorts? <b>Don Holbrook (DOC):</b> It is scenario-based depending on the outbreak and cohorting options</li> </ul>	
<p><b>Open Public Forum</b> 1:45 pm – 2:45 pm</p>	<p><b>Open Public Forum</b></p> <ul style="list-style-type: none"> <li>- <b>Emijaah Smith:</b> Would like the Cultural groups update. Gratuity: when there is money being made, the Gate money would be a great place to put that. Can we find out what the priorities are/where the money is being invested and best spent, proposing a yearly evaluation of gratuity? Cable issues – have heard from facilities that "the contract needs to be looked at", but am hearing from the incarcerated that all of the African American channels are all gone (ie music); <ul style="list-style-type: none"> <li>o <b>Fred Ivey (DOC):</b> We have started working on the Cultural policy again and creating a group to work on (some from the previous group). The group includes staff members and outside stakeholders, looking for 2-3 family members to also help. If interested, send your name to Fred Ivey, <a href="mailto:fbivey@doc1.wa.gov">fbivey@doc1.wa.gov</a>.</li> <li>o <b>Lisa Flynn (DOC):</b> Cultural policy group members include stakeholders from the community, Columbia Legal Services, Family Members, and those who do work with incarcerated individuals from cultural groups within prisons.</li> <li>o <b>Danielle Armbruster (DOC):</b> Gate funding would not come from reinvestment from the gratuity, but we are focused on increasing gate funding for the future. A yearly evaluation is a good idea, but we are happy to work with families and the legislature on this.</li> <li>o <b>Lisa Flynn (DOC):</b> TV systems -Tracy Schneider and Chris Stone are working on the current programs and reaching out to local businesses to determine who can provide a broader range of programming. They are utilizing tier reps for input, as well. Will have Chris and Tracy return next time to present on this subject.</li> </ul> </li> <li>- <b>Family Member:</b> What is the intended outcome of Cultural policy? <b>Lisa Flynn (DOC):</b> in the past, cultural issues have fallen under the religious policy. However, they need more meaningful thought to address cultural issues. DOC is surveying its population for feedback, and we want to ensure there's more awareness and education regarding cultural awareness. <b>Family Member:</b> Is this being led by cultural groups? <b>Lisa Flynn (DOC):</b> we will be using Incarcerated Individual groups that have participated in the past</li> <li>- <b>Gwen McIlveen:</b> The gratuity should be reviewed in the budget annually; the incarcerated should have a voice in this conversation since they are saving DOC money on work contracts.</li> <li>- <b>Family Member:</b> Can families order from Hobby Craft? <b>Lisa Flynn (DOC):</b> We are looking into this. Tracy Schneider and Christ Stone are working on this and will ask them to speak on it at the next meeting</li> <li>- <b>Lydia Schoen:</b> Regarding the family newsletter and facility mailbox, listserv - what is the update on how families should receive information? <b>Lisa Flynn (DOC):</b> Statewide items are released by listserv, but then also pushed down to LFCs for</li> </ul>	<p>To have Tracy Schneider &amp; Christopher Stone return at the next meeting to present on Cable TV options</p> <p>Tracy and Chris to speak on Hobby Craft/how-if families can order for them.</p>

their level distribution; family communication portals. Rachel Erickson, Interim Director of Communications, is working on something in addition to current options.

*UPDATE: The survey results were presented to leadership and are now in the process of collecting distribution lists from facilities. We will begin to use the tool to send communications out shortly.*

- **Lydia Schoen:** Regarding the Family Services guide, the last revision in 2018; when is the next revision due? **Lisa Flynn (DOC):** The revision is in policy office right now. With families already submitting information, it will be available for release soon. **Dawn Taylor (DOC):** The request initially went out through the SFC, and only three members signed up. The policy will have links instead of information.

*UPDATE: Policy Drafts open for Public Comment can be found here: [Policy Drafts | Washington State Department of Corrections](#). To provide feedback for ANY policy at any time, go here: [DOC Policy Feedback Survey \(surveymonkey.com\)](#)*

- **Elise McKinnon:** Is there the plan to bring the impacted population into the cultural conversation? **Lisa Flynn (DOC):** yes, they will be involved and work with us to provide input and will be active participants in local discussions, but maybe not at large Departmental meetings.
- **Family Member:** Concern that the links embedded in the Family Council Policy do not work. Is the Action Item list being used? **Elise:** yes – they are attached to the minutes. **Family Member:** Never received these emails with action items, but how are action items updated? Feels there is no followup, that everyone should be involved. Would like focus groups used to track agenda items and action items.

*UPDATE: The Department is currently working on removing hyperlinks within the body of Policies as the links often become broken; However, forms are available on the [Forms webpage](#) Unrestricted policies, and their attachments are accessible on the [Policies webpage](#) posted together. The Action Items are not emailed out to everyone; per the Family Council policy, [Action Items](#) are tracked by the Department Co-Secretary; where a review of the previous action items and updates are shared at each meeting. Currently, they are posted with the meeting minutes.*

- **Family Member:** Is there a budget line item for CI food intersection with cultural practices? **Danielle Armbruster (DOC):** Jamie Dolan manages the CI food program and works closely with Lisa Flynn's groups for religious and cultural input. For specific questions, please email **Danielle Armbruster (DOC)**, [dearmbruster@doc1.wa.gov](mailto:dearmbruster@doc1.wa.gov)
- **Megan Miller:** Staff shortages - what does the hiring process and timeline look like? **Don Holbrook (DOC):** DOC is actively recruiting – facilities use their local HR teams, advertising recruitment, recruitment Sergeants, and navigators; each facility has a recruitment team for interviews and job fairs, by advertising locally, statewide, nationally, going to colleges, the military, etc
- **Family Member:** Who can we contact to include Incarcerated Individual input on Union Supply Catalog? Why don't Incarcerated Individuals have access to current catalog? **Danielle Armbruster (DOC):** Please reach out to me (email posted above); I don't know why Incarcerated Individuals don't have access to the current catalog.

