



FAMILY COUNCIL MEETING MINUTES

Location: Washington State Penitentiary Date: 12/03/2022 Time: 8:30-10:00

Teleconference details: MS Teams Meeting

/Meeting Attendees

Department/facility co-chair: Rob Jackson Family co-chair: Lauren Williams

Facility/council secretary: _____ Family secretary: _____

Members present: Lauren Williams; Carrie Montoya; Wendy Dubinsky, Ashley Holbrook, Terry McGilloway

Non-council member attendees: Rob Jackson, Superintendent; Kenneth Bratten, Assoc. Superintendent; Brad Bowman, Assoc. Superintendent; David Anderson, Business Manager; Lynn "Irish" Clark, CPM; Zachary Kinneman, Ombuds; Chase Harvey, Visiting SGT; Brad Moller, CI Manager 3; Fred Ivey, Religious Coordinator; Dawn Taylor, Family & Volunteer Services Manager; Debra Gilbreth, CPPC; Jordan Kisling CRT & Scribe

Agenda

Old business

Topic	Discussion/Key Points	Next Steps
Welcome & Introduction (Rob Jackson)	Introduction of all those in attendance. Agenda Management: Lauren Williams/Rob Jackson Timekeeper: None	
Nomination for Co-Secretary	Nominate New LFC Co-Secretary - No current nominations – tabled for now	
CPPC Report	<p>Debra Gilbreth: Reminder of what the CPPC does: Facilitates all family focused events, supervises, trains, and manages all WSP Volunteers, facilitates family focused programs of which we currently have two: Read to me, Daddy, and the Video Greeting Program.</p> <p>Events: Winter Event Funds spend \$7,550. \$3017.11 remaining.</p> <p>Since we are unable to have on site events, partnering with visiting and those families who are taking the time to come over to visit their loved ones.</p> <ul style="list-style-type: none"> - In October put together fun filled goodie bags. Goodie bags are always filled with an easy craft, a picture frame to decorate for the free photo that is given, games, conversation starters and information on how to join the local family council and the lodging and transportation assistance programs. - Octobers goodie bags were not well received. I heard back from the population that they wanted an actual Halloween party with decorations and candy. I was not approved to do that however. 	



- November: November's event was received better because along with the good bags, individual holiday pies were purchased to be given to each visitor. A total of 300 pies were purchased and I should have purchased more, but I had no way of knowing how many visitors we would receive. I was only able to go off the COVID visiting schedule.
- December: For December I've purchased 3 Christmas trees for visiting. One for the West complex and two for the East (Visiting Area and Public Access) and to ensure I was not leaving out other religions, I googled religions with December holiday's and purchased banners that are to be hung up to honor those.
 - o We have banners for Pagan/Wiccan – Winter Solstice, Buddhist – Bodhi Day, Jewish – Hanukkah, African Americans – Kwanza, Spanish – Feliz Navidad.
- Also purchased \$1500 worth of family friendly games that will be wrapped up and placed under the Christmas trees. The population will get to pick an age-appropriate game and give it to their family while they are visiting. I also will use some left-over crafts and bags for the goodie bags. Will also increase the pie purchase as we are giving away pies again. An invite will be sent out once it has been created.


Volunteers:

- Volunteers haven't been counted during October and November yet. Recently 3 Volunteer orientations have been held. On October 26th there were 8 and on November 20th there were 10 new and returning volunteers.
- Most of them are religious volunteers: Buddhist, Catholic, Spanish Protestant, Seventh Day Adventists. Also non-religious volunteers from the Blue Mountain Humane Society and the new Director of the Star Project. The star project is a nonprofit for re-entry.
- Services have continued to increase. We have added volunteer lead religious services to the West Complex. Problems: We are still seeing program area closures due to staffing shortages in the West and South complexes.

