

Washington State Penitentiary  
Local Family Council  
Meeting Minutes

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**Date/Time:** Saturday, June 6, 2015 8:30 a.m. to 10:00 a.m.  
**PARTICIPANTS:** Correctional Program Manager, Rob Jackson, Unit Manager Toni Alvarado-Jackson, Unit Manager, Juan Palomo, Community Partnership Program Coordinator, Linda Yobbagy-Finn, Family Members and Friends  
**RECORDER:** Linda Finn, CPPC

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**Welcome –** Meeting was called to order by Local Family Council Member, Wendy and everyone present and on the conference call, introduced themselves.

**OLD BUSINESS**

***REVIEW UNCLOSED ITEMS ON THE ACTION ITEMS LIST:***

**Key Points/Discussion:** There were 6 action items that were open from the last meeting which needed addressed:

**1. Phones:**

Unit Manager, Juan Palomo stated that a repair order was submitted to GTL, asking to extend the cords, in the IMU's. GTL comes to the facility every Wednesday and attempts to resolve phone issues. Shortly after GTL was in the Golf Unit working on the phones recently, the unit was having issues again, shortly after GTL left. This item will continue to be tracked.

**2. Commissary – Healthy Food Items:**

The family members in attendance at this meeting were in agreement that there has not been much of a change in the healthy items available in the machines. There has not been fruit available recently, however yogurt and Jello with fruit, were available. Dean will resend a memo to Joe Davis of Swire, and remove the request for *nuts*, that was on a list of requested items that were sent to Mr. Davis on December 7<sup>th</sup>, 2014. In this memo, he will ask him for his plan on increasing the healthy food items in the vending machines, in the visiting rooms. This item will continue to be tracked.

**3. Kiosk and Phone shortage:**

The kiosks/phones are at the mercy of JPay and when they will install more kiosks. IMU North kiosk not functioning is due to a delay at headquarters. They are attempting to find a way to separate the IMU phone system from the General Population system. Wendy will contact Tomas Fithian to obtain an update. This item will continue to be tracked.

**4. Lost Property in Transfer from Unit 5 to IMU:**

Everything that an IMU offender has in long term storage is indicated on their matrix. If the offender has an issue, they are instructed to use the kite system. There was no update on this Action Plan item. Wendy is going to talk to Megan and see if this particular item could be closed.

**5. Mail and e mail delays:**

Rob Jackson read the following response from Sgt. Fleenor, Mailroom Sgt.: *At WSP each outgoing and incoming JPay eMessage including all attachments are reviewed. The mailroom has one staff that is reviewing JPay 8 hours each day and a second staff that spend 4 to 5 hours a day reviewing JPay. DOC Policy 450.100, Directive I, E, 2 requires that JPay eMessage be made available to the offender within 5 working days. The mailroom strives to process JPay within 3 working days and when they fall behind that and when staffing allows, a 3<sup>rd</sup> staff is assigned to process JPay eMessages.*

*When the mailroom has been short staffed JPay takes a lower priority than letter mail and legal mail. But JPay is still processed within 5 working days. It is extremely rare that we fall beyond 5 working days and when we have it was an additional working day or two. I cannot remember when the last time that we have fallen behind the 5 working day policy requirement.*

*My understanding of the JPay folder process related to incoming JPay eMessages, is that they go into and are held in a folder. Headquarters updates all the inmate's housing. At midnight the transfer information is downloaded and the JPay eMessages are released at that time to the various facility mailroom folders.*

Video games will take longer to download as will messages with photos attached. Just a written message will be the quickest to download. Calendars were also discussed and they are not permitted to be mailed into the institution. Offenders are able to purchase calendars through ACCESS.

This item will continue to be tracked.

**6. Health/Sanitation:**

The drains were treated and currently there is no problem in IMU N. This item is **CLOSED**.

**NEW BUSINESS**

**1. *Scheduling of Cultural Events:***

Key Points/Discussion: Family member was asking about the number of times the visiting room, in the WC, is closed due to cultural or other events being held in that area.

Response: An explanation about the number of religious and cultural events that are held throughout the calendar year and the necessity to close the visiting room, so that these functions are able to be held. Events are scheduled on a day of the month when the living unit, who will be attending a particular event, has that day scheduled for a visit.

Person Responsible: N/A

**2. Visiting Guidelines:**

Key Points/Discussion: A member asked that if a visitor leaves during the visiting time, and tries to come back in later that visiting day, are they allowed to go back into the visiting room?

Response: Clarification on the wording in the Visit Guidelines will need to be discussed. This will be added to the Action Items List for next meeting.

Person Responsible: Rob Jackson and/or Sgt. Beal.

**3. Community Partnership Program Coordinator Activities:**

Key Points/Discussion: One of the visiting room officers informed Linda Finn that the Mother's Day gifts, that were given to the mothers, were greatly appreciated and one of the mother's told her that the sentiment made her cry. For the upcoming Father's Day weekend, there will be small pies available in the visiting rooms and a free photo will be available for those visitors/offenders that would like one.

**4. Statewide Family Council meeting update:**

Key Points/Discussion: Wendy reported that they are still working on the Family Council policy. Also Wendy mentioned that on the DOC Website there is a family engagement video that encourages family contact and dispels the myths around prison visits.

Response: Watching this video will be on the agenda for the August 1<sup>st</sup> meeting.

**NEXT MEETING DATE:**

August 1, 2015

West Complex Superintendent Conference Room

8:30am to 10:00am

## Washington State Penitentiary

### List of Acronyms

- *AHCC* - Airway Heights Correctional Center - Correctional facility located in Airway Heights, WA.
- *BAR Units* - Secure housing units located in the South Complex. The three buildings are named Baker, Adams and Rainier. (BAR)
- *CI* - Correctional Industries is a business that employs offenders and produces products and food utilized by the Washington State Department of Corrections.
- *CPPC* - Community Partnership Program Coordinator. This position is held by Linda Finn and encompasses family friendly activities as well as facility cultural events and the coordinating of volunteers.
- *CPM* - Correctional Program Manager. Administrator assigned to oversee a section of the prison.
- *CUS* - Correctional Unit Supervisor. Staff member that works inside the unit and supervises the staff in the unit.
- *DOC* - Department of Corrections
- *EC* - East Complex – Minimum Security
- *EFV* - Extended family visit. Commonly known as “conjugal visits”
- *HQ* - Department of Corrections headquarters located in Olympia, WA
- *IMU* - Intensive Management Units. Maximum security/segregation
- *ISDP* - Inmates Sentenced to Death Penalty
- *JPay* - Company that provided offender electronic communications
- *LFC* - Local Family Council, held at Washington State Penitentiary
- *MOC* - Motivational Offender Change. Behavior program for offenders in IMU
- *MSU* - Minimum Security Unit. Units in the East Complex are minimum security units as well as the unit outside the walls of the East Complex, known as “Outside” MSU
- *OCL* - Offender Contact Liaison, also known as Tier Reps
- *R&M* - Response and Movement Officer
- *SC* - South Complex – Medium Security and Special Housing (BAR Units)
- *SFC* - State-wide Family Council – held in Olympia/Tumwater every other month
- *SPL* - Sustainability Practices Lab
- *WC* - West Complex – Close Custody
- *WSP* - Washington State Penitentiary

ATTACHMENT A