- **Family Member:** Had a question about a loved one at WSP who is in the IMU for over a year and states he is on a hunger strike. States he is told he is going to be released, but then it is taken back. **Jeff Uttecht (DOC):** As this meeting is for Statewide concerns, please contact Ramona Cravens with the details, including his DOC number, and we will look into this.
- **Family Member:** Requested information about reimbursement for visiting. **Lisa Flynn (DOC):** Yes, currently updating the form for online; **Dawn Taylor (DOC):** You can also send an email to [Docfamilyservicesunit@doc.wa.gov](mailto:Docfamilyservicesunit@doc.wa.gov) for the application  
*UPDATE: The form is now available at [Visiting Help & Support | Washington State Department of Corrections](#)*
- **Family Member:** Will the requirement for visitor to sit directly across from the table be looked at (in reference to rules at AHCC)? **Lisa Flynn (DOC):** Discussion with AHCC has occurred to ensure this is no longer happening because it's not required.
- **Family Member:** Concern about late minutes continuously. **Elise McKinnon:** I was late with delivery to DOC.
- **Family Member:** Will hyperlinks be fixed to see action items from minutes? **Jeff Uttecht (DOC):** we'll make sure it's fixed  
*UPDATE: The Action Items are reviewed during the bi-monthly SFC meetings and attached to the meeting minutes. If there are issues with the link for the meeting minutes, please contact Ramona Cravens at [rcravens@doc1.wa.gov](mailto:rcravens@doc1.wa.gov).*
- **Family Member:** EFV policy deadline date? **Lisa Flynn (DOC):** There is a delay due to the Family Council policy, and we will send an update shortly after the Family Council policy is out. **Family Member:** Shouldn't the discussion be with all families? **Lisa Flynn (DOC):** We don't want to overwhelm families, but we are accepting any information. Anyone can send in their suggestions at any time using the Policy Feedback portals.
- **Family Member:** Any word on special visits and reimbursements? **Lisa Flynn (DOC):** The Department still has the ability to offer special visits, but they are based on local superintendent approval; The only reimbursement program available is what was previously discussed. **Dawn Taylor (DOC):** if you come to the facility for a special visit, you will still qualify for reimbursement
- **Paula Bond:** Requests IIBF money offered for a mediator to facilitate these family meetings; how do we request that this be reconsidered? **Jeff Uttecht (DOC):** Will let **Sean Murphy** and Secretary Strange know that it is still being requested
- **Family Member:** The CRCC EFV [Operational Memorandum] to transfer food into a clear container is excessive. **Lisa Flynn (DOC):** We're trying to create more standards as we move forward. Please communicate [email] with me about CRCC.
- **Lydia Schoen:** Would like to understand the process for filling committees with Family Members? **Emijah Smith:** there were requests for who could participate in that opportunity [when positions was vacated by the SFC rep who stepped down] and only one person had the capacity [education/background] at that time. Lydia: Has the position been filled? **Dianne Doonan (DOC):** IIBF family reps are on the website, but the one person with the qualifications left as her loved one was released. We have gotten through the budget build process and going to the Secretary for approval; Later, there will be another request for members for the next budget cycle.

	<p><i>UPDATE: Information about the IIBF, including current members, can be found here: <a href="#">Incarcerated Individual Betterment Fund (IIBF)   Washington State Department of Corrections</a></i></p> <ul style="list-style-type: none"> <li>- <b>Family Member:</b> Requested clarification on how the new IIBF member became part of the IIBF as she was told there was a vote. <b>Emijah Smith:</b> we asked folks who are SFC reps and then the ask was sent to the LFCs for volunteers. Those who were interested had their names forwarded.</li> <li>- <b>Felix D'Allesandro:</b> He works with the IIBF team. When soliciting for people, the IIBF looks for people with budget experience.</li> <li>- <b>Elise McKinnon:</b> Could a request be put on the website for vacant committee slots? <b>Lisa Flynn (DOC):</b> This is a good thought to add to the Family Council Resource Document. <b>Jeff Uttecht (DOC):</b> Not sure if this is feasible.</li> </ul> <p><i>UPDATE: At this time, this is not something the Department is pursuing due to the lack of State resources to support the request.</i></p>	
<p><b>Closing / Review of new Action Items</b> for 09/17.2022 meeting <i>Emijah Smith, Family Co-chair;</i> <i>And,</i> <i>Jeff Uttecht (DOC), DOC Co-chair</i> <b>2:45 pm – 3:00 pm</b></p>	<ul style="list-style-type: none"> <li>- <b>Gwen McIlveen:</b> EFV policy status</li> <li>- <b>Paula Bond:</b> GIPA is not complete and needs further explanation. <b>Jeff Uttecht (DOC):</b> This may need to be updated at the November meeting. Jo Wofford: We want to digest and before the release GIPA document. Once processed, it will be available for all interested parties.</li> </ul> <p><i>UPDATE: This has been returned to the Action Items (Attachment #6).</i></p> <ul style="list-style-type: none"> <li>- <b>Paula Bond:</b> Requests a robust conversation about the Family Council policy update.</li> <li>- <b>Felix D'Allesandro:</b> Requests an update on the legal mail process, and what is considered legal mail. <b>Lisa Flynn (DOC):</b> Tracy Schneider and Chris Stone will address this at the next meeting, including a mail-rejection update.</li> <li>- <b>Jeff Uttecht (DOC):</b> Continue with the IITS update, EFV Policy status, COVID update, and Gratuities; Remove body scanners until Fall 2023, vending contract until 5/2023.</li> <li>- <b>Emijah Smith:</b> More detail on budget asks, IIBF, what DOC is looking at to ask the legislature (more detail).</li> <li>- <b>Lydia Schoen:</b> Change to 4-5 visits per month, to be standard across all facilities</li> </ul> <p>Thank you for your participation and input today. A reminder that input regarding any policy, SFC meetings, etc., is accepted at any time – you do not need to wait.</p>	

**Roundtable open discussion**

Next meeting location: MS TEAMS Date: 09/17/2022 Time: 10:00-3:00 PM

Comments: Suggested topics for the next meeting should be sent to SFC Representatives, contact information found here: [Contact Family Services | Washington State Department of Corrections](#)

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





## FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting:</b> <b>Key Points/Discussion: Description of issue</b> <b>Update: Update from each meeting till closed</b>	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Process	EFV Standards/sign-up process/EFV Policy Revision <u>5/21/2022 update:</u> Extending due date - a June 30 <sup>th</sup> deadline has been set for facilities to complete Standards; DOC working on statewide process for sign-ups for EFV's; Policy Revision – current status?.	Lisa Flynn/Dawn Taylor/Liz Hainline	04/28/2022	07/16/2022	
Policy	Cultural program policy development <u>01/17/2022 update:</u> Extended due date due to 06/01/2022 due to delay in start date. <u>05/21/2022 update:</u> Extending due date as the start date was 6/01/22	Fred Ivey/Dawn Taylor	11/20/2021	07/16/2022	
Contract	IITS update – discuss contract and current connectivity issues. <u>05/21/2022 update:</u> Deadline extended to 07/16/2022 for an update on the implementation schedule of Securus/tablets/go-live dates/schedule of what facilities are next.	Tom Fithian/Keith DeFlitch	03/19/2022	07/16/2022	
Process	Overview of Education Program	Danielle Armbruster /Kristen Morgan	05/21/2022	07/16/2022	