Program:

- Not running at this time. I was tasked with bringing the programs out of the DVD era and into today's technical standards. At the end of October and the first part of November I worked with 2 IT techs who were really great and helpful. DOC has a space where videos can be uploaded, and a link can be sent to the family members. That storage will be available in April.
- Now I just need to find someone who can help run those programs. WSP is too large for me to do these programs alone along with the other job duties I manage. In the past

	<p>these programs were managed by an OA3. I no longer have that position and WSP is too short staffed for me to borrow one.</p>	
<p>Family Services Report</p>	<p>Dawn Taylor – oversee family services, the volunteer program, and religious services.</p> <p>Discussion on assembling a compilation of links, information, and glossary to help families navigate the DOC</p> <ul style="list-style-type: none"> - Emails received at the family services unit about navigating DOC. - Doc.wa.gov is the address for the agency website, all information is found under the Family & Visitors tab. - You can find event calendars, Local Family Council and Statewide Council information. - Under this tab you can also find a guidebook filled with links called the family council resource guide near the bottom of the page. - Two primary sections, staying in contact with your loved one, and what is prison life like for the incarcerated. - Who to talk to about family emergencies, the Individual Betterment Funds, what facility is my family member at, phone calls. - Links are to the pages of factual information and a link to the policy for the corresponding information. - The most up to date or accurate information about each subject that affects the lives of incarcerated individuals and their family members - Feedback is appreciated, please reach out to the family service division. - Information about inside, employee roles and responsibilities, how are my loved ones screened, what can affect their transfers, room assignments, food, TV, what the buildings look like, how to send property or put money on their books, commissary, allowed items. <p>The jargon or abbreviations used can be confusing for the family so a glossary would be helpful.</p> <p>A book was sent that was rejected due to being on a banned book list, a link to the list would be helpful for families so that they don't waste money.</p>	<div style="text-align: center;">  <p>Family Council Resource Guide.pdf</p> </div> <p>Adding link into the guide for a glossary of terms, frequently used by DOC</p> <p>docdofamilyservicesunit@doc1.wa.gov</p>
<p>IIBF/Banking</p>	<p>David Anderson:</p> <p>Explanation on IIBF budget. It looks as though zero funds were spent in almost all categories...</p> <ul style="list-style-type: none"> - Individual Incarcerated Betterment Funds. - \$162,829 budgeted have spent 81,252 dollars and recovered \$11,479 in fee recoveries. <p>Using funds to possibly buy freezers to do like ice cream fundraisers, a proposal would need to be made and ran. Would have to make sure that it didn't compete with CI and Commissary.</p> <ul style="list-style-type: none"> - Corrections Program Manager Clark and Correction Specialist 3 Chris McGill from SPL are working with Unit 	<div style="text-align: center;">  <p>WSP IIBF Budget FY23.xlsx</p> </div>

	<p>managers on a proposal for Associate Superintendent Bratten and Superintendent Jackson.</p> <p>Requesting a presentation on the IIBF and answer any questions?</p> <ul style="list-style-type: none"> - Including a copy of the IIBF Budget sheet for Fiscal Year 23. Do to the large amount of categories included. - The first tab reflects the current amounts in various categories. - The second tab is an overview with brief descriptions of expenditures - The third tab has brief descriptions of the program objectives for the categories contained in the IIBF budget. 	
<p>Visiting</p>	<p>Sgt. Harvey:</p> <p>Update on new vending company:</p> <p>Is back in vending in both visiting rooms. There have been major changes to the program. DC vending is the new company out of Richland.</p> <p>Will families lose their money on old cards?</p> <ul style="list-style-type: none"> - Were unable to come up with the vend tech cards. Had to return to cash, quarters only - Unfortunately, families will lose what was on the cards - The company that bought out the previous vendor did not have a way <p>When will vending machines be up and ready for use and how will we be paying? What is the \$ limit for vending?</p> <ul style="list-style-type: none"> - 20.00 is the limit of what is able to be brought in. - Next year in mid-spring the company is going to be hopefully unveiling some new technology that will be brought to the facility. <p>Update on hanging pictures in holding area and visiting room reorganization (can we expand to the larger area yet?)</p> <ul style="list-style-type: none"> - We are able to return to the holding area in both areas as staff testing is no longer being done. - They are going to be waxing and buffing the floors and working on decorating those areas. <p>What is the update on the new EFV policy? How does this new policy change the existing EFV process?</p> <ul style="list-style-type: none"> - Not sure on the changes at this point as the new policy hasn't been published <p>The goodie bags and projects have been well received in visiting and they are a lot of fun and enjoyment for those in the visiting area.</p> <p>The new schedule for visiting was just built out for the next year. All of 2023 has been figured out, it has been sent out to staff that uses the visiting room like religious services and Community programs. This way they can get them added to the list so that they aren't having to cancel anything.</p>	<p>Link to new EFV policy (Hasn't been published yet)</p>  <p>530155 LFC Policy.pdf</p> <p>Contact DC and Swire Coca Cola customer service about possible refunds</p> <p>Mr. Anderson and Sgt. Chase will get together and look into this and see if they can get a resolution on the cards and get the information to Debra when decided.</p>