Policy	DOC 530.155 Revision/Work groups <u>04/21/22 update:</u> Suggestions to Policy revisions received. In the process of turning it over to the Policy Analyst for further evaluation. <u>5/21/22 update:</u> Suggested policy revisions have been submitted to the Policy Analyst and is in the Draft Period. Public Comment period to come. Extending due date to 09/15/22	SFC Co-chairs	11/20/2021	09/15/2022	
Policy	Gratuity Increase request for Incarcerated Individuals	Eric Jackson	05/21/2022	07/16/2022	
Process	Body Scanners The operational goal of Fall, 2023.	Tom Fithian	05/21/2022	09/15/2023	
Process	Vending Machine in Visit Rooms – Reviewed once a year.	Lisa Flynn/Dawn Daylor	05/21/2022	5/31/2023	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed</b>	<b>Owner of Issue</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>
Policy (moved to completed)	Vendors used (for CI/Union Supply) – why families cannot order (for example) from Amazon or directly from DOC wholesale vendors	Tom Fithian	03/19/2022	05/21/2022	05/21/2022

Mission/Vision (moved to completed)	AMEND update	Courtney Grubb	03/19/2022	05/21/2022	05/21/2022
Process (moved to completed)	GIPA Update	Jeannie Darneille	03/19/2022	05/21/2022	05/21/2022
Communication (moved to completed)	Option for families who do not want to share their personal emails, but still want communication. <a href="#">04/19/22 update</a> – Family Listserv for facility & State initiated. See memo sent from Mike Obenland & Jeannie Darnielle 03/29/2022. <a href="#">4/28/22 update</a> – “Get Response” – Update of Get Response model to further enhance family communication. Due date extended from 4/15/2022 to 06/30/2022. <a href="#">5/21/22 update</a> : Ready to go and looking for volunteers. To start sending out messages the end of this month.	Rachael Ericson	11/20/2021	06/30/2022	05/21/2022
Policy	EFV Costs <a href="#">4/19/22 update</a> : See letter from by Sec. Strange – costs reduced to \$5	Lisa Flynn/Liz Hainline/Dianne Doonan	10/15/2021	04/02/2022	4/19/22
Policy	Purchase of hobby craft by family <a href="#">01/17/22 update</a> : Completed security review and looking at possible process, review by incarcerated population pending. <a href="#">04/19/22 update</a> : Families can continue to purchase from approved vendors.	Tracy Schneider/Jamie Dolan	11/20/2021	04/15/2022	4/19/22
CI	CI Commissary Costs/increasing amount of limit/days of delivery <a href="#">01/17/22 update</a> : Scheduled for update during March 2022 SFC. <a href="#">3/19/22 update</a> - Commissary spending limits at several DOC institutions have	CALL: Sarah Systma/Danielle Armbruster	11/20/2021	01/15/2021	3/19/22

	been adjusted , effective 02/01/22				
Process	EFV/Visit Family Friendly Survey <u>4/19/22 update:</u> Extended to next meeting.	Lisa Flynn/Dawn Taylor/Liz Hainline	09/18/2021	04/01/2022	3/19/22
CI	CI Food/frozen boats/quality concerns <u>01/17/22 update:</u> Addressed facility specific issues and continue to assess improvements. Next update at March 2022 SFC. <u>03/19/22 update</u> – CI will continue to address facility specific issues and share with family council as requested.	Sarah Sytsma	1/20/2021	01/15/2022	3/19/22
Communication	Public calls to receive COVID information Webinar <u>03/22/22 update - DOC will continue to do local facility Covid calls when facilities are on outbreak status</u>	Don Holbrook /Mike Obenland	01/22/2022	03/01/2022	3/19/22
Process	Expanding number of visitors allowed per individual during visiting. <u>04/08/22 update</u> – letter sent from Sec. Strange: visit number increased from 3 to 5 people.	Don Holbrook/Clinical	11/20/2021	04/03/2022	04/08/22
Policy	Checking on continuing outside wedding rings after COVID; 11/20/2021 update – meeting pending with policy owner. Ring sizers. <u>01/17/22 update:</u> Approved and will be revised in policy.	Dawn Taylor/Charlotte Headley	9/18/2021	12/01/2021	01/17/2021
Family Support	Transportation options/ADA options <u>01/17/22 update:</u> Transportation Assistance program begins 02/01/2022.	Lisa Flynn/Dawn Taylor	10/01/2021	12/01/2021	02/01/2022
CI/Union Supply	Purchase of musical equipment by family <u>02/08/22 update:</u> Musical instruments added to Union Supply catalog.	Charlotte Headley	11/20/2021	01/15/2022	02/08/2022

Process	Rec/Wellness Survey/Equipment Procurement <u>01/17/22 update:</u> All recreation equipment purchases made and pending shipment from successful bidders and commercial vendors.	Tracy Schneider	10/01/2021	11/30/2021	11/22/2021
COVID	Photos in Visit Room <u>01/17/22 update:</u> Photos resumed with masks on 01/06/22.	Sean Murphy/Clinical Team	11/20/2021	12/15/2021	01/06/2022
Communication	COVID information updated for families; <u>01/17/22 update:</u> Restored weekly LFC/SFC COVID calls on 1/28/22	Dave Flynn/Mike Obenland	11/20/2021	12/15/2021	01/28/2022
Communication	Remove the use of the word "offender" <u>01/17/2022 update:</u> Update postponed to March 2022 SFC. <u>3/19/22 update – this is a continual work in progress and will remain ongoing.</u>	Sean Murphy	11/20/2021	01/15/2022	3/19/22 - Ongoing

Distribution: **ORIGINAL** – Family Council Co-Chairs

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**Anticipated / Draft**

**Individual Technology Services (ITS) Implementation Schedule  
Installation and Tablet Deployment**

*Items in red indicate dates in 2023.*

<p>1. MCCCW</p> <ul style="list-style-type: none"> <li>a. Install: 05/31 – 06/22</li> <li>b. ITS/Phones Go-live: 08/03</li> <li>c. Tablet Deployment: 08/08-08/11</li> <li>d. Tablet Go-Live: 08/11</li> <li>e. Terminals/SVC Go-Live: 08/16-08/17</li> </ul>	<p>2. WCCW</p> <ul style="list-style-type: none"> <li>a. Install: 05/31 – 08/22</li> <li>b. ITS/Phones Go-live: 08/30</li> <li>c. Tablet Deployment: 09/06-09/09</li> <li>d. Tablet Go-Live: 09/09</li> <li>e. Terminals/SVC Go-Live: 09/13-09/14</li> </ul>
<p>3. AHCC</p> <ul style="list-style-type: none"> <li>a. Install: 06/06 – 08/08</li> <li>b. ITS/Phones Go-live: 09/28</li> <li>c. Tablet Deployment: 10/03-10/06</li> <li>d. Tablet Go-Live: 10/13</li> <li>e. Terminals/SVC Go-Live: 10/11-10/13</li> </ul>	<p>4. CRCC</p> <ul style="list-style-type: none"> <li>a. Install: 06/20 – 09/05</li> <li>b. ITS/Phones Go-live: 10/12</li> <li>c. Tablet Deployment: 10/17-10/20</li> <li>d. Tablet Go-Live: 10/26</li> <li>e. Terminals/SVC Go-Live: 10/24-10/26</li> </ul>
<p>5. LCC</p> <ul style="list-style-type: none"> <li>a. Install: 9/12 – 10/10</li> <li>b. ITS/Phones Go-live: 10/19</li> <li>c. Tablet Deployment: 10/24-10/26</li> <li>d. Tablet Go-Live: 10/31</li> <li>e. Terminals/SVC Go-Live: 10/31</li> </ul>	<p>6. MCC</p> <ul style="list-style-type: none"> <li>a. Install: 6/20 – 10/13</li> <li>b. ITS/Phones Go-live: 10/20</li> <li>c. Tablet Deployment: 10/25-10/27</li> <li>d. Tablet Go-Live: 11/03</li> <li>e. Terminals/SVC Go-Live: 11/01-11/03</li> </ul>
<p>7. SCCC</p> <ul style="list-style-type: none"> <li>a. Install: 8/21 – 11/7</li> <li>b. ITS/Phones Go-live: 11/09</li> <li>c. Tablet Deployment: 11/14-11/17</li> <li>d. Tablet Go-Live: 12/01</li> <li>e. Terminals/SVC Go-Live: 11/29-12/01</li> </ul>	<p>8. CBCC</p> <ul style="list-style-type: none"> <li>a. Install: 10/13 – 12/8</li> <li>b. ITS/Phones Go-live: 12/14</li> <li>c. Tablet Deployment: 12/19-12/22</li> <li>d. Tablet Go-Live: <b>01/05</b></li> <li>e. Terminals/SVC Go-Live: <b>01/03-01/05</b></li> </ul>
<p>9. WSP</p> <ul style="list-style-type: none"> <li>a. Install: 9/5 – <b>1/11/2023</b></li> <li>b. ITS/Phones Go-live: <b>01/18</b></li> <li>c. Tablet Deployment: <b>01/23-01/26</b></li> <li>d. Tablet Go-Live: <b>02/01</b></li> <li>e. Terminals/SVC Go-Live: <b>01/30-02/01</b></li> </ul>	<p>10. CCCC</p> <ul style="list-style-type: none"> <li>a. Install: 11/6 – <b>1/13/2023</b></li> <li>b. ITS/Phones Go-live: <b>01/19</b></li> <li>c. Tablet Deployment: <b>01/25-01/27</b></li> <li>d. Tablet Go-Live: <b>02/07</b></li> <li>e. Terminals/SVC Go-Live: <b>02/07</b></li> </ul>
<p>11. OCC</p> <ul style="list-style-type: none"> <li>a. Install: 12/9 – <b>1/27/2023</b></li> <li>b. ITS/Phones Go-live: <b>02/01</b></li> <li>c. Tablet Deployment: <b>02/06-02/08</b></li> <li>d. Tablet Go-Live: <b>02/16</b></li> <li>e. Terminals/SVC Go-Live: <b>02/16</b></li> </ul>	<p>12. WCC</p> <ul style="list-style-type: none"> <li>a. Install: 9/12 – 10/10</li> <li>b. ITS/Phones Go-live: <b>02/08</b></li> <li>c. Tablet Deployment: <b>02/13-02/16</b></li> <li>d. Tablet Go-Live: <b>02/22</b></li> <li>e. Terminals/SVC Go-Live: <b>02/22</b></li> <li>f. <b>*must be last male facility</b></li> </ul>

**\*Tablet Go-Live** will include a phased-approach for purchased content application enablement. (i.e., Day 1 enable Games downloads, once all games download, move to enable Music downloads (Day 1 or 2), lastly work to enable eMessaging downloads (Day 2 or once all other purchase content has successfully downloaded).

**Why** - to reduce degradation and traffic congestion with all clients downloading content on the wireless access points all at the same time. Premium content will be phased to increase user supportability and reduce user frustration

Game Now	Suggested Replacement
Table Top Racing	Car Mono Race
Chess	Advanced Word Search
Townsmen 6	City Masters
MS PAC-MAN	Cross Da Road 3D
Cyberlords	The Other End
Dungeon Rushers	Pull It Now Pro
Toby and the Secret Mines	Old West Cowboy Saga
Defend The Bunker World War	Attack the Fortress
Zombie Blitz	Endless Zombie Escape
4in1Solitaire	Ultra Solitaire
Bubble Boo	Aim And Match Puzzle
Baseball Pro 2017	Cool Street Basketball
Pool Pro	Ball and Sticks
Action Bowling	Lets Hit The Ball
Block Breaker DELUXE	Dot Blocks Madness
Glory	American Wild West Railroads
Jungle Slot Machine	Move the Number
Raiden Legacy	Helicopter Flying Hazard
Word Search	Word Towers
Endless Warzone	Impossible Spaceship War
Chicken Town	Gorilla Climbing Madness
Chomping Chaz	Animal Collision
Mini golf Mania	Basketball Cannon
Air Combat 1918	Quick Spaceship
Doodle Mafia	Quick Move
Tattoo Tycoon	Top Tailor Simulator
Bubble Hero	Food Hero Madness
Double Dragon Trilogy	Ninja Jumper Adventure
Spider Solitaire	Flick The Letter
Dead Escape	Mikito Runner Adventure
Strike Master	Fast Ball
Kung Fu Rabbit	Get The Carrot
Bunny Blox	Block Swipe
Street Racer Underground	Cartoon Car Racing
The Treasures of Montezuma	Candy Treasure Hunt
Busted	Amazing Pickup Truck
Workout Timer	Amazing Word Linker
Deadly Run	Amazing Jumper 2
Pengu Wars	Super Rat
Red Riding Hood - Star- Crossed Lovers	Smart Geometric Block
Dart King	Arcade Bar
Escape Fear House	Escape to The Light
Retro Galaxy Defender	Retro Ping Pong
Mystery of Aztec 2	Rotate to Match
Subway Runners	Hair Princess 3D Race
Awesome Railroads	Elevator Control
Zoom Bug	Clever Bird
Doubleside Mahjong Kleopatra 2	Toy Fun
Build A Bridge	Pop the Door
Magicka	Swipe 2 Park
Jewel Xmania	Labyrinth Madness
Anybody Out There: Dead City	Auto Haunted Rally
Garfield Wild Ride	Doodle Zip Line
Pyramid Solitaire	Pattern Puzzles
2048	Block Canon
Real Tanks	Matza Fighter
Jewel Bubbles 3	Aiming Panda
Puzzle Fit	Dot Dash Puzzle
Super Zuma	All Inside But One
Gem Legends	Wood Exit Madness
Blasting Heroes	Don't Break The Egg
Alien Commando Strike	Evade Alien Platforms
Ninja Blitz 2	Astronaut Walking Saga
The Crew: Street Bike Racing In Traffic	Vehicle CrossOver Tournament
Master of Sudoku	Fill the Matrix
Junk Norris Challenges	Laser Cubes
Nonogramz	Let Me Move
Dash Masters	Jello Adventure
Ambulance Express	Alley Biker
QB Assault Football Game	Basketball Throw 3D
Tennis in the Face	Johnny The Skater
Pro Basket	Army Basketball