	<p>Updates to the visiting information have been sent to the website to have the updates put up and most of them have been loaded. The clothing closet is back open for those that may be slightly off from the clothing restrictions, so that they can maintain standards of dress to avoid cancellation of visits.</p> <p>Scheduling EFV's has been hard, we usually only have one running, we have two available, we are hoping to be able to get both of them up and going in the coming year.</p>	
Televisions	<p>Update on all the television issues. All fixed, or are we waiting on components? A few weeks ago, I/I were reporting fuzzy channels.</p> <ul style="list-style-type: none"> - They are currently working on finding Gremlins in the system and having to marry together old and new and getting everything going. All televisions should be up and running. - Engineers report from Friday was that four channels were not working and that they are working on it. - History channel, science channel not working in Victor/William as of last night. <p>I/I reporting TV outages as recent as this week and reported having outages at least once a week. I/I have been paying for service they were not getting. How will this be handled?</p> <ul style="list-style-type: none"> - The TV issues are all resolved 	
Jpay Phones	<p>Tablets: How are the upgrades going?</p> <ul style="list-style-type: none"> - The last information is that Securus and the Engineers are in the East Complex. Just finishing Unit 10 and then they will move to Units 6&8. - The upgrades have been going well. <p>Are the Wifi hookups completed?</p> <ul style="list-style-type: none"> - Not all of the hookups have been completed, but they are making good time. <p>Did Mr. Barker find out about getting a help app on the new tablets?</p> <ul style="list-style-type: none"> - Information should be coming out from HQ's. Mr. Jackson will have more up to date information before the next LFC. <p>Phones: Why were families not informed about Securus phone switch prior to the switch? Everyone is confused and little information has been given.</p> <ul style="list-style-type: none"> - There was a communication put out to the population and to families by HQ. - We are working on communication and hoping that it can get better in the future. <p>I/I and families are reporting issues with the phones already. Dropped calls, I/I can't hear the person they call, etc.</p>	<p>Will reach out to JPAY about the kiosk issues.</p> <p>Will check into the phone issues.</p>


	<ul style="list-style-type: none"> - Mr. Jackson is working with HQ for a resolution to the customer service issues with Securus. - Some of the switch over from GTL/FCH to Securus could have gone smoother, but now we have contacts for things like IPens, a representative here at the facility and their responsibilities. <p>On the phones the connection time is taking up to 5 minutes. The long prompt at the beginning. The set up taking a long time for the transition over from the other system.</p> <p>No sounds on the kiosks for the video visits, sounds like you are under water, conversations going on in the background. Has been sending feedback for several weeks and is still having issues.</p> <p>The picture jumps and jolts, grainy feed, skips, hard to get in a full sentence without having to ask the loved one for repeat what they were saying.</p>	
Food services	<p>Brad Moller: New to the position</p> <p>Can an I/I survey about the food be done at WSP? How can we get this going and who does this?</p> <ul style="list-style-type: none"> - Not wanting to discourage open communications, however a full-scale survey takes time & resources that I can't speak for. The 2018/2019 survey was a collaboration with the OCO; conducted and compiled outside of DOC. Good communication exists internally @ WSP with tier reps, unit staff, resolutions office, etc. <p>Who/What department can families contact in order to see the yearly food menu?</p> <ul style="list-style-type: none"> - Menu's & nutritional information should be available to the incarcerated populations by being supplied to the living units on at least a yearly basis, for the 'big four' menus – Mainline, Kosher, Halal, & MAD. (Per policy, the State Dietary Manager conducts a Menu Nutritional Analysis Report). These are publicly disclosable to the general public. <p>Fox unit running out of trays and serving some I/I cold bagged lunches instead. Is this a standard practice? How often is this happening?</p> <ul style="list-style-type: none"> - This is a rare occasion especially for the entire unit to get a sack meal to replace the regular stated menu. This would have to be something catastrophic such as all the meals over cooked or dropped. However, on a perceived "more favorable meal", sometimes double traying happen or special diets choosing a mainline tray instead of their prescribed diet. This can lead to running out of meals which would require the Food service department to make quick changes such as sending some sack meals. Due to the amount of time 	