# Corrections Education

Kristen Morgan, MPA, Education Services Administrator  
Statewide Family Council | July 16, 2022



1

## Education Programs

- DOC contracts with the State Board of Community & Technical Colleges (SBCTC) to provide basic education and workforce/technical associate degrees at each of the state’s 12 adult facilities.
- DOC also has partnerships with other colleges and non-profit organizations to bring quality education inside our prisons
  - Black Prisoners Caucus-TEACH, Freedom Education Puget Sound, Sustainability in Prisons Project, and Clover Park Technical College
- On average, individuals who participate in correction education programs have 43 percent lower odds of returning to prison than persons who do not, according to a 2014 study by the RAND Corporation.
- For every dollar invested in education, up to \$19.80 is saved from reduced recidivism, according to the Washington State Institute for Public Policy (2018).



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## Education Programs

- Adult Basic Education
  - High School Completion
  - GED
  - English as a Second Language
  - Pre-College courses
- Associate Degrees
  - Business Administration
  - Human Services
  - Welding
  - Direct Transfer Degrees
- Bachelor Degrees
  - Applied Bachelors in Business
  - Bachelor of Arts in Liberal Studies



3

## Workforce Programs

- Accounting and Bookkeeping
- Autobody Collision and Repair
- Automotive Mechanics Technology
- Baking and Pastry Arts
- Business Administration and Management
- Carpentry
- Computer Numerical Controlled Manufacturing (CNC)
- Computer Programming/Web Development
- Cosmetology
- Diesel Mechanics
- Digital Media: Web and Multimedia
- Drywall, Roofing and Siding
- Entrepreneurship and Small Business Management
- Horticulture
- HVAC Technology
- Machinist/CNC Technology
- Pre-Apprenticeships in Construction Trades
- Technical Design and Computer Aided Design (CAD) Drafting and Design
- Welding

\*All programs accredited by the Northwest Commission on Colleges and Universities (NWCCU)



4

## Population Participation

Location	FY 21 Student Headcount	FY 20 Student Headcount	FY 19 Student Headcount	FY 18 Student Headcount
AHCC	532	733	840	973
CBCC	401	434	422	460
CCCC	144	241	318	329
CRCC	938	1,221	1,295	1,634
LCC	146	235	356	392
MCC	652	702	795	998
MCCCW	126	192	240	262
OCC	46	153	225	260
SCCC	475	525	684	878
WCC	348	956	630	1,007
WCCW	395	571	487	658
WSP	1015	1,229	1,266	1,458
<b>Total</b>	<b>5,218</b>	<b>7,192</b>	<b>7,558</b>	<b>9,309</b>

\*DOC funded program data only.

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## Certificate/Diploma Completion

Award Type	FY 21	FY20	FY19	FY18
High School Equivalency (GED®)	311	523	754	831
High school diplomas (HS+)	85	68	77	92
<b>Vocational certificates</b>	<b>522</b>	<b>714</b>	<b>1,189</b>	<b>1,933</b>
Vocational Certificate 45-89 credits	195	186	310	394
Vocational Certificate 20-44 credits	164	290	425	466
Vocational Certificate 1-19 credits	163	171	442	1,073
Associate Workforce Degree 90+ credits	83	67	82	52
<b>Total</b>	<b>1,523</b>	<b>2,019</b>	<b>3,279</b>	<b>4,841</b>

\*DOC funded program data only.



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## Correspondence Education

- Incarcerated individuals have access to participate in self-paid post-secondary academic, vocational, and theology programs through correspondence education.
- All courses must be completed through US mail with an accredited educational institution.
- Once approved, students participating can receive the following support as needed:
  - Test proctoring and computer lab access by Education Department
- *Note:* Correspondence education is not accredited by NWCCU and credits/degrees may not be transferrable to Washington State Colleges/Universities.