	<p>it takes to recreate those meals and get them heated, which then carries over into programming. To include yard/rec and education.</p> <p>What metrics are utilized to determine how much food will be prepped for each mealtime?</p> <ul style="list-style-type: none"> - It is based off of the mid-night population count. This includes taking into account the total amount of therapeutic and religious diets needed per unit. 	
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New business

Topic	Discussion/Key Points	Next Steps
State Family Council	<p>W. Dubinsky (Sitting in for G. Molina): Summary of the SFC meeting on Nov. 19th</p> <ul style="list-style-type: none"> - The meeting was long and can be hard to follow at times. - Minutes will be published on the website for family members to look at on the DOC website - One of the main things that was frustrating at the meeting, they held elections. For family Vice chair, secretary, and Co-Chair. - We were not included in the input for who was running for the spots and that they were even doing a vote. - Lauren Williams was elected for the Co-Chair and Sarah (last name) Vice Chair. - Legislation from Secretary Strange Victim/Witness anonymity, EFV fees, raising I/I salaries (this would require a bill to be put forward to legislature) - Spoke about the Securus phone and the issues across the state. - About the I/I participate in the facilities LFC meetings, and the policies, the issues that occur at WSP with the different custody levels and security issues. - The new tablets will not be used/removed during sanctions - New Covid protocols, not required but encouraged. If they don't want to test not being quarantined. - Implementing stuff from the Norway trip and the Amend program. 	
Medical & Mental Health	<p>Carrie – Mental Health questions Can we have someone from mental health attend the meeting?</p> <ul style="list-style-type: none"> - Crystal Abdulwahid had planned to be at the meeting but was unable to attend. <p>What has been or will be done to support I/I suffering from the effects of the pandemic?</p> <ul style="list-style-type: none"> - Mental Health is working toward reengaging inmates in the process. They are getting their staff up and working on getting more people scheduled to be seen. 	<p>Katrina Suckow, Health Services Manager 3. kasuckow@doc1.wa.gov</p>

	<p>Does the mental health department plan to have any programs or support in place to help combat seasonal depression/Winter Blues?</p> <ul style="list-style-type: none"> - Mental health is available to everyone. If they wish to be seen by someone all they need to do is send in a kite or let staff know and they will get someone from Mental Health to come and talk with the individual. 	
<p>Union Supply Group Catalogs</p>	<p>Rob Jackson – Update on USB Catalog printing Not available on kiosk but working with security to maybe get them on the tablets. November the new property catalog and program kicked off. Union supply catalogs are now available to check out in visiting so that inmates and their loved ones can look through them together. Will check to make sure that both the Union catalog and the food package/property catalog are included.</p>	
<p>Policies</p>	<p>Are unit tier meetings being held? If so, how often? If not, when will they resume?</p> <ul style="list-style-type: none"> - Yes they are being held, Acc Sup Bratten spoke with Delta unit last week. They are slowly getting back up and running. <p>Is there a policy that stipulates how often these meetings are supposed to occur? If so, can it be provided and attached to the minutes.</p> <ul style="list-style-type: none"> - There is a policy that speaks to OCL meetings. As we continue to come out of COVID and the restrictions of the last two years. - We may not be currently meeting the policy guidelines, but we are working on getting back to them. <p>Are the I/I aware of such meetings and what the purpose of them are?</p> <ul style="list-style-type: none"> - The Unit Managers, Associates and CPMs are working on recruiting and getting the information out about the meetings and getting incarcerated involved. <p>Any updates on staffing? I/I still reporting restrictions of “out time” etc. due to lack of staffing.</p> <ul style="list-style-type: none"> - We are continuing to recruit. - 13 new staff members graduated from core 2 weeks ago. - 19? Just started - 24 willing to join/interview from the last hiring event. 18 to 20 probably showed up. - About 58 people in the hiring process, those that are waiting in the process for drug testing, psych evaluation, in core. 	