7

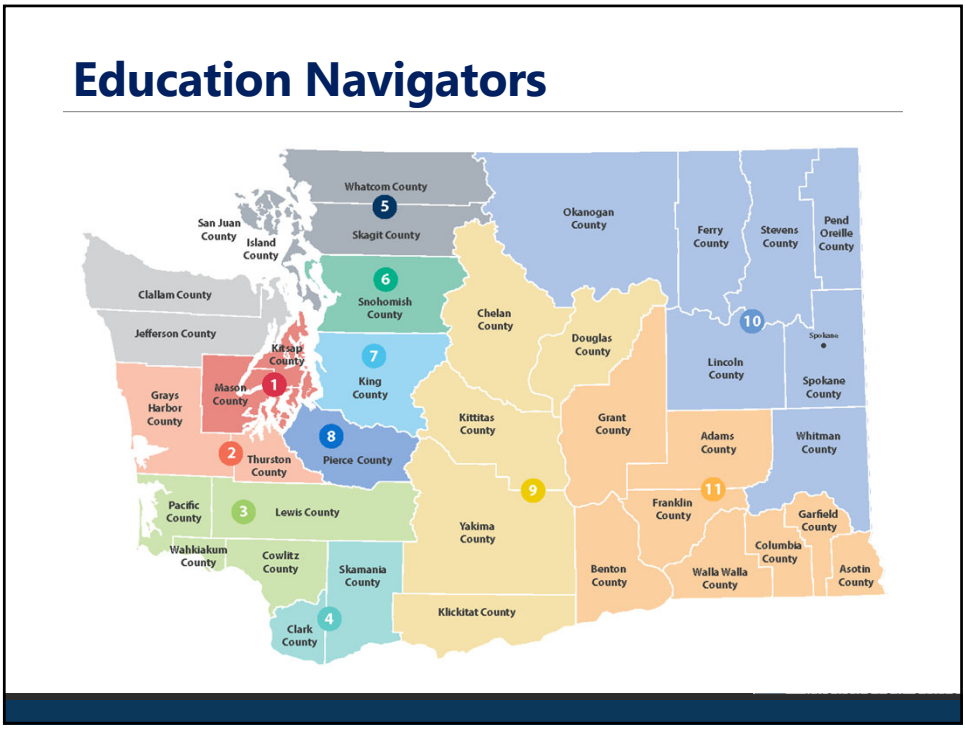
## Education Navigators

- DOC and SBCTC partner to create a state-wide Education Reentry Navigator network, consisting of 26 facility and community-based navigators.
- Assist incarcerated persons to ensure success in career and academic development and develop guided pathways for students releasing.
- Provide support around transcript requests, financial aid eligibility and applications, education enrollment and registration, and identifying job employment connections.



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# Education Navigators



9

# Looking to the Future

- Secured-internet and Off-State Network Access
- Special Education Services
- Federal Pell Grant Implementation



10

## Secured Internet Project

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- SB 5433 directed DOC to develop a plan for implementing secure internet connections for educational programs.
- Off-State Network (OSN) created in collaboration with DOC IT Security and SBCTC college providers to host:
  - Secured internet access on classroom network-connected computers with faculty/staff supervision.
    - Websites available consist of approved "white pages."
  - Education cloud drive with individual students' accounts.
- OSN is operating at Reentry Centers to support reentry success:
  - Tri-Cities, Longview, Ahtanum View, Bishop Lewis, Bellingham (early deployment)
- OSN deployment and testing are currently in progress at CRCC, MCC, WCCW, and WCC.

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## Special Education

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- HB 1044 directed DOC to establish a process for identifying and assessing incarcerated persons with learning disabilities, traumatic brain injuries, and other cognitive impairments to determine the need and provide accommodations for participation in educational programming.
- Establishing two Education Services Psychologist positions to:
  - Provide intellectual and academic assessments and participate in Individual Education Plan (IEP) meetings.
  - Establish DOC policy for Special Education and increase student accommodations and resources in collaboration with education providers.



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## Pell Grant Implementation

- US Department of Education to reinstate Pell Grant funding for incarcerated individuals in July 2023.
  - Federal guidelines and requirements are expected to be finalized in Fall 2022.
- FAFSA Simplification Act (October 2023)
  - Reducing the number of questions from 108 to 36 questions.
  - Removal of selective service requirement for males.
  - Removal of drug crime-related barriers.
- DOC will plan implementation in collaboration with SBCTC, college providers, and non-profit organizations for Pell approved programs to:
  - Student support and access to FAFSA application.
  - Administer financial aid for Pell/Washington College Grant.



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## Second Chance Pell Eligibility

### Applicant must:

- be a U.S. citizen or eligible non-citizen.
- have a valid Social Security Number or an Alien Registration Number.
- be full- or part-time undergraduate student who maintains standards of satisfactory academic progress.
- have a verified high school equivalency.
- be able to demonstrate financial need.
- be enrolled in an approved degree or certificate program.

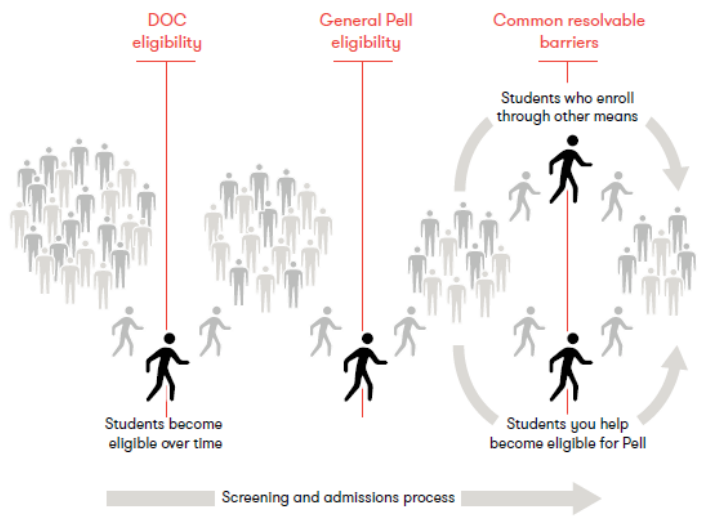
➤ *Priority enrollment to students being released within five years of enrollment.*

### Applicant must not:

- have previously been awarded a bachelor's, graduate, or professional degree.
- have a federal student loan in default or own money on a grant.
- be enrolled in a correspondence education program.
- be serving a sentence of life without parole (LWOP) or a death sentence.
- have been (1) convicted of a forcible or non-forcible sexual offense, and (2) be currently subject to involuntary civil commitment following the completion of a criminal sentence.

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# Pell Grant Implementation



Source: Vera Institute of Justice

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# Questions

Contact:  
[kristen.morgan@doc1.wa.gov](mailto:kristen.morgan@doc1.wa.gov)  
[doc.wa.gov/corrections/programs/education.htm](http://doc.wa.gov/corrections/programs/education.htm)



16

# GRATUITY PAY FOR INCARCERATED INDIVIDUALS

Washington State Department of Corrections

PRESENTERS:  
ERIC JACKSON, DEPUTY ASSISTANT SECRETARY  
DANEILLE ARMBRUSTER, DEPUTY ASSISTANT SECRETARY

JULY 16, 2022

This is a summary of each class of work, outlining the classes of work, relevant statutes, and gratuity. DOC Policy [700.000 Work Programs in Prison](#) gives an overview of work programs within the Department and the processes used to determine how jobs are assigned.

## Class 1 ~ Free Venture Industries

**Paid the prevailing wage in the community**, this is work where the individual is working directly for an outside employer, for retail to public and private sectors.

Gratuity
Prevailing wage in the locality of the operation.