	<ul style="list-style-type: none"> - We are still struggling but we are managing and doing the best that we can. There is hope that it will get better soon. <p>Is there a policy on unit lock downs/sanctions due to fights? If so, can it be provided/attached to the minutes?</p> <ul style="list-style-type: none"> - Group Violence Reduction. - Wondering why an incident between two individuals is causing the entire unit to go into lockdown <p>I/I's are reporting being locked down for days due to fight between other I/I. That is reported in Delta and Fox Units. They feel they are being punished due to the actions of others.</p> <ul style="list-style-type: none"> - 470.540. GVRS policy - We ask for no disparity of force (2 on 1, you don't bring a weapon, you don't attack staff) - We only enact restrictive movement when one of those things happen. Which is when the lockdowns occur the entire unit. - Based on Dr. Kennedy's research from Chicago. <p>Why aren't those involved in the fight solely locked down? Being sanctioned and locked down only exacerbates mental health problems, potentially making behavior worse.</p> <p>-</p> <p>Why is it those housed in the BAR units don't have access to the SPL and the programs offered there?</p> <ul style="list-style-type: none"> - Unique population in the BAR. - Unable to mitigate the risk to them and others of the population at this time with security issues. 	
<p>OCL Notes</p>	<p>Delta</p> <ul style="list-style-type: none"> - attached word document, due to length of information <p>William</p> <ul style="list-style-type: none"> - Current OCL's haven't said anything other than normal in unit things, like a new TV, programming things like that. - William unit did not have a meeting this month. Two OCL's went to segregation and replacements are being decided on. <p>Echo</p> <p>OCL's, we need to recruit again due to transfers out of the unit. Only have 2 at this time. I/I's have submitted and will be reviewed at FRMT. OCL's will assist in recruiting for both sides to represent the general population.</p> <p>Discussion of unit movement during 'Restricted or modified movement' due to staff shortages.</p> <p>Discussions on revising in unit movement schedule for dayroom, unit yard & showers.</p> <ul style="list-style-type: none"> - Sgt. Cleppe is updating the schedule. Echo unit just transitioned back to normal operations on 11/7/22, from Covid unit after 31 months. We now have two sides to operate, instead of one. <p>Discussion in getting Movie channel back?</p>	 <p>Delta Unit OCL meeting - October 2</p>

- Chris McGill stated this contract wasn't renewed. Was used during COVID.

WSP I/I's will receive candy bags in December

JPAY – Eastside when is it getting fixed?

- Sent an email on 11/4/22 & follow-up email. The JPAY machine needs a new computer, no response expected date to receive new computer or repair.
- I/I's JPAY players need to be re-synced due to over 30 days.

EIP level 1 & Level 2, are we going to continue to do this?

- EIP level 1's had popcorn delivered, which some didn't participate because they didn't feel it was fair to EIP Level 2's. Funds used are from EIP level 1. Waiting for Security specialist to be hired to take on the EIP Level 1 program per policy. I/I submit a kite when they are eligible to receive their Level 1.

Phone line issues with I/I's. Why can't we use the ledges in the window to put our ID's in the day room & unit yard? We put the ID cards in order, so we know who is next in line to use the phone. It assists in everyone getting an equal chance to use the phones.

- Need to check if this is a good option, since we had a sign up sheet & it was not used. Unit manual states I/I's must have their ID's on in the dayroom & unit yard. Will have a discussion with CPM Clark, Sgt.'s Cleppe/Hernandez

Provided WSP Local Family Council minutes and contact for December 3rd, meeting.

Adams –

In-Cell plants – plant starts, pots and soil still available to any individual that would like one in-cell

- Kite or stop by the CMHUS office if interested

Yard Access – Still an issue. There is a committee getting together to review the SC movement schedule. Hopefully the BAR units will get a 50% share of the Big Yard/Gym and some time in the evenings, for those I/I's that work every morning. Currently BAR I/I's get Monday thru Friday 0830-1030ish. V/W has every evening and all days sat/sun.

- Update: Captain Jacobson gave orders that the yard schedule will not change. Adams unit individuals encouraged to utilize the grievance process.

In-cell gaming system – Requesting to have gaming system (switch, X-box) in cell. Written proposal submitted to have Adams Unit pilot a program. Have we heard anything about it?

- Not likely to happen this would need to be approved at the HQ's level and could not find anyone to champion the cause.
- Hoping the new players will have better quality games available for download

Introduction to Sergeant Erikson. Adams Unit Sergeant effective 11/1/22

Lack of response when Mental Health is requested – requesting some sort of paper trail when an I/I is requesting a MH contact.

- There is a process in place. After the I/I requests a MH contact, a kite should be filled out, creating the paper trail.

“Safe” area in front of the unit showers – Reports that I/I's are not observing the red line in front of the showers.

- The red line was placed in the area to deter I/I's from crossing and observing others in the showers. If an I/I

	<p>crosses the line, he is out of bounds, in violation of WAC 210 and subject to the disciplinary process. Sgt. Erikson will work with staff to ensure this rule is enforced.</p> <p>Fundraisers – The unit is requesting food sale fundraisers to be conducted more often.</p> <ul style="list-style-type: none"> - It was discussed that staff often donate personal time outside of work hours to get these completed. We are looking for new volunteers to assist and have identified someone that may want to take on the task. If staffing levels allow, we will request the staff member conduct the planning of the fundraiser during work hours. <p>Dog program – Requesting more involvement from the RTU (Band C Mods)</p> <ul style="list-style-type: none"> - Every I/I in Adams Unit is eligible to participate in the program. They just need to meet the minimum requirements and submit an application. We have only had a couple applications from RTU individuals. <p>Shoes – Can only get new shoes every 8 months and it used to be every 4 months. With the current weather the shoes get very muddy/dirty, quickly. I/I's are required to wear their state shoes to visiting and if they do not own personal shoes, they have to wear their dirty state shoes.</p> <ul style="list-style-type: none"> - Will contact clothing and see if this is even an option. <p>Dog Training – Would like an indoor area to conduct training during the winter months and during inclement weather. Gebre has spoken to the Annex A officer and Psych Assoc. Long and both are open to the idea.</p> <ul style="list-style-type: none"> - This area has been shut down to staff shortages quite often. Also, I/I's must be on call out to access this area. It is a possibility, but we should continue to utilize the kennel space a indoor areas of Adams Unit at this time. <p>Movie Channel – During COVID, I/I's were provided a movie channel. Is there any chance of bringing this back? What if all the I/I's chipped in for the channel, much like we do for cable (50 cents per month)</p> <ul style="list-style-type: none"> - CS McGill was contacted. Approximate cost of this channel was \$11,000 every six months. This request would have to go through the Offender Betterment Fund. - Might be better to wait until the new players are available. Rumors say that there will be a better movie selection available for purchase. <p>Unit 8 – Currently only has one tier rep/OCL, he had nothing to report to the LFC this month.</p>	
<p>Round Table</p>	<ul style="list-style-type: none"> • Ashley – Question for Sgt. Harvey <ul style="list-style-type: none"> ○ Printed menu for the vending, since they can't go near the machines, that way their families aren't yelling across the room. ○ They are hesitant since they are changing items every week or so based on what is selling more than others. • Can make it hard when there are visitors lining up to use the machines and then having to try and figure out what to get. • Wendy – <ul style="list-style-type: none"> - What needs to happen for the units and SPL to do fundraisers again? 	

	<ul style="list-style-type: none"> - Time and staff would be the main thing that need to be handled before fundraisers can get back up and running. - We are in the process of hiring another Corrections Specialist 2 to work with Chris McGill. Over the next year once they are hired, they will focus on this. <p>Carrie – Maybe an ice cream machine that the new vending company might be able to bring in -Sgt Harvey will ask the vendor the next time they are seen -maybe an ice cream social for the first onsite event.</p>	
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Next meeting location: WSP MS Teams Date: 02/04/2023 Time: 8:30-10:00

Comments: _____

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