The Department does not have any Class 1 work at this time.

## Class 2 ~ Tax Reduction Industries (Correctional Industries)

DOC Policy [710.400 Correctional Industries Work Programs](#);  
[RCW 72.09.100](#) (f) - **Gratuity is set by Correctional Industries Director**. This is the production of good and services intended to reduce costs for tax supported entities – state government and non-profits - think about office furniture, food service, installation and maintenance of state offices, ect.

- This category has to be self-sustaining financially. Meaning if gratuity increases, costs increase and must be passed on to the purchasers.
- This would include increase in cost of commissary items produced for purchase by the incarcerated population.

Gratuity			
Range 1		Range 2 (offsite crews)	
Level	Hourly Comp. Rate	Level	Hourly Comp. Rate
4	\$1.40 - 1.70	4	\$2.70
3	\$1.10 - 1.30	3	\$2.10
2	\$0.90 - 1.05	2	\$1.85
1	\$0.90 - 1.05	1	\$1.35
Probation	\$0.65	Probation	\$1.10

## Class 3 ~ Institutional Support Industries (Prisons)

DOC Policy [700.100 Class III Work Programs](#);  
[RCW 72.09.100](#) (e) – **Gratuity is set by the scale established by the DOC Secretary** – the current max is \$55 month, except for some COVID related work which is \$70.

- Food service
- Maintenance workers
- Porters

Gratuity
Varies, but generally has a limit of \$55/month. There are some variables (e.g. work tied to COVID need raised the monthly max to \$70/month.)

## Class 4 ~ Community Work Industries

DOC Policies [700.400 Class IV Off-Site Work Crew](#) and [780.200 DNR Emergency Response Class IV \(RESTRICTED\)](#).  
[RCW 72.09.100](#) - Off site work, DNR crews, other contracted work, including brush clearing on some Tribal lands, roadside cleanup crews, ect.

**DNR Fire Crews are paid prevailing minimum wage per statute.** For the purposes of [RCW 72.64.050](#), inmate forest fire suppression and support crews when fighting fires must receive a gratuity no less than the minimum wage per hour paid in the locality in which the industry is located.

Gratuity—Depends on the work performed							
DNR Projects		Level 3 Projects		Level 2 Projects		Level 1 Projects	
Min. Wage.	Forest fire suppression crews when fighting fire	\$1.50/hr	Cutting Fire-wood	\$1.25/hr	Bridge Construction for Trails (DNR)	\$1.00/hr	Sanding/ Salting
		\$1.50/hr	Noxious Weed Removal (DNR)	\$1.25/hr	Salmon Restoration	\$1.00/hr	Landscaping
Min. Wage.	Support crews when fighting fire (inc. kitchen crew)	\$1.50/hr	Brush Clearing	\$1.25/hr	Tree Planting (DNR)	\$1.00/hr	Trucks - Load/Unload
		\$1.50/hr	Carpentry/ Construction	\$1.25/hr	Litter Pickup & Recycling (DNR)	\$1.00/hr	General Labor
\$1.25/hr	Kitchen Crew (Non-Forest)	\$1.50/hr	Stream Enhancement &	\$1.25/hr	Mechanical		
\$1.25/hr	Thinning	\$1.25/hr	Forklift Operation	\$1.25/hr	Sand Bagging		
\$1.25/hr	Brush Clearing	\$1.25/hr	Wood Chipping (DNR)	\$1.25/hr	Cleaning Retention Ponds		
\$1.25/hr	Mowing/ Weed Eating						



## FAMILY COUNCIL ACTION ITEMS

Reference	New Action Items Opened	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting:</b> <b>Key Points/Discussion: Description of issue</b> <b>Update: Update from each meeting till closed</b>	Owner of Issue	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Process	<p>EFV Standards/EFV Policy Revision:  <u>5/21/2022 update:</u> Extending due date - a June 30<sup>th</sup> deadline has been set for facilities to complete Standards;                      DOC working on statewide process for sign-ups for EFV's;                      Policy Revision – current status?  <u>07/16/22 update</u> – EFV Policy, waiting for the FC policy to be out for public comment. Then EFV policy revision will be sent out gather feedback, to follow the Policy process. EFV Standards – still working on creating department standards across the state. Extending due date to 11/19/22 to allow for the policy revision process time. Also updated title from <i>EFV Standards/sign-up process/EFV Policy Revision</i>, to <i>EFV Standards/EFV Policy Revision</i> as the sign-up process is included in the EFV policy revision.</p>	Lisa Flynn/Dawn Taylor/Liz Hainline	04/28/2022	11/19/22	
Policy	<p>Cultural program policy development  <u>01/17/2022 update:</u> Extended due date to 06/01/2022 due to delay in start date.  <u>05/21/2022 update:</u> Extending due date as the start date was 6/01/22</p>	Fred Ivey/Dawn Taylor	11/20/2021	11/19/2022	



	<p><u>07/16/22 update:</u> Work group starting up again. Extending due date, for November 2022 meeting for status update.</p>				
Contract	<p>IITS update – discuss contract and current connectivity issues.  <u>05/21/2022 update:</u> Deadline extended to 07/16/2022 for an update on the implementation schedule of Securus/tablets/go-live dates/schedule of what facilities are next.  <u>7/16/22 update:</u> Impletmentation has begun. Anticipated completion, 02/23/23. Extending due date until February 2023, but will request status update at November 2022 meeting.</p>	Tom Fithian/Keith DeFlitch	03/19/2022	02/25/2023	
Policy	<p>DOC 530.155 Family Policy Revision/Work groups <u>04/21/22 update:</u> Suggestions to Policy revisions received. In the process of turning it over to the Policy Analyst for further evaluation.  <u>5/21/22 update:</u> Suggested policy revisions have been submitted to the Policy Analyst and is in the Draft Period. Public Comment period to come. Extending due date to 09/15/22  <u>07/16/2022 update:</u> Family feedback was encorperated into the policy, where some feedback belonged in other policies;and some of the feedback that could not be used in policy have been incorporated into document/job aid, which will be sent back to families to review. Due date</p>	SFC Co-chairs	11/20/2021	11/19/2022	

	<p>extended to 11/19/2022.  <a href="#">07/29/2022 update</a>: Open for public comment through 08/12/2022</p>				
Process	<p>GIPA Report (removed the word "Update" &amp; added "Report")  <a href="#">07/19/22 Update</a> – DOC just received the report. Will require time to process. Once this is completed, a summary will be posted on the DOC website. Due date extended to November 2022  <a href="#">8/15/22 Update</a> – Report emailed to families.</p>	Jeannie Darneille	03/19/2022	11/19/2022	
Policy	<p>Gratuity Increase request for Incarcerated Individuals  <a href="#">7/16/22 update</a> – It is too late to add this request for the current legislative session.  <a href="#">8/16/22 Update</a> - Why too late/when is the cut off?</p>	Eric Jackson TBD	05/21/2022	09/17/2022	
Policy	<p>Legal Mail and Regular Mail – What is considered Legal Mail, according to policy.            Explanation of Rejected Mail – what is it, what does makes it rejected</p>	Tracy Schnieder /Christopher Stone /Janet Nelson	7/16/2022	09/17/2022	
Policy	<p>Hobby Craft Purchasing– Request for families to be able to purchase from Hobby Craft</p>	Tracy Schnieder /Christopher Stone /Janet Nelson	7/16/2022	09/17/2022	
Process	<p>TV Cable - can additional African American channels be added</p>	Tracy Schnieder /Christopher Stone /Janet Nelson	7/16/2022	09/17/2022	

Process	DOC Legislative Process/Updates – What kind of request is DOC asking for the next legislative session (eg. IIBF, Gratuity increase, healthier food for CI, Mental Health investments - therapists). When will the Department start planning meetings.	Sean Murphy or designee	7/16/2022	09/17/2022	

Reference	Closed Action Items	Assigned To	Date Opened	Date Due	Date Closed
	<b>Name of Issue Discussed in Meeting: Key Points/Discussion: Description of issue Update: Update from each meeting till closed</b>	<b>Owner of Issue</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>	<b>mm/dd/yyyy</b>
Process	Overview of Education Program <a href="#">07/16/2022 – presentation completed.</a>	Danielle Armbruster /Kristen Morgan	05/21/2022	07/16/2022	07/16/2022
Policy (moved to completed)	Vendors used (for CI/Union Supply) – why families cannot order (for example) from Amazon or directly from DOC wholesale vendors	Tom Fithian	03/19/2022	05/21/2022	05/21/2022
Mission/Vision	AMEND update 5/21/22 – presentation given.	Courtney Grubb	03/19/2022	05/21/2022	05/21/2022
Communication (moved to completed)	Option for families who do not want to share their personal emails, but still want communication. <a href="#">04/19/22 update – Family Listserv for facility &amp; State initiated. See memo sent from Mike Obenland &amp; Jeannie Darnielle 03/29/2022.</a> <a href="#">4/28/22 update – “Get Response” – Update of Get Response model to further enhance family communication. Due date extended</a>	Rachael Ericson	11/20/2021	06/30/2022	05/21/2022

	from 4/15/2022 to 06/30/2022. <u>5/21/22 update:</u> Ready to go and looking for volunteers. To start sending out messages the end of this month.				
Policy	EFV Costs <u>4/19/22 update:</u> See letter from by Sec. Strange – costs reduced to \$5	Lisa Flynn/Liz Hainline/Dianne Doonan	10/15/2021	04/02/2022	4/19/22
Policy	Purchase of hobby craft by family <u>01/17/22 update:</u> Completed security review and looking at possible process, review by incarcerated population pending. <u>04/19/22 update:</u> Families can continue to purchase from approved vendors.	Tracy Schneider/Jamie Dolan	11/20/2021	04/15/2022	4/19/22
CI	CI Commissary Costs/increasing amount of limit/days of delivery <u>01/17/22 update:</u> Scheduled for update during March 2022 SFC. <u>3/19/22 update</u> - Commissary spending limits at several DOC institutions have been adjusted , effective 02/01/22	CALL: Sarah Systma/Danielle Armbruster	11/20/2021	01/15/2021	3/19/22
Process	EFV/Visit Family Friendly Survey <u>4/19/22 update:</u> Extended to next meeting.	Lisa Flynn/Dawn Taylor/Liz Hainline	09/18/2021	04/01/2022	3/19/22
CI	CI Food/frozen boats/quality concerns <u>01/17/22 update:</u> Addressed facility specific issues and continue to assess improvements. Next update at March 2022 SFC. <u>03/19/22 update</u> – CI will continue to address facility specific issues and share with family council as requested.	Sarah Sytsma	1/20/2021	01/15/2022	3/19/22
Communication	Public calls to receive COVID information Webinar <u>03/22/22 update</u> - DOC will continue to do local facility Covid calls when	Don Holbrook /Mike Obenland	01/22/2022	03/01/2022	3/19/22

	facilities are on outbreak status				
Process	Expanding number of visitors allowed per individual during visiting. <a href="#">04/08/22 update</a> – letter sent from Sec. Strange: visit number increased from 3 to 5 people.	Don Holbrook/Clinical	11/20/2021	04/03/2022	04/08/22
Policy	Checking on continuing outside wedding rings after COVID; 11/20/2021 update – meeting pending with policy owner. Ring sizers. <a href="#">01/17/22 update</a> : Approved and will be revised in policy.	Dawn Taylor/Charlotte Headley	9/18/2021	12/01/2021	01/17/2021
Family Support	Transportation options/ADA options <a href="#">01/17/22 update</a> : Transportation Assistance program begins 02/01/2022.	Lisa Flynn/Dawn Taylor	10/01/2021	12/01/2021	02/01/2022
CI/Union Supply	Purchase of musical equipment by family <a href="#">02/08/22 update</a> : Musical instruments added to Union Supply catalog.	Charlotte Headley	11/20/2021	01/15/2022	02/08/2022
Process	Rec/Wellness Survey/Equipment Procurement <a href="#">01/17/22 update</a> : All recreation equipment purchases made and pending shipment from successful bidders and commercial vendors.	Tracy Schneider	10/01/2021	11/30/2021	11/22/2021
COVID	Photos in Visit Room <a href="#">01/17/22 update</a> : Photos resumed with masks on 01/06/22.	Sean Murphy/Clinical Team	11/20/2021	12/15/2021	01/06/2022
Communication	COVID information updated for families; <a href="#">01/17/22 update</a> : Restored weekly LFC/SFC COVID calls on 1/28/22	Dave Flynn/Mike Obenland	11/20/2021	12/15/2021	01/28/2022
Communication	Remove the use of the word “offender” <a href="#">01/17/2022 update</a> : Update postponed to March 2022 SFC. <a href="#">3/19/22 update</a> – this is a continual work in progress and will remain ongoing.	Sean Murphy	11/20/2021	01/15/2022	3/19/22 - Ongoing

Distribution: **ORIGINAL** – Family Council Co-Chairs

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